e-Application System (EAS)

Occupational Health and Safety Section

April 26, 2016



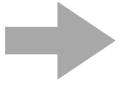
Contents

- 1. What is e-Application System (EAS)?
- 2. Basic Procedures of Application/approval Process
- 3. How to Access
- 4. Application Categories
- 5. Navigation
- 6. Help

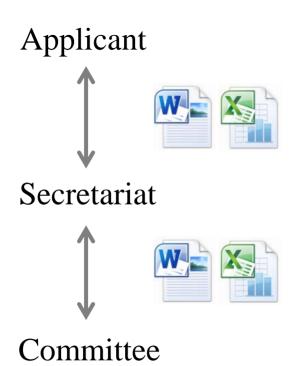


1. What is e-Application System (EAS)?

E-mail / Paper documents



Web-based system



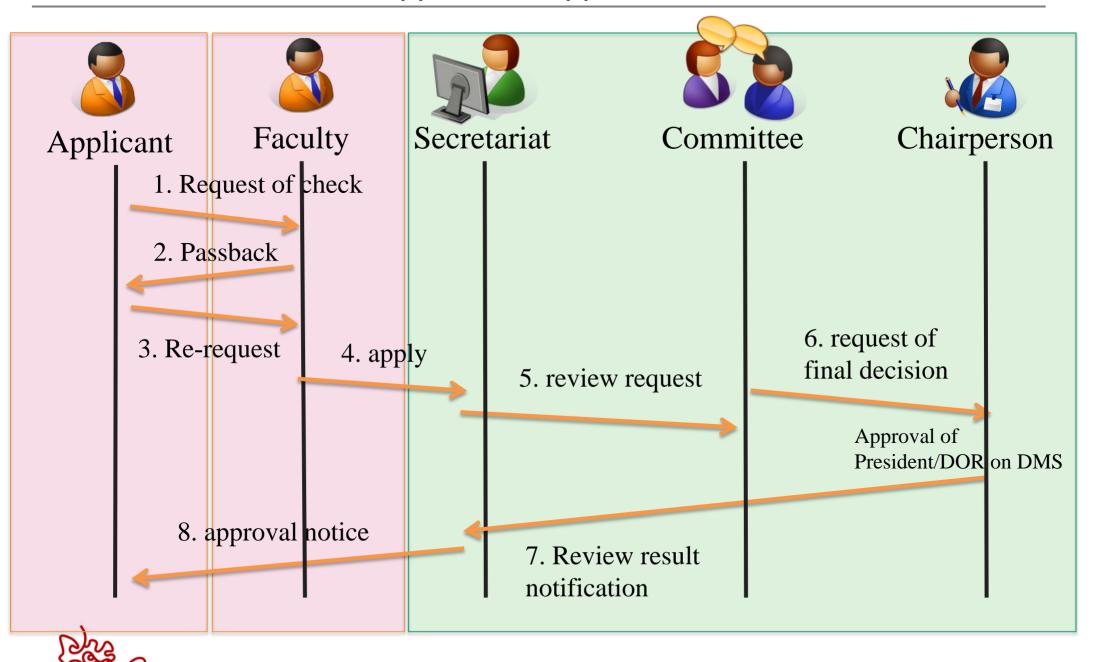


2. Basic Procedures of Application/Approval Process

Overall Flow from Application to Commencement of Experiment (Example: Recombinant DNA Application)



2. Basic Procedures of Application/Approval Process



3. How to Access

HOME

ABOUT

GRADUATE SCHOOL

RESEARCH

COMMUNITY

FVFNTS

NEWS CENTER

CARFFRS

quick links

HR Platform

Mv Number

Directory Update Requests

Your Directory Photo

Community Account Request Form

Set Your Printer Default to Black and White Sexual Harassment Prevention Training

Respectful Workplace Policy

directories

People Directory

Email Lists

Org Chart & Links

Seating Charts and Floor Maps

information

iweb Internal Info

Upcoming Events

Calendar

IT Services

Logo and GSM

Policy Library PRP

Reserve Cars

Training and Career Development >>

Registration Desk

EMERGENCY Info

oist systems

Attendance Management Tool 万屋一家 Student Leave & Travel Management

DMS >>

ERP >>

HEART>>

IT and Computing >>

File Sender

OIST Webmail (Exchange OWA)

OIST Webmail (Office 365)

Research Equipment Managemen

Sakai Learning Management

eFront Learning Manage

tem

E-application System

rereconrerencing (Gisco GMR, WebEx) >>

websites

HR (Human Resources)

Divisions

Sections

Research Units

featured story

The Science of Mindfulness



Do you want to be fully engaged and present as much as possible? Scientific research shows that practising and applying mindfulness. can lead to improved wellbeing and relationships, as well as, better work performance. On Friday, April 1, from 11:00 - 12:30, Dr. Richard Chambers, clinical psychologist at Monash University, Melbourne. Australia and internationally-recognized mindfulness expert will be giving a keynote speech to introduce the science and practice of

mindfulness in B250. The lecture will centre around how mindfulness h.

last featured story



Performing science



upcoming events

search upcoming events.



Plasma membrane-dependent cellular senescence – an When: 2016/3/28, 9:30:00

Location: C210. Center Building



Dynamic Boltzmann machines ', Takayuki Osogami When: 2016/3/28, 10:00:00

Location: Seminar Room C209 - Ctr Bldg



General Imperfect Interfaces with application to comput



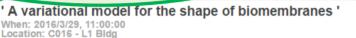
When: 2016/3/28, 11:00:00

Cancer with a Pow

The link for E-application system is here!

nsed Pi

on and m





Nature vs. Nurture in Drosophila Courtship ' Prof. Daisu When: 2016/3/30, 9:30:00

