DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
Application System User Guide

First Edition, April 2024

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1 Introduction

This guide provides an overview of the DNP Foundation for Cultural Promotion's (hereafter referred to as 'the Foundation') web-based application system (hereafter referred to as 'the System') for the Graphic Culture Research Grant (hereafter referred to as 'the Grant'), including the application process.
For more information about the Grant's subject fields, grant amounts, and other details, please refer to the following websites and documents:

Graphic Culture Research Grant
https://www.dnpfcp.jp/foundation_e/grants/

Using the bookmark function of Adobe Reader or other PDF viewing software, you can jump to each chapter/section of this guide.

All product and service names mentioned in this guide are trademarks or registered trademarks of their respective companies.

The content of this guide is subject to change without prior notice.

2 Recommended Environment

We recommend using the System on a PC with a display resolution of 1,280 x 1,024 pixels or higher. The System is compatible with the following web browsers. Note that some older browsers may not display the application as per the intended layout.

For Microsoft Windows Users:

- Microsoft Edge (latest version)
- Google Chrome (latest version)

For Apple Macintosh Users:

- Safari (latest version)
- Google Chrome (latest version)

While the System can be viewed on mobile devices like smartphones, the layout will not automatically adjust to the screen resolution. The System utilizes cookies and JavaScript, so please ensure both are enabled in your browser. For information on how to enable these functions, refer to your browser's manual.

The following software is required to view, edit, and print the application's attached documents:

For editing the Research Plan:
Microsoft Word (Version compatible with .docx format files)
Note: Third-party software is not recommended as it may not display or save the layout correctly.

For viewing and printing the Recommendation Form (if required):
Software capable of viewing and printing PDFs, such as Adobe Reader

3 Applicant Registration

3.1 Temporary Registration (email address registration)

To apply for the Grant, you must first register as an applicant (create an account). Visit https://www.dnpfcp.jp/CGI/foundation/grants/applicant/temporary_registration.cgi to open the Applicant Provisional Registration page.

After reading the "Handling of Personal Information," check the box if you agree, enter your email address, and click submit. The email address input field will clear if you reset it.

If the email address is invalid, an error message will appear.

If the email address is already registered, an error message will appear.

A message will appear at the bottom when you have completed the submission.

助成申請システム・パスワード設定 Set your password for the DNP Foundation Research Grant Application System

noreply@dnpfcp.jp <noreply@dnpfcp.jp>
2024/
宛先:
申請者様

DNP文化振興財団研究助成申請システムへの申請者登録リクエストを受け付けました。
下記のリンク先でパスワードをご登録ください。なお、リンクの有効期限は24時間です。ご注意ください。
このメールに心当たりのない場合は、このメールを破棄ください。

We have received your request for applicant registration to the DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application System.
Please register your password at the link below. Please note that the link is valid for 24 hours.
If you don't recognize this e-mail, please discard it.

https://test.dnpfcp.jp/CGI/foundation/grants/applicant/password/registration/auth?

本メールは送信専用アドレスで送信しています。本メールのアドレスに返信しないでください。
お問い合わせは dnp-foundation-grants@team.dnp.co.jp までメールでお願いいたします。

This e-mail is being sent from a send-only address. Please do not reply to this address.
For inquiries, please e-mail to dnp-foundation-grants@team.dnp.co.jp.

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公益財団法人DNP文化振興財団
研究助成係
DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
E-mail: dnp-foundation-grants@team.dnp.co.jp
https://www.dnpfcp.jp/foundation/grants/

The submitted email address will serve as your account name and will be used for communication and notification purposes.
Please note that you cannot change the account name after registration. Ensure your email software is set to receive emails from the dnpfcp.jp domain.

You will receive an email with a link for password registration. Click the link to open the password registration page.

3.2 Password Setup

Enter a password that is between 12 and 20 alphanumeric characters and click submit.
Please note the following password restrictions:

- The only symbols allowed are “# & % - ! ?”
- You cannot use more than three consecutive identical letters (e.g., “aaa”) or more than four consecutive numbers (e.g., “1234”).
- You cannot use your email address or weak passwords like “password”

An error message will appear if the password is invalid.

Once the password is submitted, your applicant registration is complete.
You can log in from the registration completion page or visit the login page at https://www.dnpfcp.jp/CGI/foundation/grants/applicant/login.cgi.

3.3 Account Data Retention Period

The Foundation will retain the registered applicant account data for the current year only and will delete it at the start of the next year's application period. If you wish to apply again in the following year or later, you will need to re-register as an applicant.

4 Login

4.1 Login

Enter the email address and password you registered in "3 Applicant Registration" to log in and access My Page.

If the entered email address and password do not match the registered information, an error message will appear.

