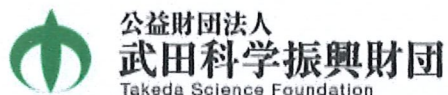


Website Application System for TSF Fellowship Operating Manual for Applicant




Takeda Science Foundation Fellowship Program




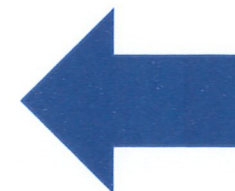
ID

Password

 Applicant

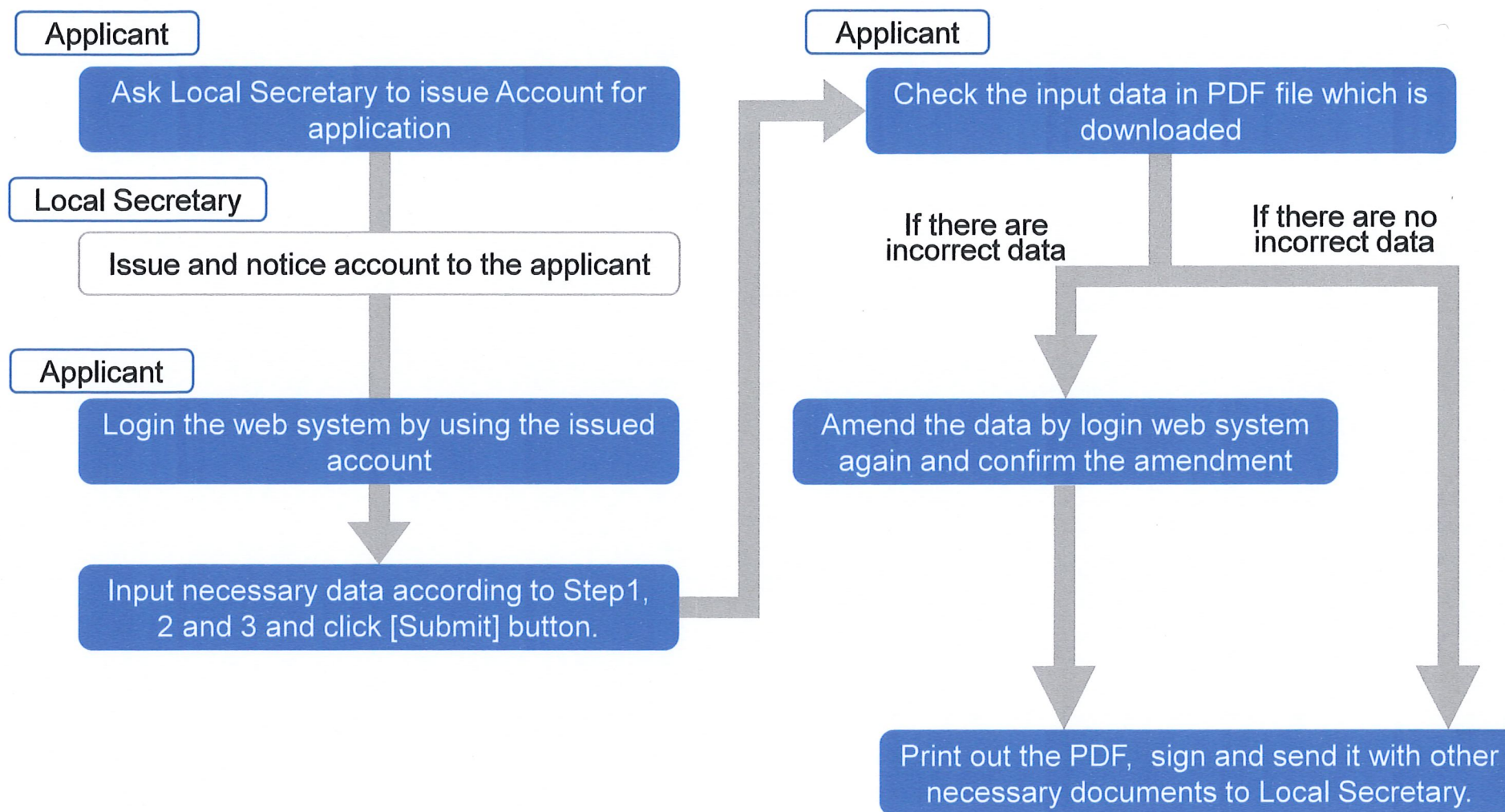
 Mentor

 Secretary



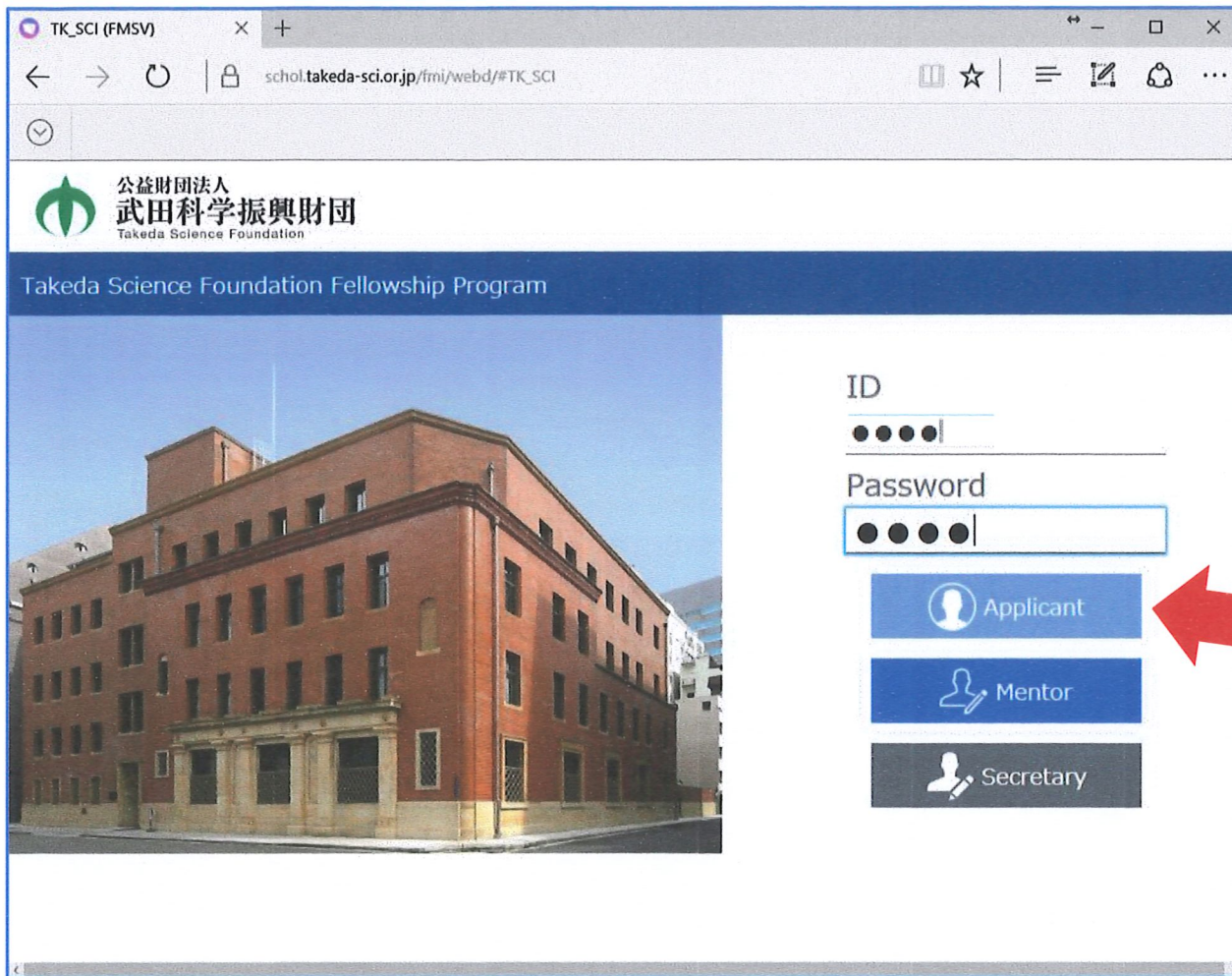
■ Applicant

1. Operation Flow



■ Applicant

2. Log in Website Application System



Available Browser:

Chrome 48 or higher
Internet Explorer 11.x
Microsoft Edge 25 or higher
Safari 9.x



Access URL:

https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI

①

By using the available browser in PC,
access to the above URL.

※Smartphone is not available.