Location: C209, Center Building



200-K superconductivity in compressed hydrogen sulfid

When: 2016/3/30, 11:00:00 Location: C209



all-oist announcements













Posted by: Hiroshi Omokawa



【Reminder】Closing schedule for FY2015 / 平成27年度決算

Posted by: Natsuko Teruva

(Reminder) Legal Advisor Available Tomorrow 2016/3/28

Posted by: Ai Saito



[Outage] NTT central unit relocation

Posted by: George Mike Nagatomo

[HEART] RECOVERED - 'Travel/Honorarium Request' fun



Posted by: Go Kobavashi [Outage] Network Configuration Change - Lab 1: Level D

2016/3/25 Posted by: Jonathan Wells



National TV Program Featuring OIST Will Be Broadcast in

Posted by: Tomomi Okubo



[HEART] 'Travel/Honorarium Request' functions unavaila 2016/3/25 Posted by: Go Kobavashi

Notice: Special Gas Piping Facility Maintenance in Lab 3 2016/3/25 Posted by: Yukari Shinzato



FY2016 Basic Life Support Registration Now Available – 2016/3/25

Posted by: Eiko Kaida

<< prev 10 — 1-10 of 50 — next 10 >>

marketplace



Posted by: Yuki Miyashita







Maya is looking for a forever home

White Smartphone (Xperia) without phone case



MmD Scientific hooks

Posted by: Paval Shah

OIST Re 2016/3/4

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OIST HV

2016/3/23

Source: Ov

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Source: Ol

OIST an

Source: Or

Gender

Source: So

2016/3/4

2016/3/4

2016/3/8

People

2016/3/3 Source: Ry

OIST me 2016/2/29

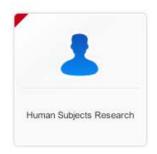
Source: Ry

Koto red 2016/2/28 Source: Ni

4. Application Categories

























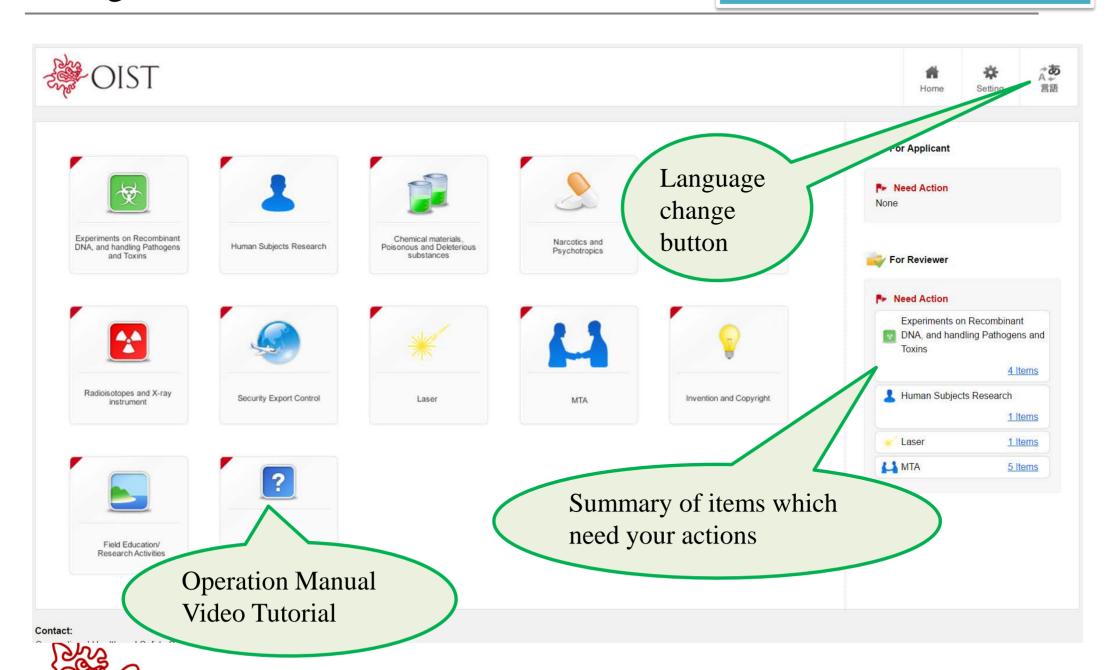


4. Application Categories

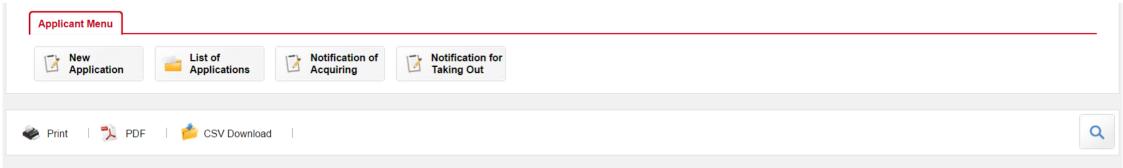
Required Language

Categories	English only	English or Japanese	English and Japanese
Recombinant DNA, Pathogens and Toxins	✓		
Human Subjects Research			~
Radioisotopes and X-ray instrument	✓		
Chemical materials	~		
Narcotics and Psychotropics			✓
Waste	✓		
MTA	✓		
Invention and Copyright	✓		
Security Export Control	✓		
Laser	~		
Field Research	✓		
1- 2 (1) 1			

