

Guideline Annex KNCF 2019 Application Process (details)

6-4. Application Process

(1) User Entry;

Please perform user registration of the fund management system from the following URL. User registration is required for application.

<https://kncf.jp/entry/top.html> **** It is possible to register from 9:00 on October 1, 2018 ****

※ When sending user registration, user ID, password, project number will be transmitted by automatic reply mail.
(Refer to User Manual P.6)

(2) Submit your application;

After logging in to the fund management system with issued user ID and password, transition to the application registration screen.

Switch the tab and enter the necessary items on the next four screens.

- ① Application >> Enter required information on the screen. (Refer to User Manual P.12 to 14)
- ② Project Summary >> Enter required information on the screen. (Refer to User Manual P.16)
- ③ Project Proposal >> Attached the project proposal file you created. (Refer to User Manual P.17 to 20)
- ④ Requirement Check & Declaration >> Select the applicable item. (Refer to User Manual P.21)

After confirming the input contents, please push the "submit your application" button. (Refer to User Manual P.22)

* Each screen has a temporary save button. Since the session ends in 120 minutes, please press the temporary save button at any time to save the information you entered. (Refer to User Manual P.9 to 10)

* The information entered on each screen can be output as a form. (Refer to User Manual P.37)

* Even after pressing the "submit your application" button, you can modify the input contents within the application deadline.

(3) Submit your reference documents/materials (Optional);

Applicants can submit the reference materials to support your project and your organization information.

- ① Please use "Upload documents/materials" MENU as much as possible when you send your documents as digital data (instead of papers !!). Maximum file size is 25MB. (Refer to User Manual P.35)
- ② Applicants can post your documents/materials as used to be to Keidanren Committee on Nature Conservation if it is difficult to make digital data, such as books. Please note that KNCF will not return your references.

【Example】

- Organization's Information (e.g. Annual Reports, Financial Statements)
- Maps and Pictures of Project site/area
- Other materials (Presentation materials, Organizations's newsletters, etc)

(4) Check the completion of your application;

When your application is submitted successfully, you will receive the automatic reply E-mail noticing the completion of your submission (E-mail send to the address entered as Contact Person on your Application Form).

(Refer to User Manual P.23)

You can check progress on occasion on the system. If the status is "temporarily saved", the application has not been completed. (Refer to User Manual P.24)