Keidanren Nature Conservation Fund Management System User Manual

Keidanren Nature Conservation Fund

Keidanren Committee on Nature Conservation Ver2.0

Date of Issue October 1st, 2022

KNCF

Introduction

To our applicants

Thank you for your application for the
Keidanren Nature Conservation Fund (KNCF).

This manual is designed to make application
procedure for **Keidanren Nature Conservation Fund
Management System** more efficient and easier for
the applicant.

For further information, such as the
application requirements, necessary reports,
documents to be submitted, and the overall
schedule for the 2023 application period,
please visit our homepage:

https://www.keidanren.net/kncf/fund/project/

Regarding recommended PC environment of Keidanren Nature
Conservation Fund Management System, we guarantee
operation only for the following environments.

OS：Windows10(64bit), × Google Chrome76

OS：Windows10(64bit), × Microsoft Edge44

Regarding PC environments other than the above, there may be
cases of problems such as "display disappears" or "sentences
you have entered disappears" etc. to those who use other OS
than the above.

Table of Contents

Step One: User Registration and How to Log In

Step Two: How to make online application

Step Three: Checking your status

Step Four: Submitting Your Revised Plan & Bank Info

Step Five: Submitting your Interim Report

Step Six: Submitting your Final Report

General Function("Upload documents / materials" and "Contact/Message Exchange")

The procedure

	Oct 1st~Nov 30th, 2022	Apr 1st, 2023	Apr~May	Oct	Apr, 2024
2023	・User Registration (Receive ID/ Password) ・Log in and filling out the following 4 pages ①Application ②Project Summary ③Project Proposal ④Requirement Check & Declaration ・Click "Submit your application"	・Applicant can confirm the results by logging into the system	・Organizations to whom grant is approved are to upload a Revised, submit the written pledge. Plan and the Bank Account information onto the system. ・The Trustee shall confirm the Revised Plan and the Bank Account information and remit the first half of the grant (May~June)	・Organizations to whom grant is approved are to upload an Interim Report onto the system ・The Trustee shall confirm the Interim Report and remit the second half of the grant (Nov)	・Organizations to whom grant is approved are to upload a Final Report onto the system
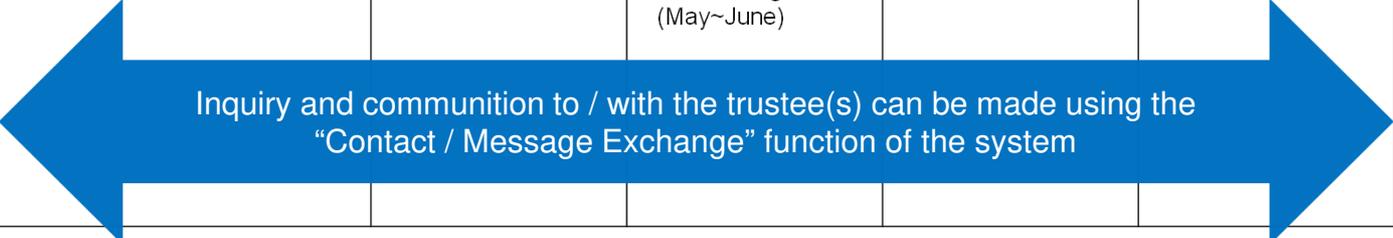
Inquiry and communition to / with the trustee(s) can be made using the "Contact / Message Exchange" function of the system

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".

2) Online Registration Process

Online Application Process

The procedure of online application is as follows. An operational period is set for each step respectively. Input / Update of data cannot be done before / after such period.

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step One	**User Registration**	https://www.keidanren.net/kncf/en/fund	
1.1	User Registration	Keidanren Committee on Nature Conservation web site → Keidanren Nature Conservation Fund → Call for application to Grant Program https://www.keidanren.net/kncf/en/fund/program → User Registration https://kncf.jp/entry/top.html	(Start) October 1st (Sat), 2022 9:00 (End) December 1st (Thu), 2022 17:00
1.2	Log in		

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step Two	**How to make online application**	https://kncf.jp/entry/	
2.1	Filling out your application	Main Menu → Registration button (each TAB)	(Start) October 1st (Sat), 2022 9:00 (End) December 1st (Thu), 2022 17:00 ＊During this period, you can revise your application as many times as needed. ＊Date of last revision will be your application date.
2.2	How to fill out your Project Summary		
2.3	How to upload your Project Proposal		
2.4	Requirement Check and Declaration		
2.5	Submitting your application		
2.6	Confirming that your application is completed	Main Menu → Check your progress status button	As needed

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step Three	**Checking your status**	https://kncf.jp/entry/	
3.1	To check whether your application has been accepted	Main Menu → Check your progress status button	(Start) April 1st (Sat), 2023 9:00