Portal Site



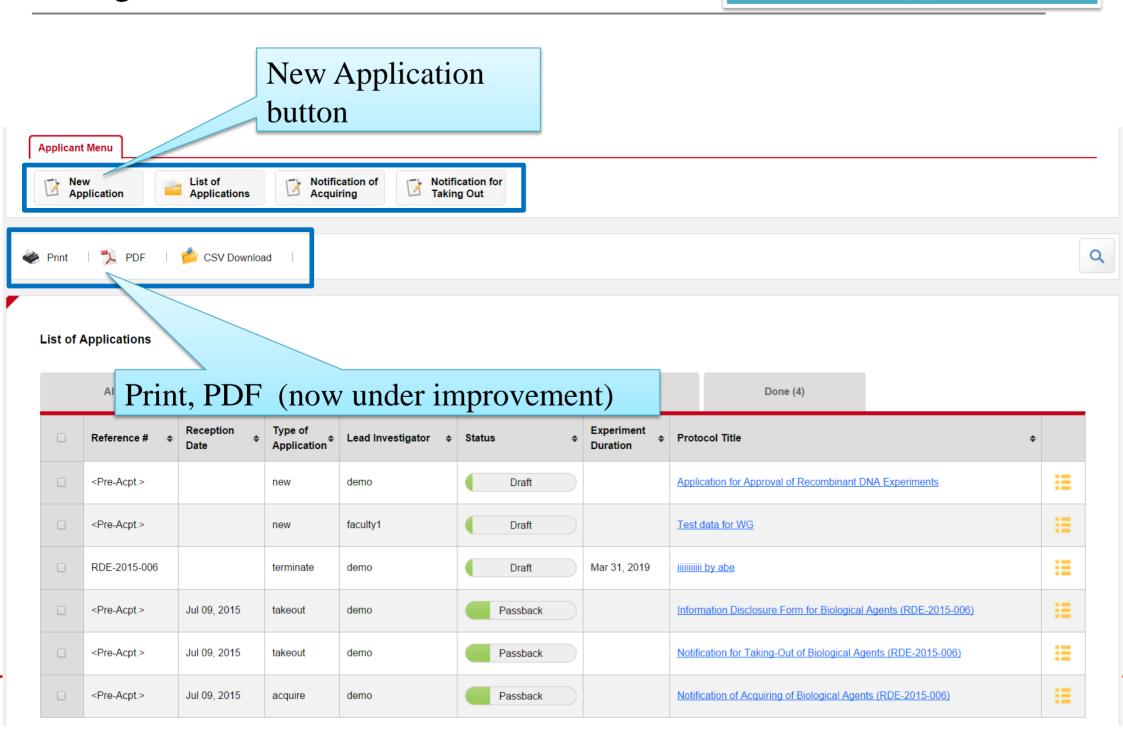
List of Application



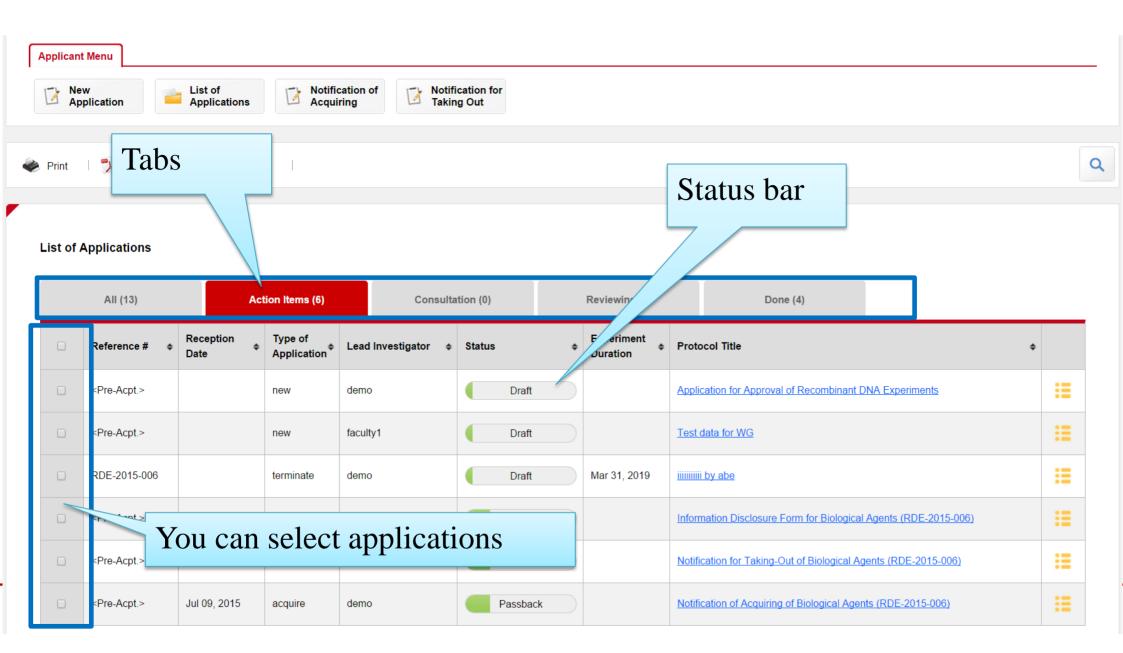
List of Applications

All (13)	Ac	tion Items (6)	Consulta	ntion (0)		Reviewing (3)		Done (4)		
Reference # \$	Reception Date	Type of Application [‡]	Lead Investigator \$	Status	\$	Experiment Duration	Proto	ocol Title	*	
<pre-acpt.></pre-acpt.>		new	demo	Draft			<u>Applic</u>	cation for Approval of Recombinant D	NA Experiments	∷
<pre-acpt.></pre-acpt.>		new	faculty1	Draft			<u>Test o</u>	data for WG		III
RDE-2015-006		terminate	demo	Draft		Mar 31, 2019	<u> </u>	i <u>by abe</u>		∷
<pre-acpt.></pre-acpt.>	Jul 09, 2015	takeout	demo	Passbac	ck		Inform	nation Disclosure Form for Biological	Agents (RDE-2015-006)	III
<pre-acpt.></pre-acpt.>	Jul 09, 2015	takeout	demo	Passbac	ck		Notific	cation for Taking-Out of Biological Ag	ents (RDE-2015-006)	∷
<pre-acpt.></pre-acpt.>	Jul 09, 2015	acquire	demo	Passbac	ck		Notific	cation of Acquiring of Biological Agen	ts (RDE-2015-006)	:=