②

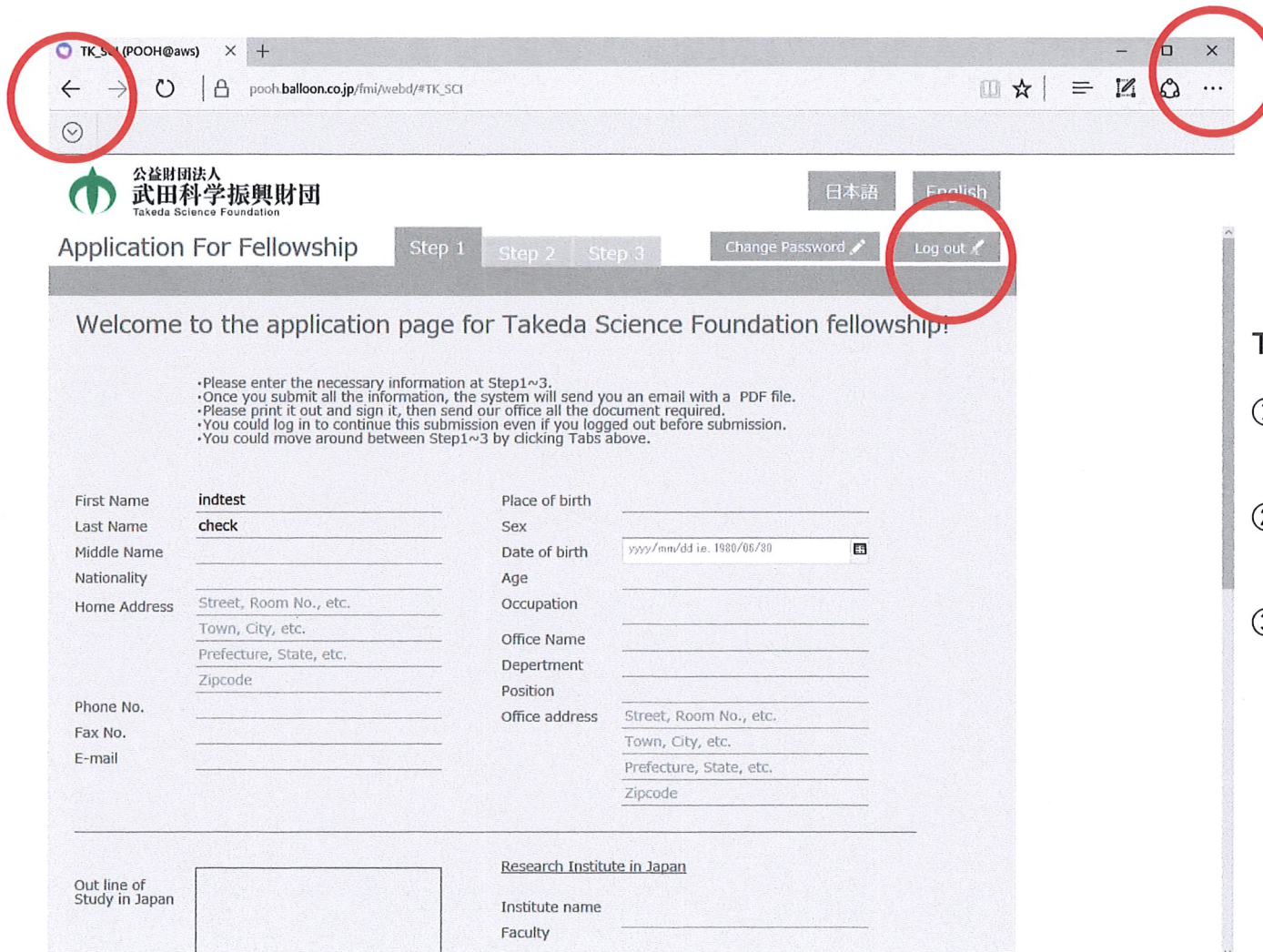
Log in by clicking [Applicant] button after
input of ID and Password which are
informed from Local Secretary.

③

If you cannot Log in, try again after a while.