＜For Organizations to Whom Grant is Approved＞

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step Four	**Submitting your Revised Plan & Bank Info**	https://kncf.jp/entry/	
4.1	Revising your Project Plan & Budget Plan	Main Menu → Revised Plan button → Bank Account button	(Start) May 1st (Mon), 2023 9:00 (End) May 31st (Wed), 2023 17:00
4.2	Entering your bank account info & attaching your signature		
4.3	Sign the written pledge and submit with the revised plan		

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step Five	**Submitting your Interim Report**	https://kncf.jp/entry/	
5.1	Preparation of your Interim Report	Main Menu → Submit Interim Report button	(Start) October 1st (Sun), 2023 9:00 (End) October 29th (Sun), 2023 17:00
5.2	Submission of your Interim Report		
5.3	Submitting extra files		

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step Six	**Submitting your Final Report**	https://kncf.jp/entry/	
6.1	Preparation of your Final Report	Main Menu → Submit Final Report button	(Start) April 1st (Mon), 2024 9:00 (End) April 30th (Tue), 2024 17:00
6.2	Submission of your Final Report		
6.3	Submitting extra files		

| Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Miscellaneous		https://kncf.jp/entry/	
A	Attaching Documents	Main Menu → Upload documents / materials button	(Start) October 1st (Sat), 2022 9:00 (End) April 30th (Wed), 2025 17:00 Note: In case of Collaboration Grant, (End) April 30th (Fri), 2027 17:00
B	Messaging Function	Main Menu → Contact / Message Exchange button	(Start) October 1st (Sat), 2022 9:00 (End) April 30th (Wed), 2025 17:00 Note: In case of Collaboration Grant, (End) April 30th (Fri), 2027 17:00

3) Applying Online

3) Applying Online

Step One: User Registration and How to Log In

1.1 User Registration

1) Go to the Keidanren Nature Conservation Fund website and click on "About the Fund".

The front page of the KCNC website.

Click Here

2) Click on "Guide to Grant Program"
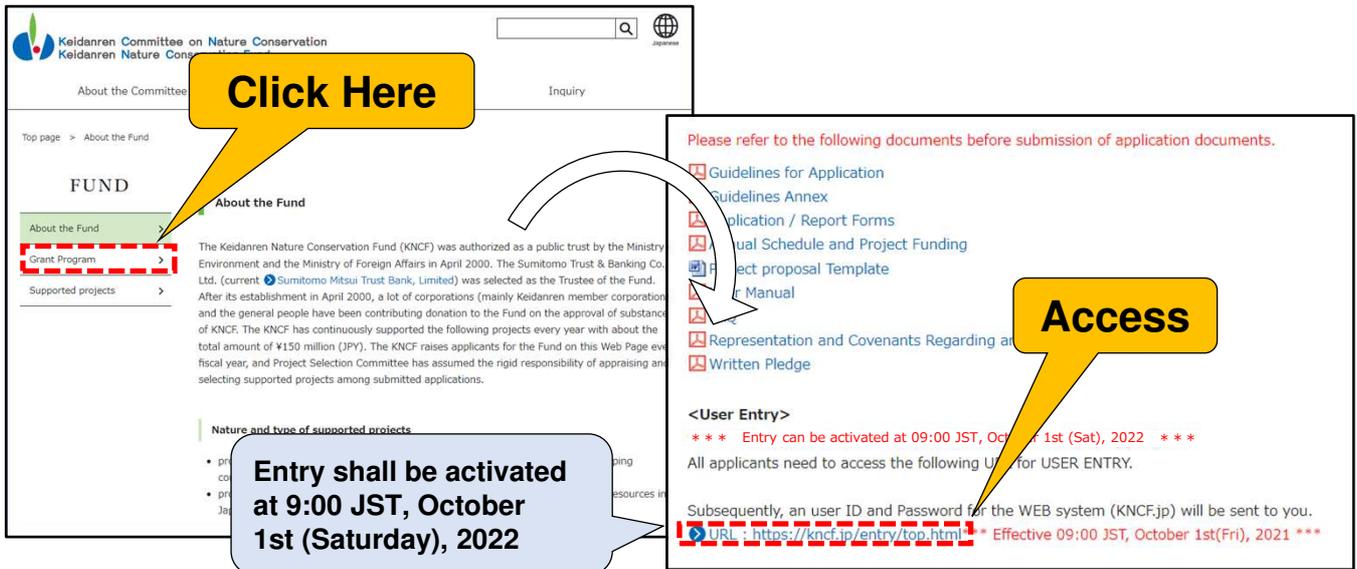
Click Here

Access

Entry shall be activated at 9:00 JST, October 1st (Saturday), 2022

Please refer to the following documents before submission of application documents.

- Guidelines for Application
- Guidelines Annex
- Application / Report Forms
- Annual Schedule and Project Funding
- Project proposal Template
- User Manual
- Representation and Covenants Regarding
- Written Pledge

\<User Entry\>

＊＊＊ Entry can be activated at 09:00 JST, October 1st (Sat), 2022 ＊＊＊

All applicants need to access the following URL for USER ENTRY.