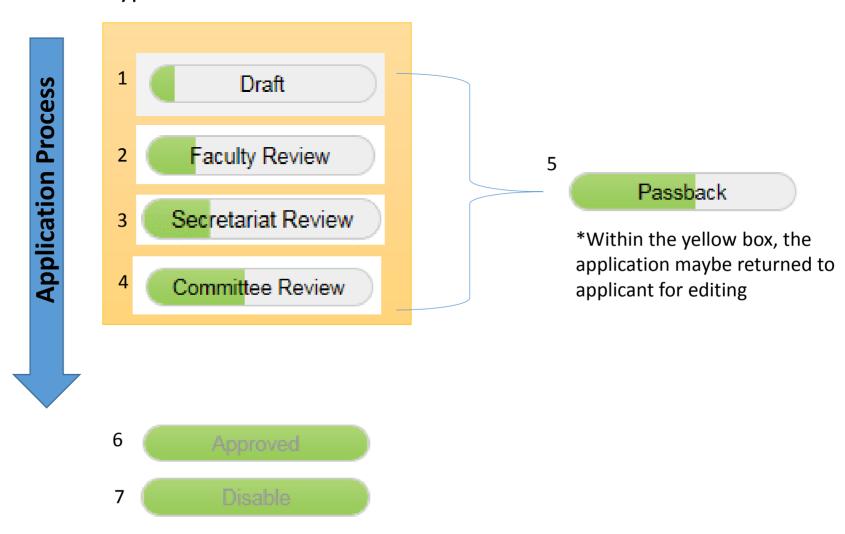
List of Application



List of Application



There are seven types of status shown below:





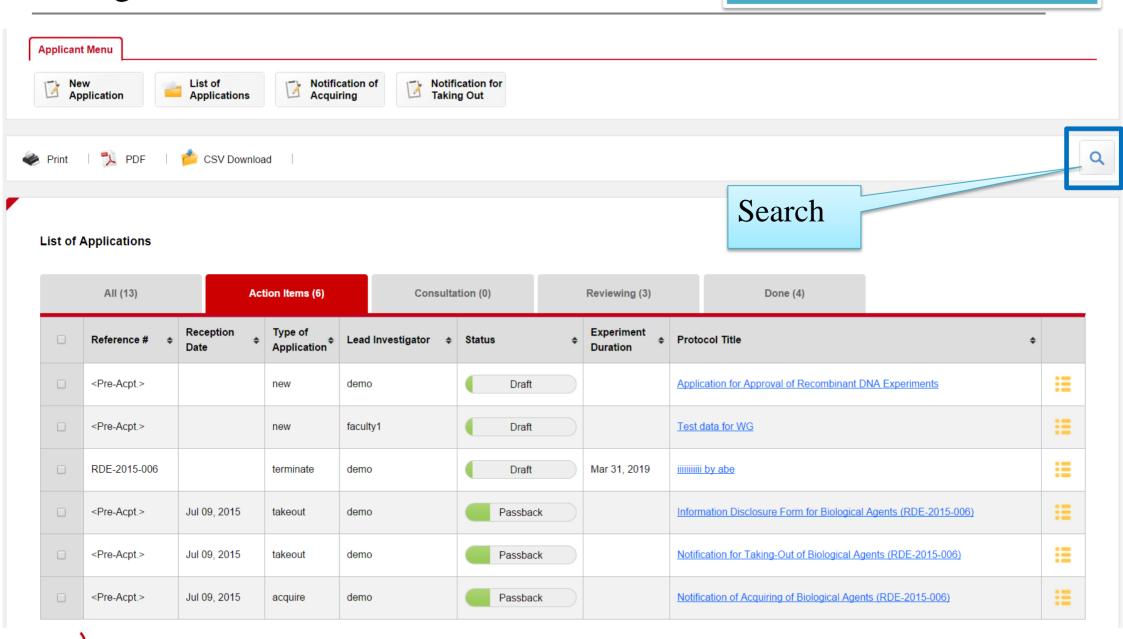
Operation Menu

Co	onsultation (1)		Review (13)	Done (17)	
: Lead Investig	ator \$ Statu	s \$	Experiment \$	Protocol Title	♦ M enu
demo	Appro	/ed	Mar 31, 2019	Test Data for Demonstration	:=
User	Appro	/ed		Notification of Acquiring Operation	Menu
demo	Appro	/ed	Mar 31, 2019	WG用テストデータ: Coswitches in E. coli and mammalian cells	i Wichu
Faculty1	Appro	/ed	Mar 31, 2019	WG用テストデータ(facutly):Construction and gene switches in E. coli and mammalian cells	Print PDF
faculty1	Appro	/ed	Mar 31, 2019	2015/10/14 Test Data	Withdraw
demo	Appro	/ed	Mar 31, 2019	<u>test</u>	Creat New File by Copy Apply for Modification / Renewal
demo	Appro	/ed	Mar 31, 2019	Application for Approval of Recombinant DNA E	Report for Termination