■ Applicant

3. Log out from Website Application System



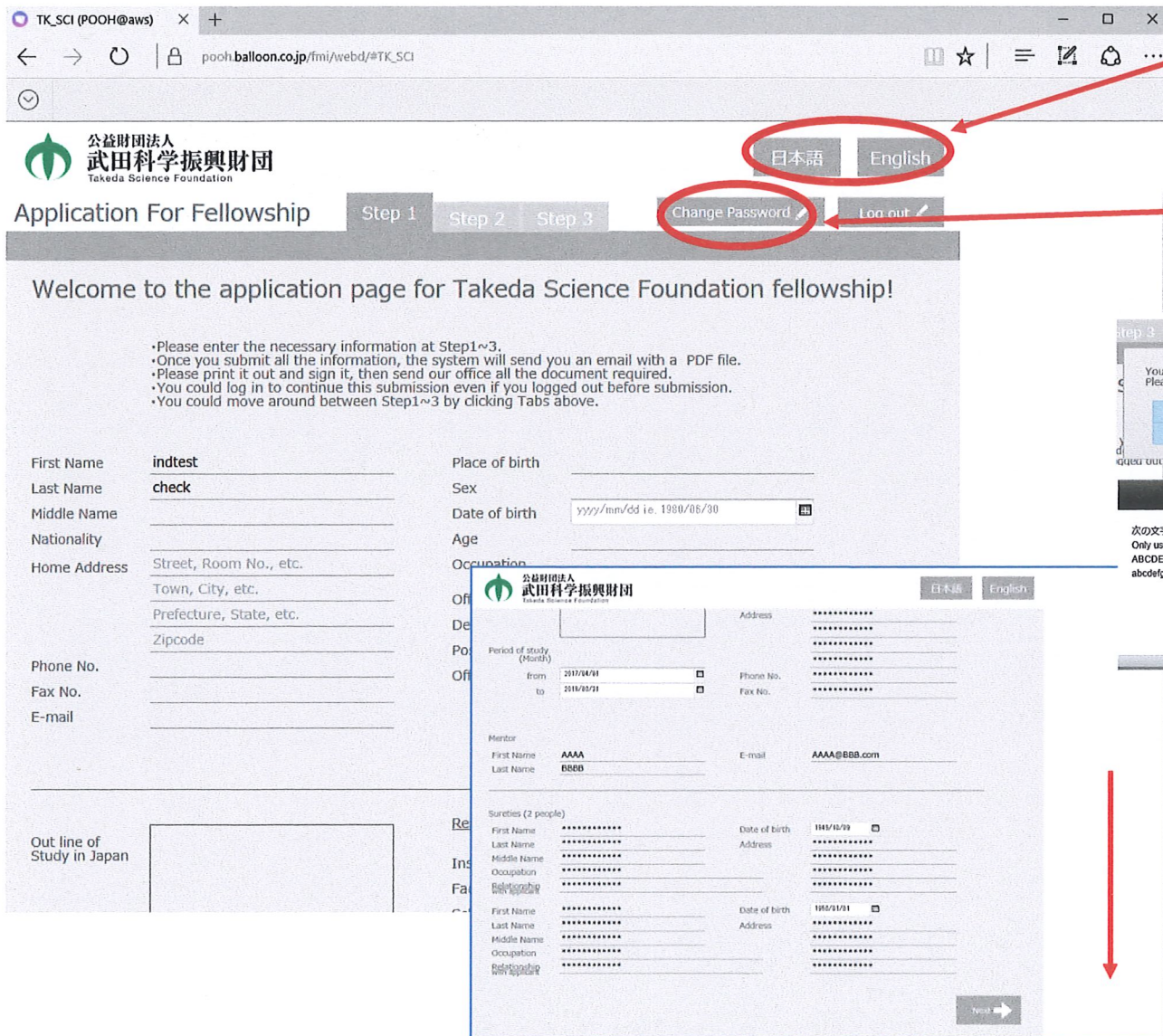
The screenshot shows a web browser window with the URL `pooh.balloon.co.jp/fmi/webd/#TK_SCI`. The page header includes the Takeda Science Foundation logo and navigation links for Japanese and English. The main navigation bar shows 'Application For Fellowship' and steps 1, 2, and 3. The 'Log out' button is circled in red. The main content area welcomes the user and provides instructions for the application process. Below the instructions is a form with fields for personal and contact information, including First Name, Last Name, Middle Name, Nationality, Home Address, Phone No., Fax No., E-mail, Place of birth, Sex, Date of birth, Age, Occupation, Office Name, Department, Position, Office address, and Zipcode. The form is partially filled with the name 'indtest check' and a date of birth '1980/06/80'. At the bottom, there is a section for 'Research Institute in Japan' with fields for Institute name and Faculty.

There are 3 methods for log out:

- ① Click [log out] button, which is the most recommended way.
- ② Click [X] button on top right corner of the browser to close it.
- ③ Click [←] button on top left corner of the browser, which does not go back to previous page but log out.
Watch it if you want to continue your input.

Applicant

4. Input Data of Applicant



[日本語] (Japanese) and [English] forms are available for input of your data and English, Japanese and Chinese can be used in both forms.

By clicking [Change Password] button, your Password can be changed.
In the case, don't forget the new Password.