4.2 Two-Step Authentication

助成申請システム・二段階認証コード Two-step authentication passcode for the DNP Foundation Research Grant Application System

noreply@dnpfcp.jp <noreply@dnpfcp.jp>
2024/[redacted]
宛先[redacted]
申請者様

DNP文化振興財団研究助成申請システムへのログインを進めるには、以下の認証コードを認証画面で入力してください。
パスコードは他の人に絶対に教えないでください。
なお、認証コードの有効期限は1時間です。ご注意ください。

To proceed with the login to the DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application System, please enter the following passcode at the authentication page.
Never share your passcode with others.
Please note that the passcode valid for 1 hours.

認証コード Passcode: [redacted]

本メールは送信専用アドレスで送信しています。本メールのアドレスに返信しないでください。
お問い合わせは dnp-foundation-grants@team.dnp.co.jp までメールでお願いいたします。

This e-mail is being sent from a send-only address. Please do not reply to this address.
For inquiries, please e-mail to dnp-foundation-grants@team.dnp.co.jp.

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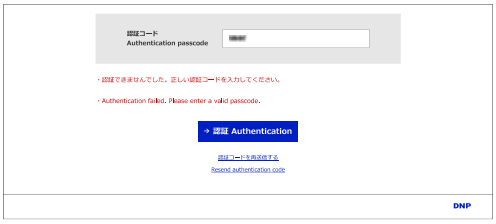
研究助成係
DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
E-mail: dnp-foundation-grants@team.dnp.co.jp
https://www.dnpfcp.jp/foundation/grants/

When you log in for the first time or after your session has expired (14 days), the System will send a passcode for two-step authentication to your registered email address. Enter this passcode on the authentication page.



If the code is invalid, an error message will appear.

Please note that operations from “3.1 Temporary Registration (email address registration)” to “4.2 Two-Step Authentication” require the use of the same web browser on the same device, otherwise the session data will not be transferred so that an error will occur and login will not be possible.

5 My Page

5.1 My Page

My Page is the first page that appears when you log in and serves as the starting point for all application procedures.

The application process is roughly as follows (detailed instructions are provided in the following chapters):

1. Download and complete the required files
2. Edit the application form
3. Upload the required files
4. Submit the application

5.2 Logout

To log out of the System, click the “Logout” button located in the upper right corner of each page. After logging out, you will be redirected to the login page.
The link to the login page can be found on the Grant’s webpage: https://www.dnpfcp.jp/foundation_e/grants/.

6 Downloading Necessary Files and Editing Application Form

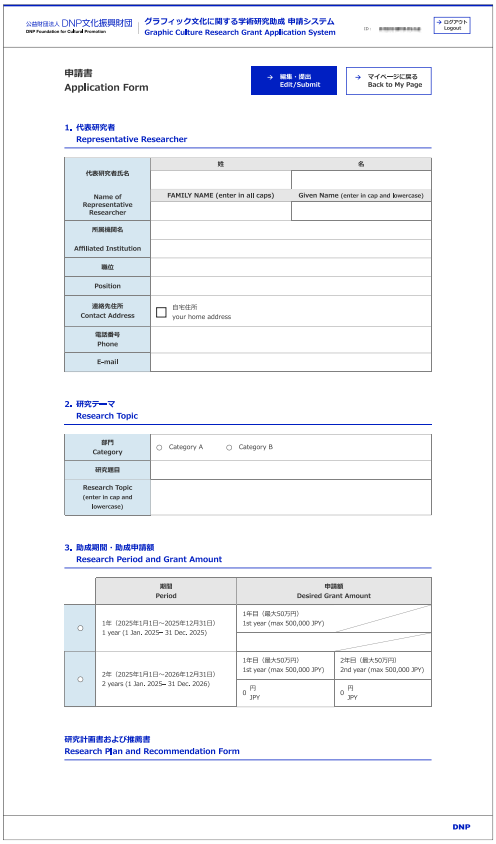
6.1 Downloading Necessary Files

Applicants must complete and submit detailed information on the research in the Research Plan form, which is a Word file. Download this form as an MS Word file from My Page. If the applicant is not a full-time researcher at a university, museum, or other research institution (i.e., part-time researcher, graduate student, individual researcher not affiliated with a specific institution, etc.), a letter of recommendation from a university professor, museum director, or similar official must be submitted. If applicable, download the PDF file.

Research Plan and Recommendation Form are also available on the Grant Web page at https://www.dnpfcp.jp/foundation_e/grants/.
For details on the research plan and recommendation form, see “7 Research Plan and Recommendation Form.”