Subsequently, an user ID and Password for the WEB system (KNCF.jp) will be sent to you.

URL : https://kncf.jp/entry/top.html ＊＊＊ Effective 09:00 JST, October 1st(Fri), 2021 ＊＊＊

3) Follow the User Registration link provided on the 2022 Project Assistance application page. Fill out the fields in the screen that pops up.

Fill Out

Fill Out

Step One: User Registration and How to Log In

1.1 User Registration (Receiving your URL / ID / Password)

A unique User ID and password will be provided for each project. An automated confirmation mail will be sent to the e-mail address you provide during registration.

Please check whether or not you can login as soon as you receive the confirmation mail.

Sample of the confirmation mail

【KNCF ▨▨▨ ▨▨▨-1】 Notice of your login information

Subject: 【KNCF ▨▨▨ ▨▨▨-1】 Notice of your login information
From: ▨▨▨▨▨ ▨▨▨@▨▨▨.▨▨.jp
Date: ▨▨▨▨▨▨.▨▨ ▨▨:▨▨
To: ▨▨▨▨ ▨▨@▨▨▨.▨▨.jp

aa
aa

Thank you for your application for Keidanren Nature Conservation Fund 2023.
We hereby inform you your login ID and password for your WEB site registration as follows.

Please refer to the User Manual for further details about the registration procedure.
You can download the manual at the following URL;
https://www.keidanren.net/kncf/en/fund/program/pdf/en-manual.pdf

Site URL: https://kncf.jp/entry/
Login ID: ▨▨▨▨▨▨
Password: ▨▨▨▨▨▨

* Please be careful for handling your ID and Password.

* This E-mail is delivered from a send-only address. No reply mail will be sent from this address.
  In case of inquiry, please use the "Contact/ Message Exchange" function from the TOP MENU.

  Trustee: Keidanren Nature Conservation Fund,
  c/o Public Trust group, Retail Fiduciary Business Department,
  Sumitomo Mitsui Trust Bank, Limited (E-mail; charitabletrust@smtb.jp)

Step One: User Registration and How to Log In

1.2 How to Log In

After receiving your confirmation mail please go to the URL provided and then try logging in with your User ID and password.

Please be careful not to give out your User ID / password to anyone else!!

【KNCF ▨▨▨ ▨▨-1】 Notice of your login information

Subject: 【KNCF ▨▨▨ ▨▨-1】 Notice of your login i...
From: ▨▨▨▨ ▨▨'▨|▨▨▨.▨▨.|▨
Date: ▨▨'▨|▨▨▨ ▨▨:▨
To: ▨▨▨▨ ▨▨▨|▨▨▨.▨▨.|▨

aa
aa

Thank you for your application f▨ Keidanren N▨
We hereby inform you your logi▨ ID and passwor▨
follows.

Please refer to the User manual for further det▨ils about the registration proce▨ure.
You can download the manual at the following URL;
https://www.keidanre▨.▨et/kncf/en/fund/program/pdf/▨n-manua▨...

Site URL: https://kncf.jp/entry/
Login ID: ▨▨▨▨▨▨
Password: ▨▨▨▨▨▨

* Please be careful for handling your ID and Password.

* This E-mail is delivered from a send-only address. No repl▨
this address.
  In case of inquiry, please use the "Contact/ Message Excha▨
MENU.

   Trustee: Keidanren Nature Conservation Fund,
   c/o Public Trust group, Retail Fiduciary Business Departme▨
   Sumitomo Mitsui Trust Bank, Limited (E-mail; charitablet▨

1) Go to the URL provided in the e-mail

Be careful not to forget the "s" at the end of "https"!!

2) Enter your User ID and password to confirm that you're able to log in.

Depending on your Internet speed it should take about 5-10 seconds to log in
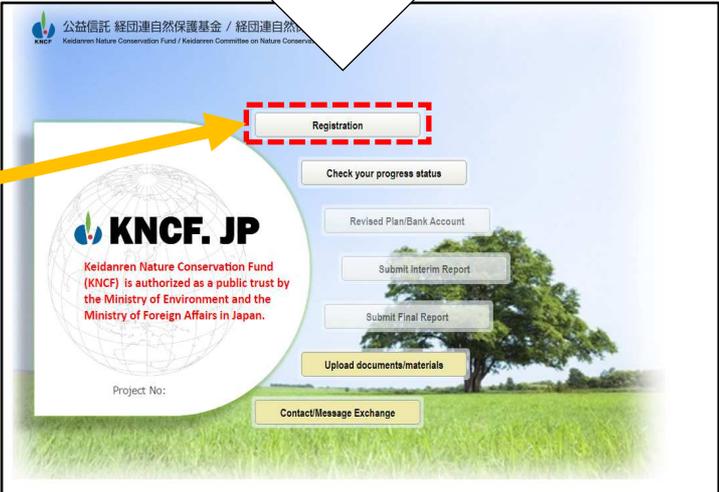
Before Logging In

Registering your application is covered in Section 2.1

After Logging In

3) Applying Online

1.2 How to Log In -System Resources & Tips 1

Tip 1: Each session is set for 120 minutes and users will have to log in again if they go over that limit. **Any information that isn't updated or saved during this time will be lost** and will have to be re-entered.