Click [OK] after input of new password.

English and numeric one byte characters, “_” and “!” can only be available for Password.

There are Step 1, 2 and 3 for input of your data for application.

To go to next Step, click [Next] after filling each column in each Step.

※ Scroll down to the bottom and be careful not to leave column open.

■ Applicant

5. Note for Input of Your Data

How to input Gender:

Place of birth *****

Sex

Date of birth

Age

Occupation

M
F

Error

"sex" is defined to contain only specific values. You must enter a valid value.

Revert OK

Click the column and select "M" or "F".
Gender cannot be input directly.
Input of the other alphabetical character
would be error.

How to input Date:

Sex M

Date of birth

Age

Occupation

Office Name

Department

Position

Office address

Town, City, etc.

March 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Date of birth

Error

The value of this field must be a valid date in the range of years 1 to 4000 and should look like "2013/12/25". You must enter a valid value.

Revert OK

Click calendar mark icon and select proper date in the calendar appeared by the click.
Or double click the column of date and input proper date directly without calendar.
But if the format is incorrect, "Error" message will be appeared as shown in the left.

※Example of proper input: 2017/01/01

How to attach ID Photo:

photo.PNG

ID Photo

Photo

•Step 3: Curriculum Vitae

<<< Please drug and drop your ID photo to the left field.

Drug and drop your ID photo (PNG or JPEG file) from desktop view to square space of "Photo" by using mouse as shown in the left.
If you want to change the photo, drug and drop a new photo on the first one.

Applicant

6. How to Upload Necessary Files

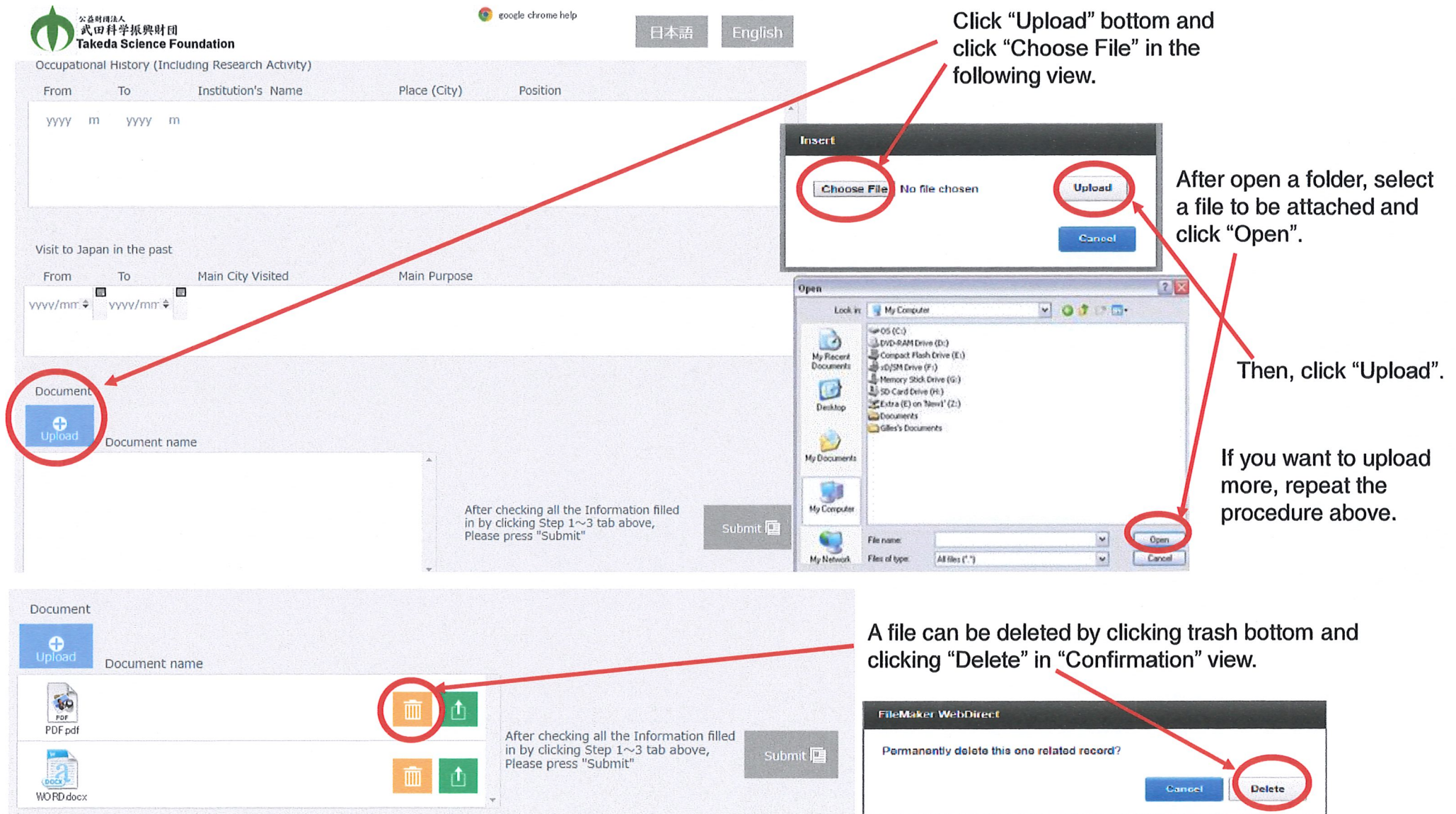
Click "Upload" bottom and click "Choose File" in the following view.