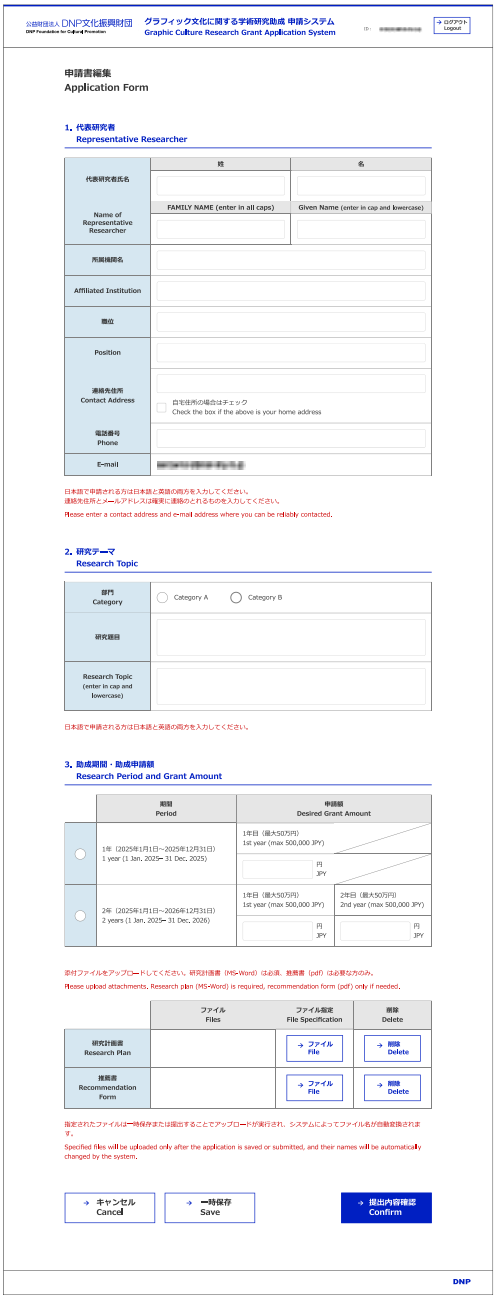
6.2 Application Form

To view and edit basic application information, click “Application Form” under “List of Applications” at the bottom of My Page to open the application form.



Click “Edit/Submit” on the application form to go to the edit page.
To exit the application form and return to My Page, click “Back to My Page.”

6.3 Editing Application Form



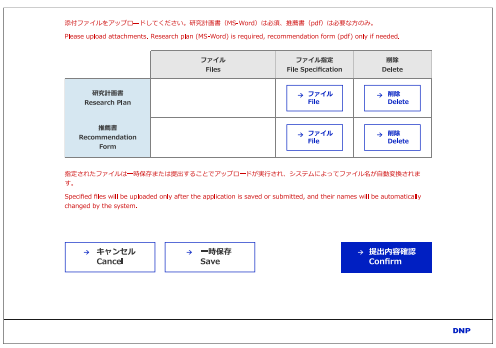
Fill out the basic information on the application in the Application Form.
The following entries are required:

1. Representative Researcher
   - Name of Representative Researcher (both FAMILY NAME and Given Name)
   - Contact Address
   - Phone
   - E-mail (The same address as the account name is automatically entered. Editing is not allowed.)
2. Research Topic
   - Category (A: Research on graphic design or graphic art in general or B: Research on graphic culture-related archives)
   - Research Topic (The Japanese field is not required for a foreign applicant, but enter it if possible)
3. Research Period and Grant Amount
   - Period (One year or two years)
   - Desired Grant Amount (Enter in JPY. Max 500,000 JPY)

The category and the period are radio buttons. Click one of them.

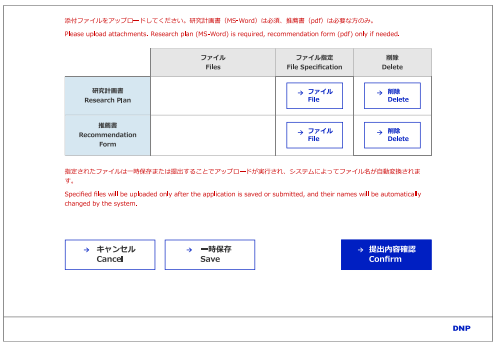
Some of the entries will be duplicated in the Research Plan form. Ensure that there are no discrepancies between the two.

6.4 Cancel



Clicking the “Cancel” button at the bottom of the page discards edits and returns to the Application Form page.

6.5 Temporary Save



You can temporarily save your edits before submitting your application. Click “Save” at the bottom of the page to save and return to the Application Form page. Temporary saving is possible even if the required fields are left blank or before uploading the necessary files (see the next chapter). Click “Edit/Submit” on the Application Form screen page to edit again. The temporarily saved information will be retained even after you log out.

7 Research Plan and Recommendation Form

7.1 Research Plan

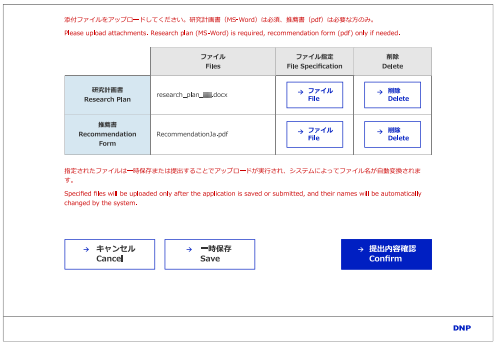
Fill in the details of your research in the Research Plan Word file downloaded at “6.1 Downloading Necessary Files.”