After 120 minutes

Step One: User Registration and How to Log In

1.2 How to Log In -System Resources & Tips 2

Tip 2: Since pages without a "Save" button cannot be saved you'll have to press the "Update" button and then go back to make any revisions.

> ※The application page is the only page that can be saved midway

Save Button

Update Button

3) Applying Online

1.2 How to Log In -System Resources & Tips 3

Tip 3: Areas where text can be input or can be otherwise manipulated are shown in black.

Transparent buttons cannot be used / out of input period

Unusable/out of input period

Usable / input period

3) Applying Online

2.1 Filling out your application (Registration)

1) Go to the main menu and click on "Registration"

Click Here

Tip: Depending on your Internet speed it may take about 10 seconds to enter the registration screen

2) click on the " application" tab

Click Here

The color of the tab you've selected will be different from the others

3) Fill in each field in English
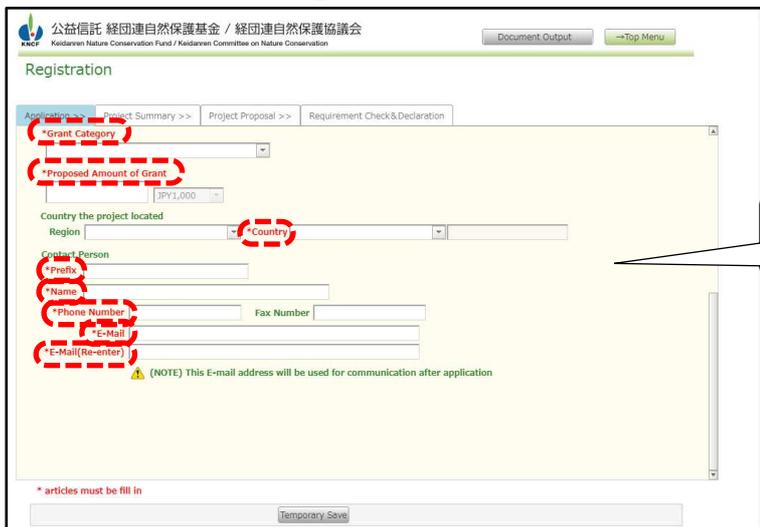
How to fill this out will be covered in the next section

Fields with a red asterix are mandatory

3) Applying Online

2.1 Filling out your application (Registration) 1

1) Please fill in the requested information
Fields with a red asterix are mandatory
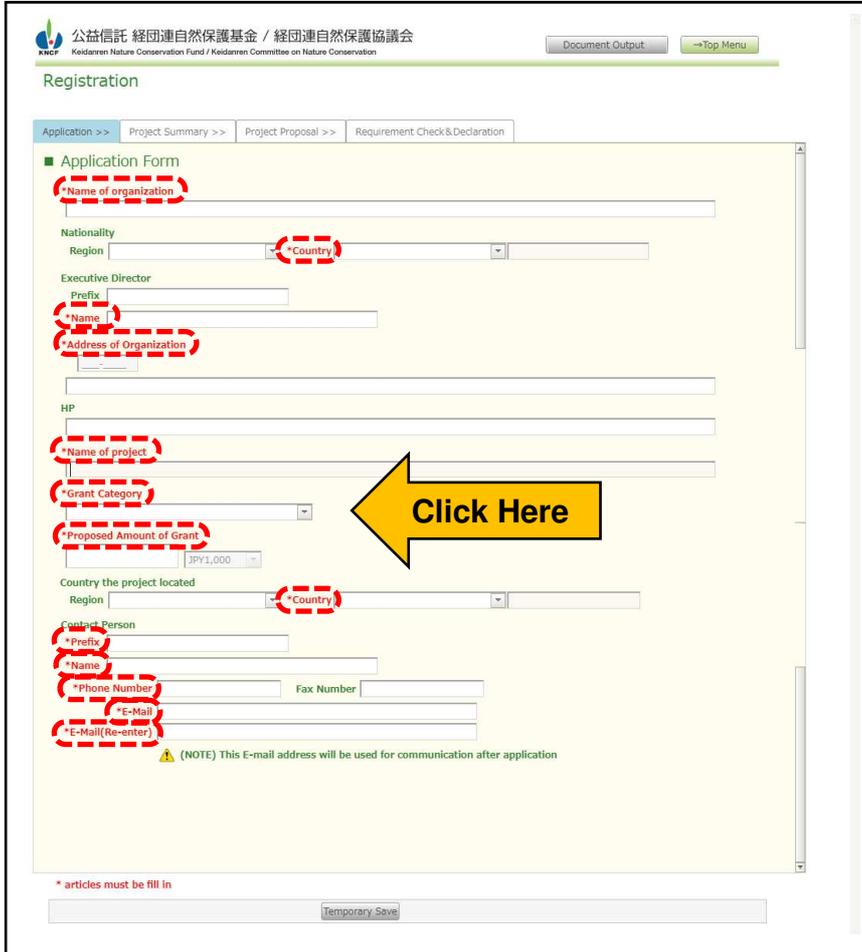
Name of Organization
Nationality
Name of Executive Director
Address of Organization
Name of the project for which grant is requested
Requested grant amount
Telephone Number
e-mail address