After open a folder, select a file to be attached and click "Open".

Then, click "Upload".

If you want to upload more, repeat the procedure above.

A file can be deleted by clicking trash bottom and clicking "Delete" in "Confirmation" view.



Document

Upload

Document name

PDF pdf

WORD docx

Submit

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

FileMaker WebDirect

Permanently delete this one related record?

Cancel Delete

Applicant

7. How to Download Necessary Files

Occupational History (Including Research Activity)

From	To	Institution's Name	Place (City)	Position
yyyy	m	yyyy	m	

Visit to Japan in the past

From	To	Main City Visited	Main Purpose
yyyy/mm	yyyy/mm		

Document

Upload

Document name

PDF pdf

WORD docx

After checking all the information filled in by clicking Step 1~3 tab above, Please press "Submit"

Submit

Click "Download" bottom and click "OK" in the following view.

Export Field to File

Specify a filename to export.

Save As: PDF.pdf

Cancel OK

Click the button of a file to open it.

Download Files

Your files are ready for download. Please click the button to download each file:

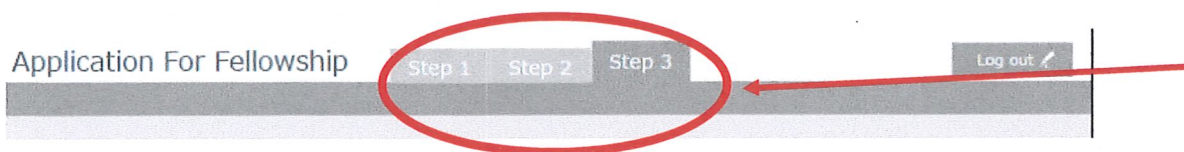
PDF.pdf

Close

Then, click "Close".

Applicant

8. Examine Input Data and Submit Application



Input data in columns in Step1, Step2 and Step3.
If you want to go back to previous Step, click the tab you want.

After filling all necessary columns, examine input data from Step1 to Step3 again and amend if there are incorrect data before submission.

In case of no incorrect data, click [Submit] button in the bottom of Step3.

If [Submit] button is clicked, view of "Download Files" is appeared.

Click the button of PDF file of application to download.

Examine the PDF and if there are incorrect data or oversight, login the web system, amend and submit again.

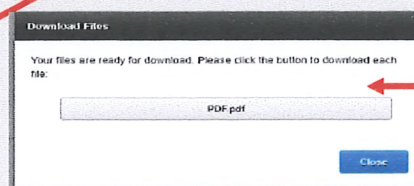
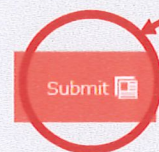
If there are no incorrect data, click "OK" button to log out.

Finally, Print out the PDF file, sign and send it with other necessary documents to Local Secretary.

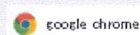
Document You can upload necessary files by clicking Upload bottom.

After checking all the information filled in by clicking Step 1~3 tab above, Please click "Submit"

After the submission, The followings are included in the PDF
1. Application form
2. Health Report
3. Written Pledge
Please make sure all the information is correct and sign the documents.



If PDF is not downloaded after clicking "Submit", please check and allow pop-ups.
In case of Google Chrome, please refer the followings:



If you find typos or mistakes, please fix them at Step 1~3 and click "Submit" button at Step 3 again.
If you are timed out while you are checking PDF, please log-in again.

If there is no problem in the PDF, please click "OK" to log-off.