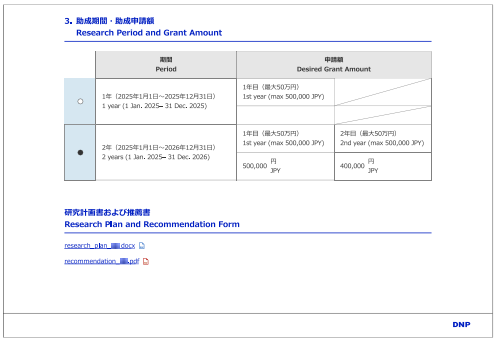
Adjust the number of characters so that all items appear within the frame, and do not change the font size, line spacing, etc.

7.2 Recommendation Form

If the applicant is not a full-time researcher at a university, museum, or other research institution (i.e., part-time researcher, graduate student, individual researcher not affiliated with a specific institution, etc.), a Recommendation Form from a university professor, museum director, or other equivalent person with expertise in the relevant field (such as a faculty advisor or senior position holder) is required. Fill out the Recommendation Form PDF downloaded from “6.1 Downloading Necessary Files” and obtain the seal or handwritten signature (an electronic signature is also acceptable) of the person making the recommendation.

7.3 Uploading Files





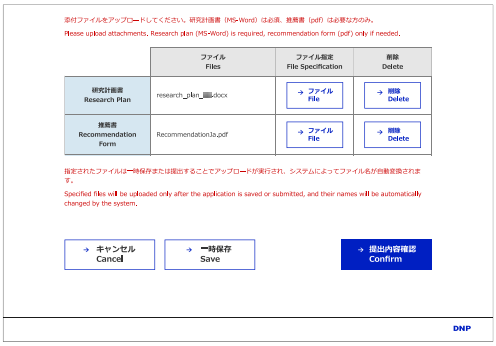
Upload your completed Research Plan and Recommendation Form file.

Click on “File Specification” at the bottom of the Application Form page to display the file selection dialog. Select the completed Research Plan Word file and (if required) the Recommendation Form PDF.

Uploading is not performed by simply specifying a file. Saving or submitting the application will execute the upload (the file name will be automatically changed by the system after uploading is performed). Note that if you cancel the upload and return to the Application Form, the file will not be uploaded.

The uploaded Research Plan and Recommendation Form can be downloaded from the link at the bottom of the Application Form. Even if you have already uploaded the file once, you can re-upload the revised file before submission.

7.4 Deleting Files

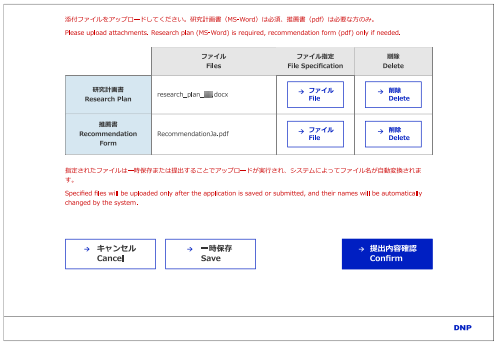


Clicking the “Delete” button at the bottom of the page will delete the uploaded Research Plan and Recommendation Form files.

Note that unlike uploading, this is done immediately after clicking the button without temporarily saving or canceling.