Country where the organization is based
Name of the group's representative
Country where the project will be taking place
Name of the contact person

2) If field is not filled out correctly then a red error message will appear beside the relevant field

![KNCF logo]

3) Applying Online

2.1 Filling out your application (Registration) 2

1 You will need to fill in everything from the Application tab on the left to the Requirement Check & Declaration tab on the right.

2 **About the requested grant amount:** The input amount is set to Japanese yen in thousands (displayed as JP￥1,000). You cannot put in American dollars or any other currency.

3 **About the country / region names:** If the name of the country or region where your organization is based or where your project will be taking place is not listed in the dropdown menu then select "Other" from Region field and enter the name in the text box.

4 **About the contact person's e-mail address:** All contact made after the submission of the application will be sent to the e-mail entered here. This e-mail address cannot be changed.

! You can save your application with the "Temporarily Save" button even if you have not completed all the required fields.

Step Two: How to make online application

2.2 How to fill out your Project Summary

1) Click on the "Project Summary" tab

Click Here

Please confirm that "Project Summary" has been selected

2) Fill in each field in English

Step Two: How to make online application

2.3 How to upload your Project Proposal 1

KNCF front page

Click Here

Click Here
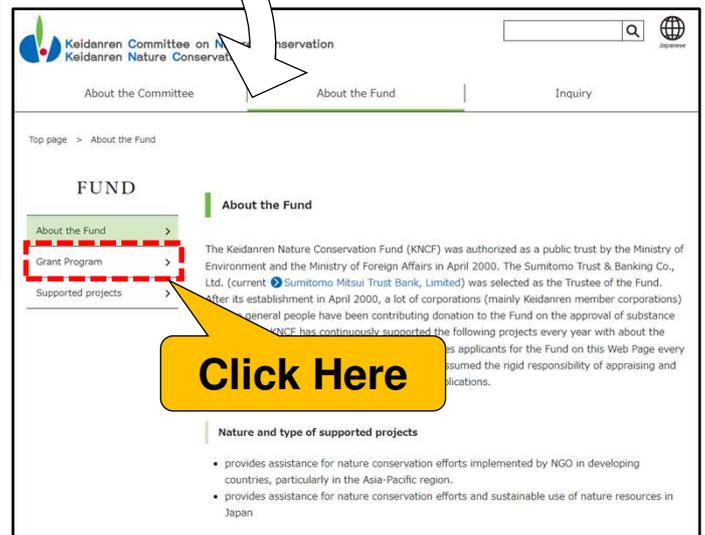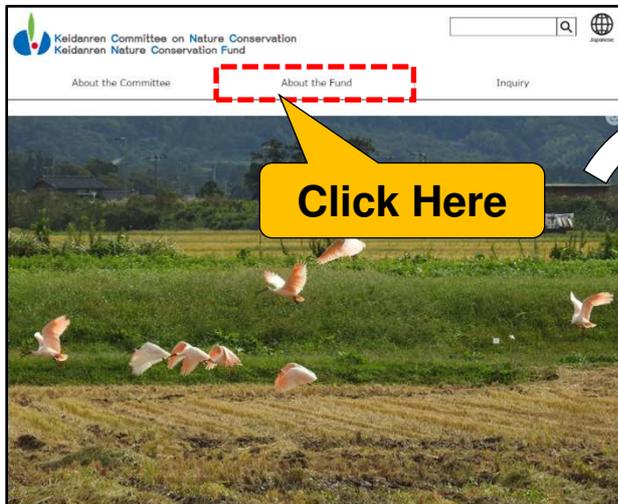
Click on "Template" and a Word file will be downloaded.