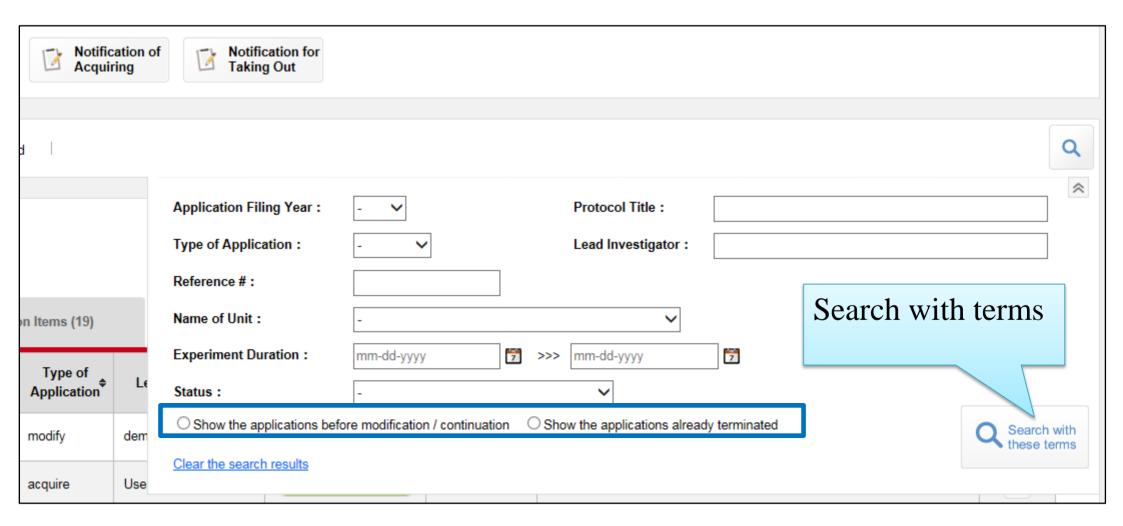
Navigation

Search Function





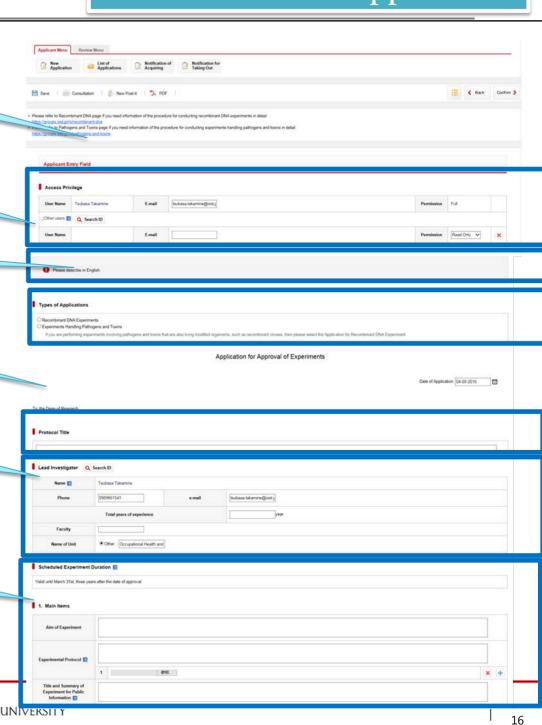
Search Function





Overview of the Application

Access Privilege Supplementary explanation Types of Applications Title Lead Investigator or Applicant information Content of the application



Applicant Entry Field Access Privilege demo@example.co.jp Full User Name demo F_{-mail} Permission JOther users ? Q Search ID secretariat@example.co. Read / Write V × **User Name** Secretariat E-mail Permission assion Read Only user@example.com × **User Name** User E-mail Access Privilege



Types of Applications

Example 1: Recombinant DNA and Pathogens and Toxins

Types of Applications Recombinant DNA Experiments O Experiments Handling Pathogens and Toxins If you are performing experiments involving pathogens and toxins that are also living modified organisms, such as recombinant viruses, then please select the Application for Recombinant DNA Experiment.

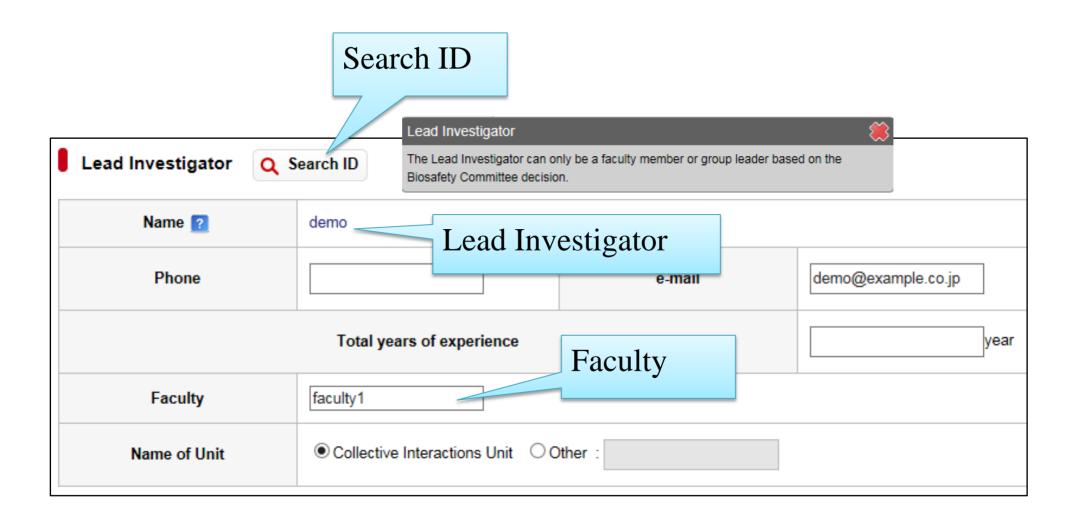
Example 2: Human Subjects Research

■ Types of Applications 申請種別 O Human Subjects Research Application 人対象研究申請 ◉ Use of Encoded Personal Information or Human Specimens Application 個人情報又はヒト由来試料等の使用に関する申請