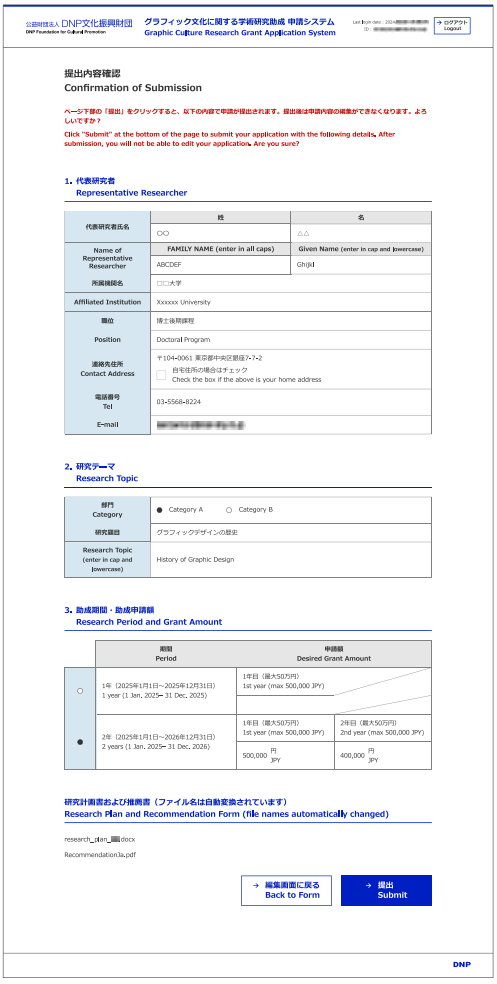
8 Application Submission

8.1 Application Submission



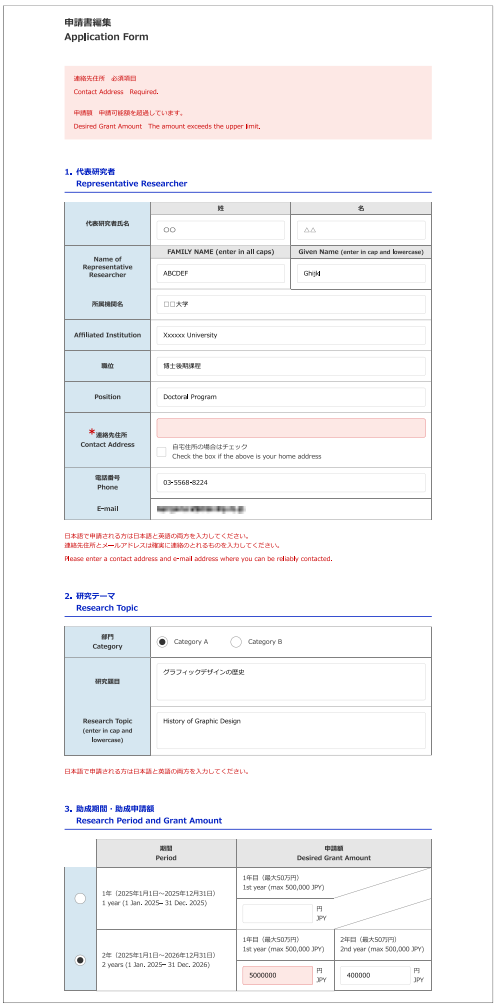
After editing the Application Form and uploading the Research Plan (and Recommendation Forms, if necessary), submit the application before the end of the application acceptance period. You can proceed to the final confirmation before submission by clicking the “Confirm” button at the bottom of the page.

8.2 Confirmation of Submission Details



Confirm your Application Form on the Confirmation of Submission page. You can return without submitting by clicking the “Back to Form” button.
After clicking “Submit,” the System will check the application’s contents; if there are no problems, the submission is complete.

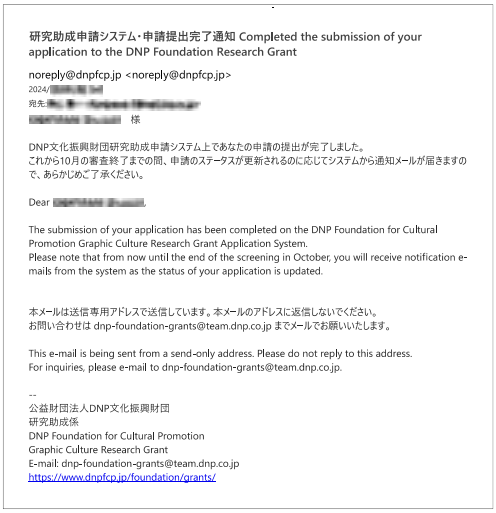
After submission, you cannot re-edit the Application Form unless it is in the “Returned” status described in “9 After Application Form Submission.”



If a required field is left blank or invalid, an error message will appear on the Application Form editing page, and the corresponding field will be highlighted in red. Correct them accordingly.

8.3 Submission Completed

When the submission is successfully completed, you will return to the Application Form, and the status will appear. After submission, you will no longer be able to edit your application (unless your application has been returned.)



研究助成申請システム・申請提出完了通知 Completed the submission of your application to the DNP Foundation Research Grant

noreply@dnpfcp.jp <noreply@dnpfcp.jp>
2024/[redacted]
宛先[redacted]
[redacted] 様

DNP文化振興財団研究助成申請システム上であなたの申請の提出が完了しました。
これから10月の審査終了までの間、申請のステータスが更新されるのに応じてシステムから通知メールが届きますので、あらかじめご了承ください。

Dear [redacted],

The submission of your application has been completed on the DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application System.
Please note that from now until the end of the screening in October, you will receive notification e-mails from the system as the status of your application is updated.

本メールは送信専用アドレスで送信しています。本メールのアドレスに返信しないでください。
お問い合わせは dnp-foundation-grants@team.dnp.co.jp までメールでお願いいたします。

This e-mail is being sent from a send-only address. Please do not reply to this address.
For inquiries, please e-mail to dnp-foundation-grants@team.dnp.co.jp.