Click Here

<Application Period>
From 09:00 JST, October 1st (Sat), 2022 To 17:00 JST, December 1st (Thu), 2022

Entry is activated at 9:00 (JST), October 1st (Sat), 2022

3) Applying Online

2.3 How to upload your Project Proposal 2

1) Click "Project Proposal" tab

2) Click "Browse" button

1) Click Here

2) Click Here

By clicking 2),confirmation dialog will show up. Upload your Project Proposal by choosing the file and the name will appear on the "File Name"

Step Two: How to make online application
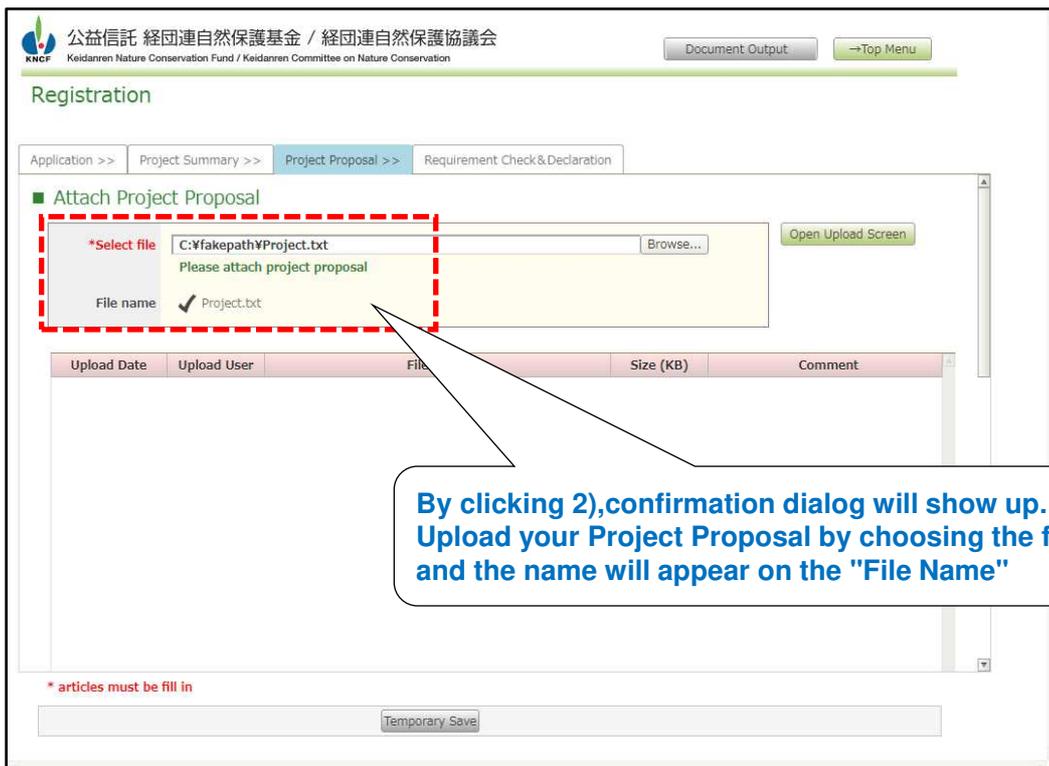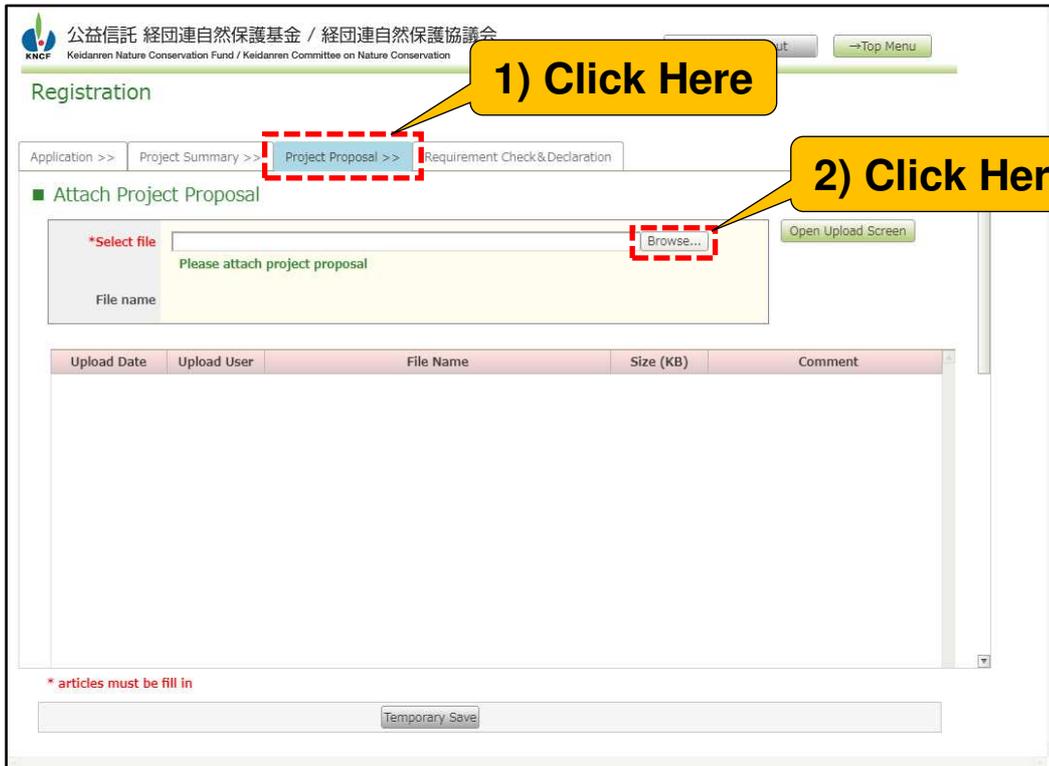
2.3 How to delete your Project Proposal

1) Click on the "Delete" button

Click Here

You can delete a wrong file or you can replace a file with a different one.