Example 3: Radioisotopes and X-ray instrument



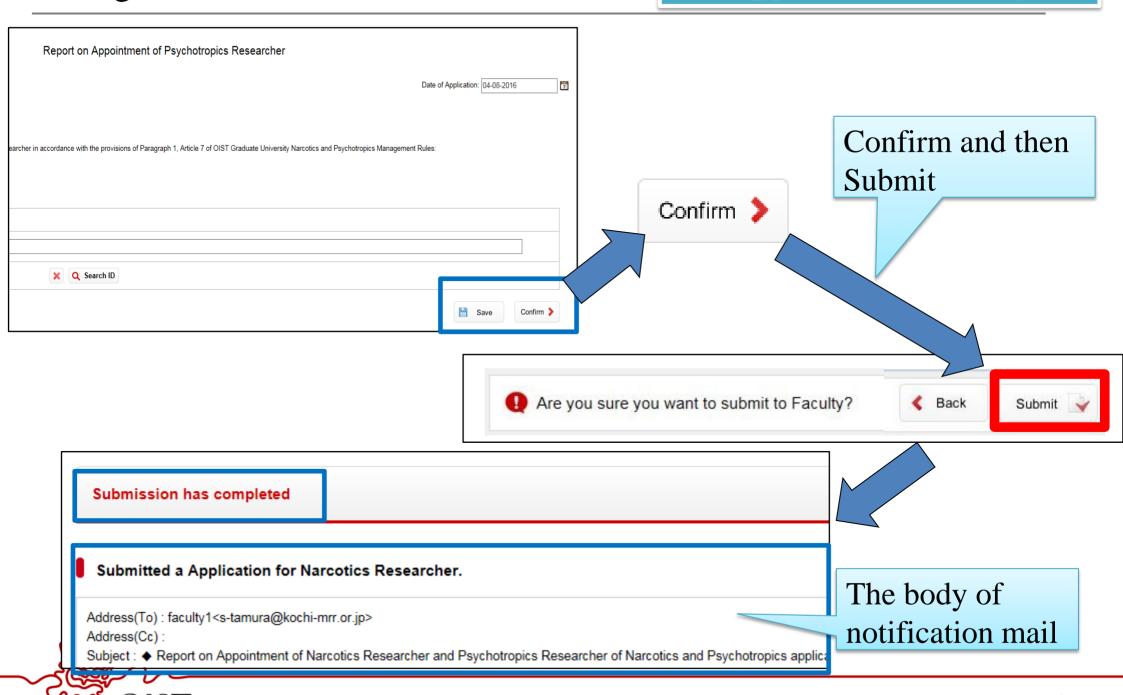




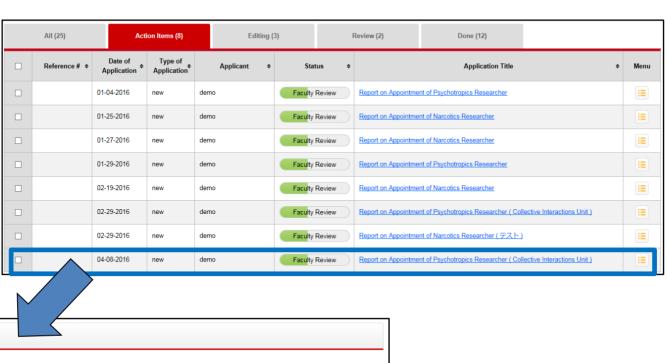


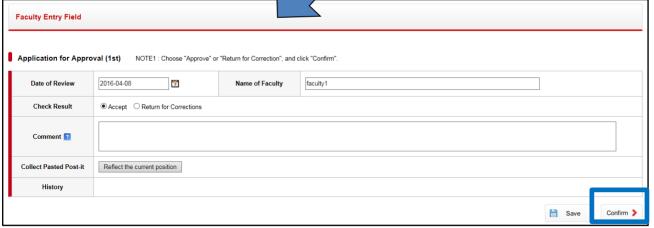
Navigation

Applicant → Faculty



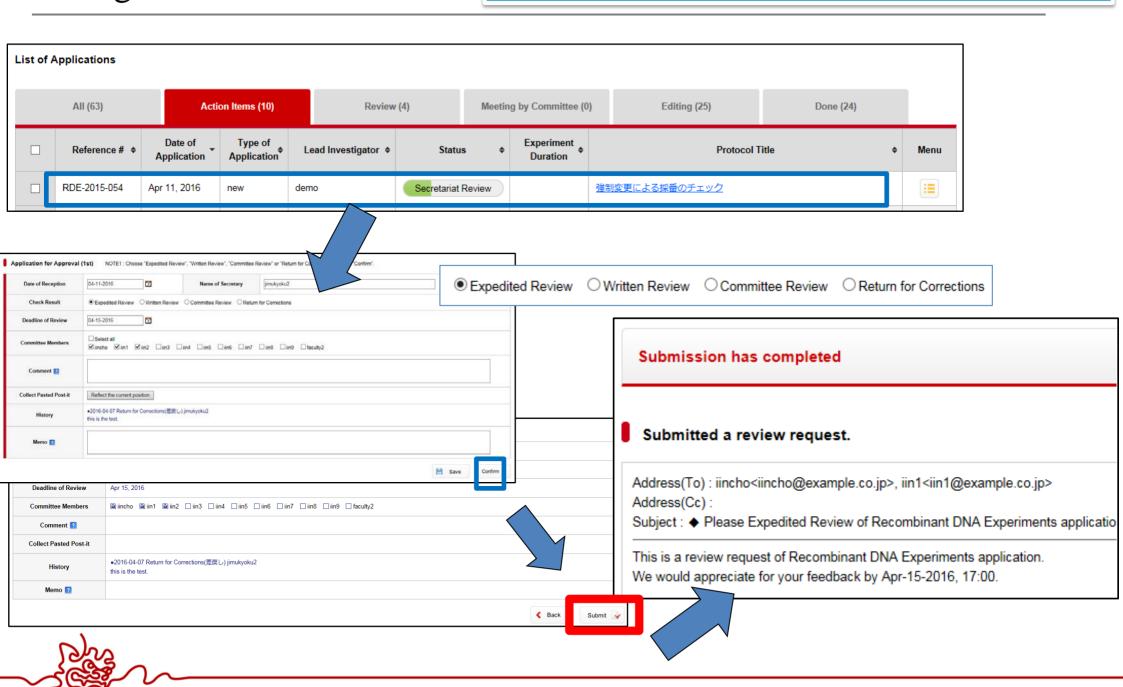
Faculty → Secretariat







Secretariat → Committee → Approval



Approval

Submission has completed



Submitted an approval notice.

Address(To): demo<demo@example.co.jp>

Address(Cc): faculty1<s-tamura@kochi-mrr.or.jp>

Subject: ◆ Approval notice of Narcotics and Psychotropics application (Reference No: NP-2016-003)

Regarding the Narcotics and Psychotropics application form, notify the result as below.

Name of Unit: Collective Interactions Unit

Lead Investigator: demo Reference No: NP-2016-003

Protocol Title: Report on Appointment of Psychotropics Researcher (Collective Interactions Unit)

Examination results: Approval

Please check the following URL for details.

If you can not open by clicking directly, please open by pressing the right click.