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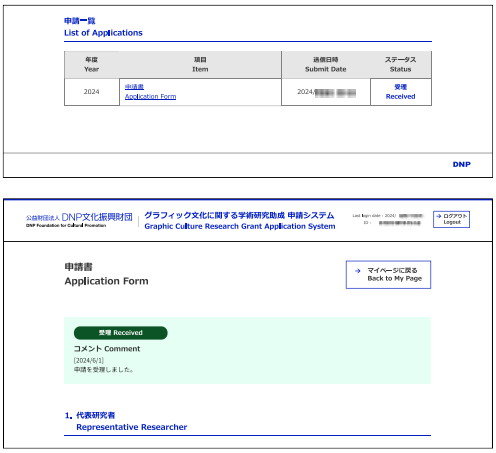
DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
E-mail: dnp-foundation-grants@team.dnp.co.jp
https://www.dnpfcp.jp/foundation/grants/

You will receive an email notifying you of the completion of the submission.

9 After Submitting Application

9.1 Status



申請一覧
List of Applications

年度 Year	項目 Item	送信日時 Submit Date	ステータス Status
2024	申請書 Application Form	2024/[redacted]	受理 Received

DNP

公益財団法人 DNP文化振興財団 DNP Foundation for Cultural Promotion | グラフィック文化に関する学術研究助成 申請システム Graphic Culture Research Grant Application System

Last login date : 2024/[redacted]
[redacted]

→ ログアウト Logout

申請書
Application Form

→ マイページに戻る Back to My Page

受理 Received
コメント Comment
[2024/6/1]
申請を受理しました。

1. 代表研究者
Representative Researcher

The status of each stage of your application after submission will appear in the Status field of the List of Applications at the bottom of My Page and the top of your Application Form page. The Comments from the Foundation may appear below the status.

Each status means the following:

Submitted: The application has been submitted and is awaiting verification by the Foundation.

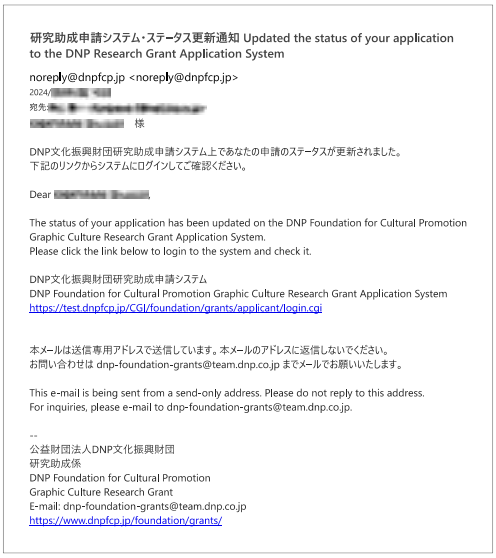
Returned: The Foundation has returned the application due to incomplete applications or missing required documents. In this case, you can re-edit the Application Form and resubmit it during the application acceptance period.

Received: The Foundation has verified the application and required files. The applications with this status are subject to the screening committee.

Desk-rejected: The application was rejected due to resubmission after the return was not made on time.

Adopted: The application has been accepted by the screening committee as a grant winner (see next section).

Rejected: The application has been rejected by the screening committee.



研究助成申請システム・ステータス更新通知 Updated the status of your application to the DNP Research Grant Application System

noreply@dnpfcp.jp <noreply@dnpfcp.jp>
2024/[redacted]
宛先:[redacted]
[redacted] 様

DNP文化振興財団研究助成申請システム上であなたの申請のステータスが更新されました。
下記のリンクからシステムにログインしてご確認ください。

Dear [redacted]

The status of your application has been updated on the DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application System.
Please click the link below to login to the system and check it.

DNP文化振興財団研究助成申請システム
DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application System
https://test.dnpfcp.jp/CGI/foundation/grants/applicant/login.cgi

本メールは送信専用アドレスで送信しています。本メールのアドレスに返信しないでください。
お問い合わせは dnp-foundation-grants@team.dnp.co.jp までメールでお願いいたします。

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For inquiries, please e-mail to dnp-foundation-grants@team.dnp.co.jp.

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DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
E-mail: dnp-foundation-grants@team.dnp.co.jp
https://www.dnpfcp.jp/foundation/grants/

The System will also notify you by email when your status changes.

9.2 Screening

Applications with a “Received” status will be subject to screening. The screening committee will conduct the screening process in strict confidence, and each applicant will be notified of the review results by mid-October.