"Delete" button is not shown after certain period

2) Click on the "OK" button of the confirmation dialog

Click Here

Step Two: How to make online application

2.4 Requirement Check & Declaration

> purpose: Please enter the information needed to confirm that your organization meets the requirements necessary for the grant application.

1) Click on the "Requirement Check & Declaration" tab

Click Here
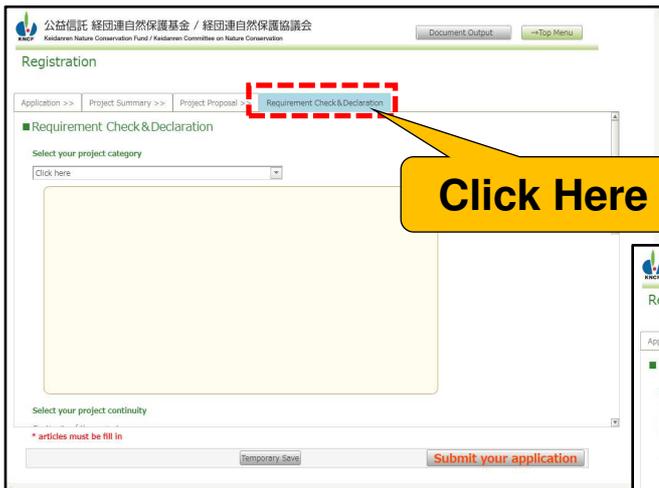
2) Select the corresponding project from the pull-down menu

Click Here

Additional Info

> Please choose whether the application is a new one or a continuing one. If you can't determine which one yours is then select "Other" and enter an explanation.

①Newly applied and single year project,
②Newly applied and the first year of multiple years project,
③Second year of the under-granted project,
④Third year of the under-granted project
⑤Other
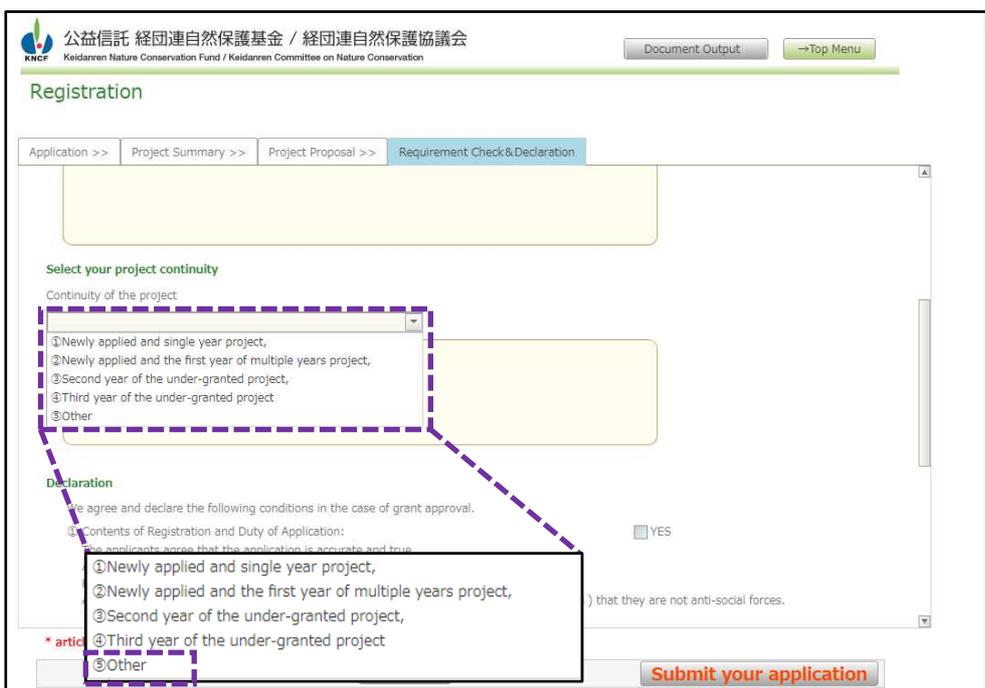
3) Applying Online

2.5 Submitting your application

1) Make sure you have entered all required information and attached all the required documents in each tab and then click on the "Submit Your Application" button on the bottom right-hand side of the screen.