■Confirmation of application contents

https://oist.kochi-mrr.or.jp/drug/app_form.php?id=NP-100009

■Application status list

https://oist.kochi-mrr.or.jp/drug/owner list.php

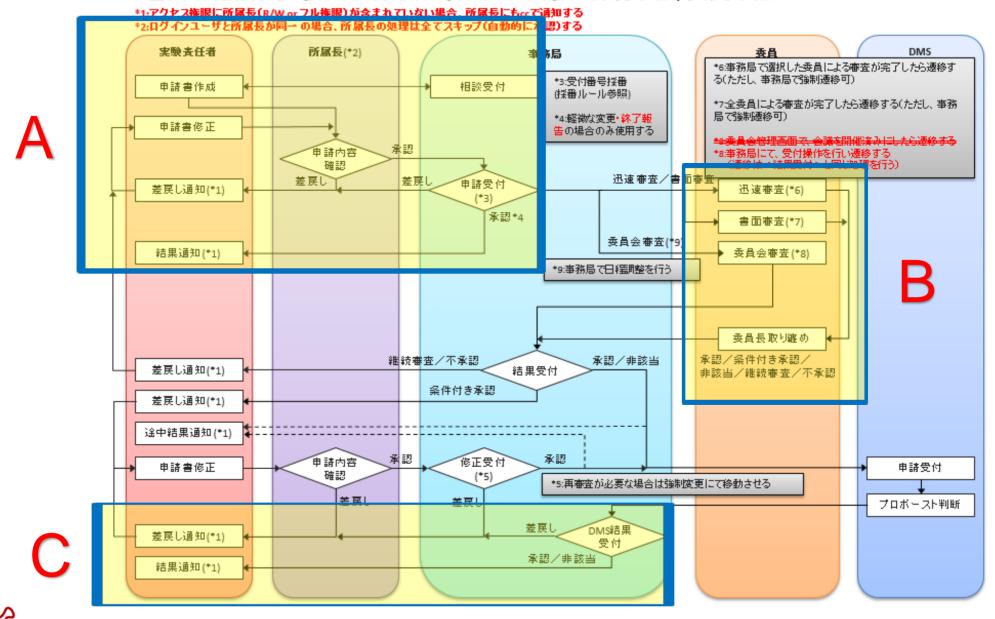
Please do not reply to this e-mail.

麻薬及び向精神薬申請書について、以下のとおり結果を通知します。



Flow Chart of Review Process

A.遺伝子組換え実験及び病原体等取扱い実験 新規申請/変更申請



Application for Modification

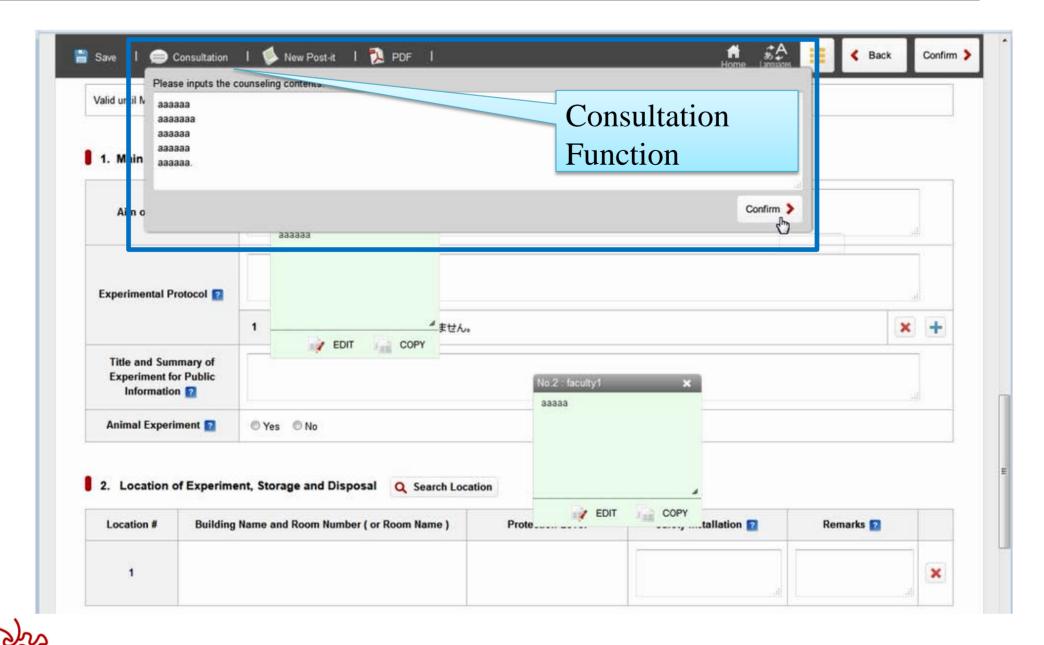
Modified parts

Changed item(変更項 目)	Before the changes(変更前)	After the changes(変更後)
Experimental Protocol	Aim of Experiment	Experimental Protocol 1 Experimental Protocol 2 Experimental Protocol 3
Physical Containment Level	P1 <u>P1A</u>	P1
Location ID		[Added] Lab2C Tissue Culture Room P1 / P2 / P2A / BSL2
Location ID		[Added] Lab2C Lab P1 / BSL2
Information on Inserted DNA	Aim of Experiment Aim of Experiment Identified, Class1	[Removed]