9.3 Adoption

申請一覧
List of Applications

年度 Year	項目 Item	送信日時 Submit Date	ステータス Status
2024	申請書 Application Form	2024/[redacted]	採択 Adopted

DNP

公益財団法人 DNP文化振興財団 DNP Foundation for Cultural Promotion | グラフィック文化に関する学術研究助成 申請システム Graphic Culture Research Grant Application System

申請書
Application Form

→ マイページに戻る Back to My Page

採択 Adopted
コメント Comment
[2024/10/1]
申請が採択されました。
[2024/9/1]
申請を受理しました。

採択者用書類
Files for Grant Winner

採択通知書 notification_selection.pdf
振込依頼書 remittance_request.pdf
誓約書 written_oath.pdf

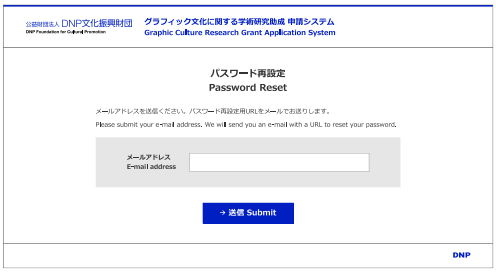
For adopted applications, the “Adopted” status will appear in the List of Applications at the bottom of My Page and at the top of the Application Form page. PDF files of the “Notification of Adoption,” “Remittance Request,” and “Written Oath” will appear as required documents. Download and fill them in (an electronic signature is acceptable) and send them to dnp-foundation-grants@team.dnp.co.jp.

Applicants must also submit various reports at the end of the grant period (or at the end of the first year if the grant period is for two years). You can download the templates from the Grant web page at https://www.dnpfcp.jp/foundation_e/grants/.
The Foundation will also inform you by email of the necessary procedures after the adoption.

10 Reset or Change Password and Delete Account

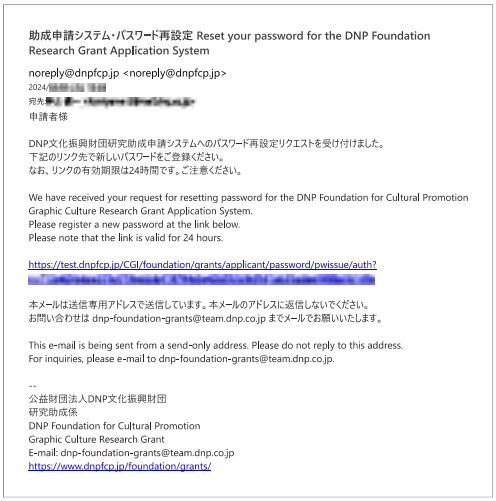
10.1 Resetting a Forgotten Password

If you have forgotten your login password, go to the password reset page from the login page.



Enter your registered email address to receive an email from the System with a link to the password reset page.

A message will appear when you submit your email address.



You will receive an email with a link to reset your password. Click on the link and open the password setup page.

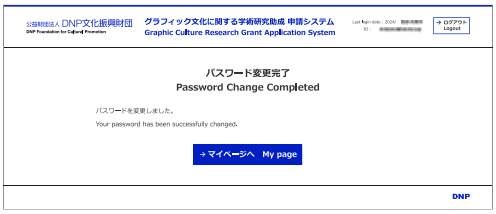
Enter your password and submit. In addition to the disabled characters described in “3.2 Password Settings,” you cannot use your current password.

Once you submit, the resetting process is complete. Log in from the registration completion page or visit https://www.dnpfcp.jp/CGI/foundation/grants/applicant/login.cgi.

10.2 Change Password

Click “Password Change” at the top of My Page to change your login password.

Enter your current password and the new password and submit.
You cannot use the same password as the one currently set.
If you cancel the password change, you will return to My Page without a password change.



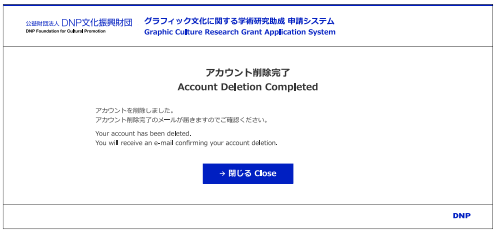
Once you submit it, the change will be complete. Go back to My Page from the completion page.

10.3 Stop Application (Account Deletion)

If you wish to cancel your application and terminate your account, delete your account from the top of My Page. However, you can only delete your account before submitting your application.

On the Account Deletion page, ensure your email address is correct (you cannot edit it here), enter your password, and submit it. If you click the “Cancel” button, you will return to My Page without the account deletion.

If the password differs from the registered one, an error message will appear at the bottom of the page.



When the account deletion is completed, the completion page will open.

助成申請システム・アカウント削除 Account Deletion of the DNP Foundation Research Grant Application System

noreply@dnpfcp.jp <noreply@dnpfcp.jp>
2024/[redacted]
宛先[redacted]
申請者様

DNP文化振興財団研究助成申請システムのアカウントを削除しました。
申請を再開したい場合は、申請者仮登録画面から手続きをやり直してください。

We have deleted your account of the DNP Foundation for Cultural Promotion Graphic Culture Research Grant Application
System.
If you wish to resume your application, please start the process again from the Applicant Provisional Registration page.