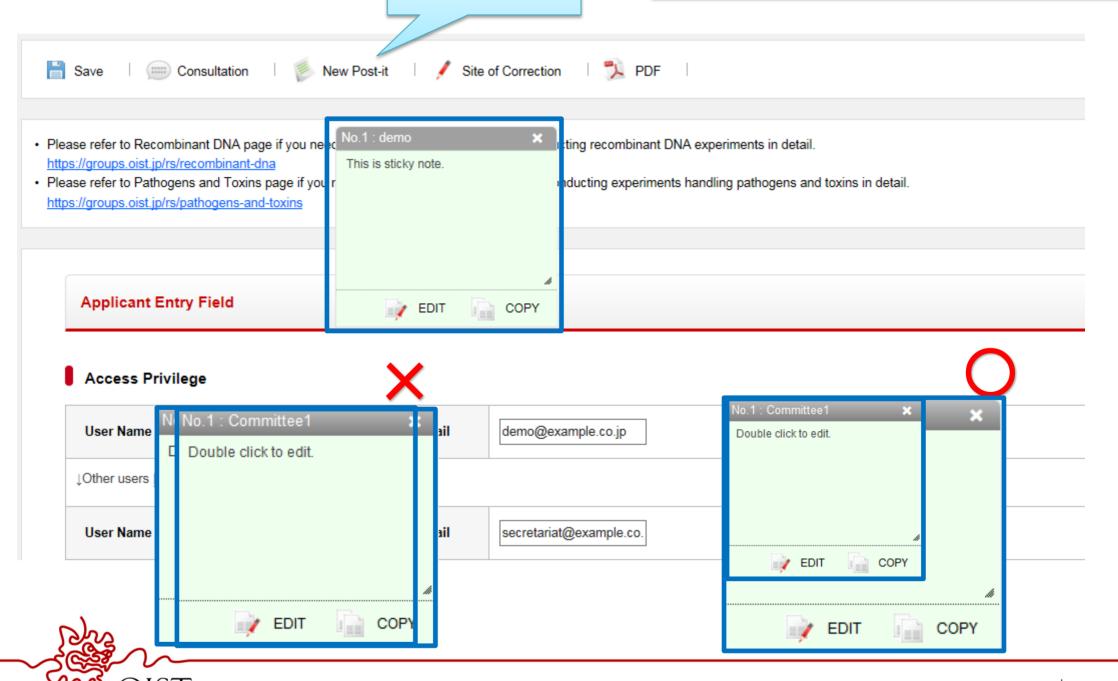
Modified parts are automatically displayed.



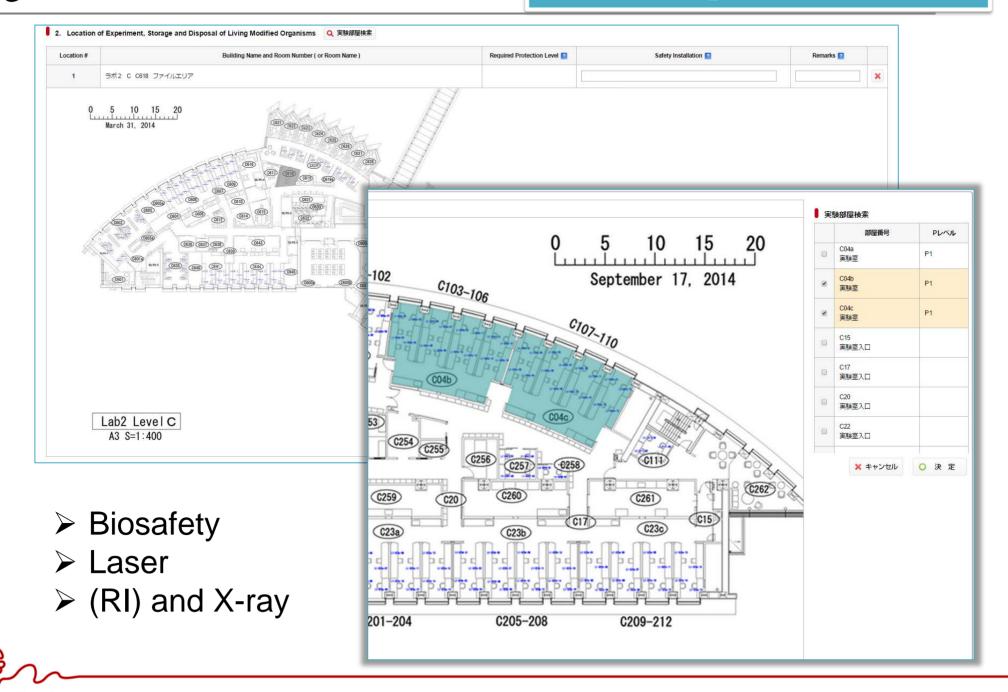
Consultation Function







Map function



Navigation

Help Page



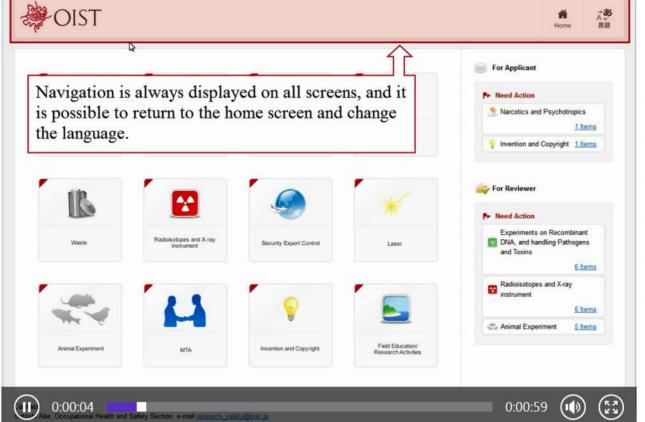
List of Manual

₽DF

No	Name	Language	
1	OIST e-Application System (EAS) Operating Manual	English	<u>Japanese</u>
2	OIST e-Application System (EAS) Op	English	<u>Japanese</u>

Movie

No	
1	Home Screen
2	Viewing your submitted applications
3	Submitting new applications
4	Selecting the user
5	Selection of experiment location



Language				
<u>English</u>	<u>Japanese</u>			
English	<u>Japanese</u>			



Contact List

Categories	Contact Person	E-mail Address
Recombinant DNA, Pathogens and Toxins	Anri Itoh	research_safety@oist.jp
Human Subjects Research	Eri Kanemoto	research_safety@oist.jp
Radioisotopes and X-ray instrument	Fumiki Moriyama	research_safety@oist.jp
Chemical materials	Fumiki Moriyama	research_safety@oist.jp
Narcotics and Psychotropics	Fumiki Moriyama	research_safety@oist.jp
Waste	Fumiki Moriyama	research_safety@oist.jp
Security Export Control	Takaaki Harada	research_safety@oist.jp
Laser	Takaaki Harada	research_safety@oist.jp
Field Research	Anri Itoh	research_safety@oist.jp
MTA	Hiroyo Clemente	grant@oist.jp
Invention and Copyright	Antony Galea	tls@oist.jp



Thank you!

Today's handout is available on the EAS webpage (in the OHS Group Site).

https://groups.oist.jp/node/10609/