申請者仮登録画面
Applicant Provisional Registration
https://test.dnpfcp.jp/CGI/foundation/grants/applicant/temporary_registration.cgi

本メールは送信専用アドレスで送信しています。本メールのアドレスに返信しないでください。
お問い合わせは dnp-foundation-grants@team.dnp.co.jp までメールでお願いいたします。

This e-mail is being sent from a send-only address. Please do not reply to this address.
For inquiries, please e-mail to dnp-foundation-grants@team.dnp.co.jp.

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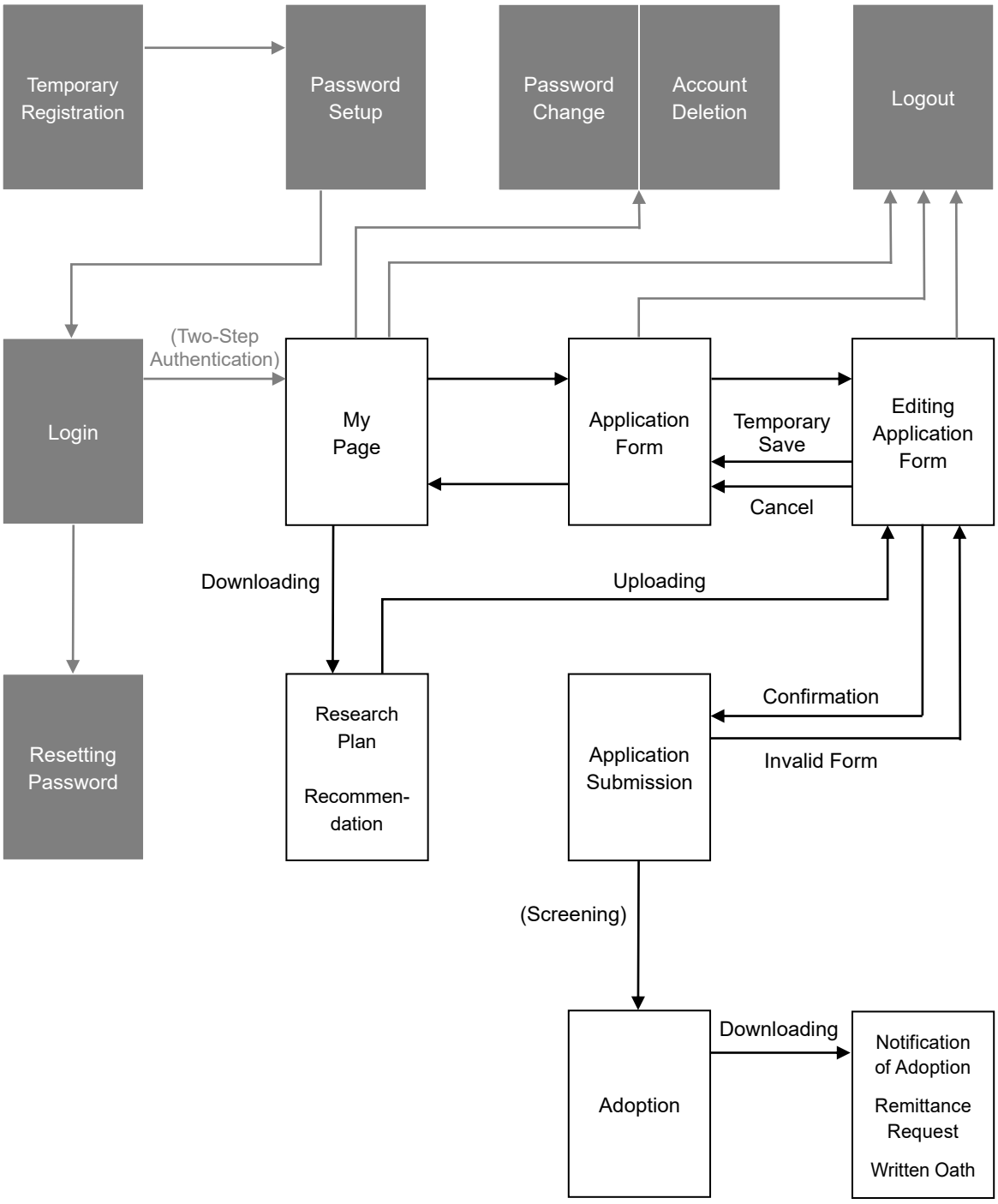
公益財団法人DNP文化振興財団
研究助成係
DNP Foundation for Cultural Promotion
Graphic Culture Research Grant
E-mail: dnp-foundation-grants@team.dnp.co.jp
https://www.dnpfcp.jp/foundation/grants/

You will also receive an email notification.

If you wish to apply again, start from the “Temporary Registration” page during the application acceptance period.

11 Application Flow Chart