Application>>	Project Summary>>	Project Proposal>>	Requirement Check & Declaration
Next	**Next**	**Next**	**Next**

Click Here

Registration has been completed.

Please move the cursor over the pink highlighted text box(es) and check the reason(s)
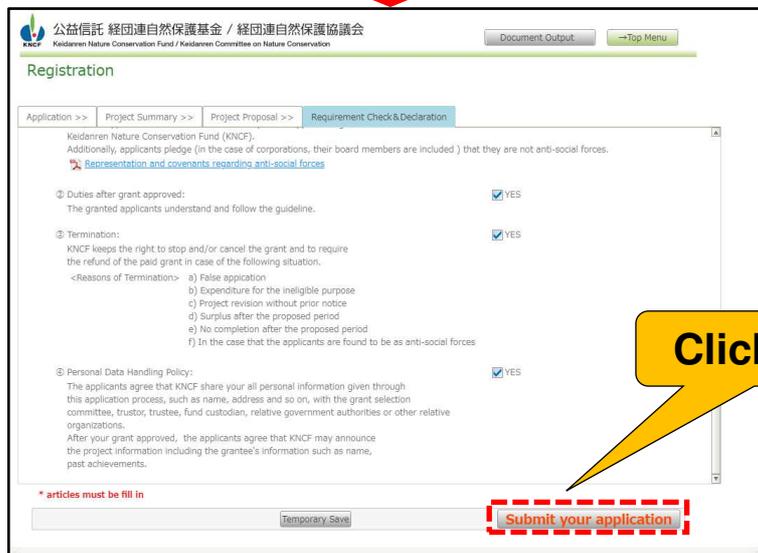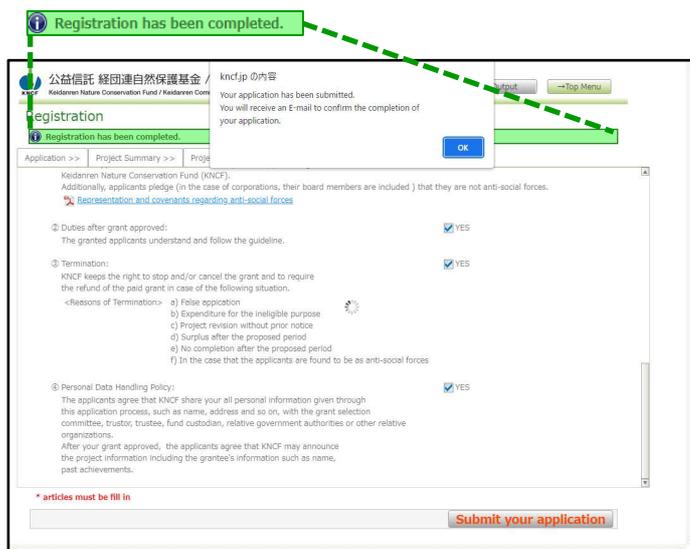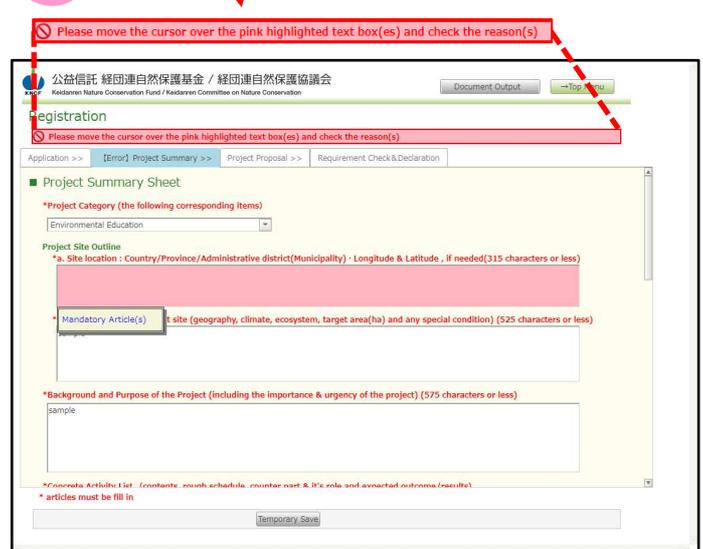
! If you do not enter all the required fields then a red error message will appear over the tab with the missing information. Your cursor will automatically jump to the field with the missing information and an explanation of what's needed will be provided. You can edit an application you've already submitted as long as you do so before the deadline.

Step Two: How to make online application

2.6 Confirming that your application is complered

1) When your registration is completed then a pop-up will appear telling you that an automated message will be sent to the e-mail address you provided. Click on the OK button and then check your e-mail.

★Sample of "Notice of completion" mail

Step Three: Checking your status

3.1 Checking your progress and results 1

1) Click on "Check your progress" on the main menu

Click Here

If a decision has not been made yet

2) Your organization's progress will be displayed

Status	Temporarily saved
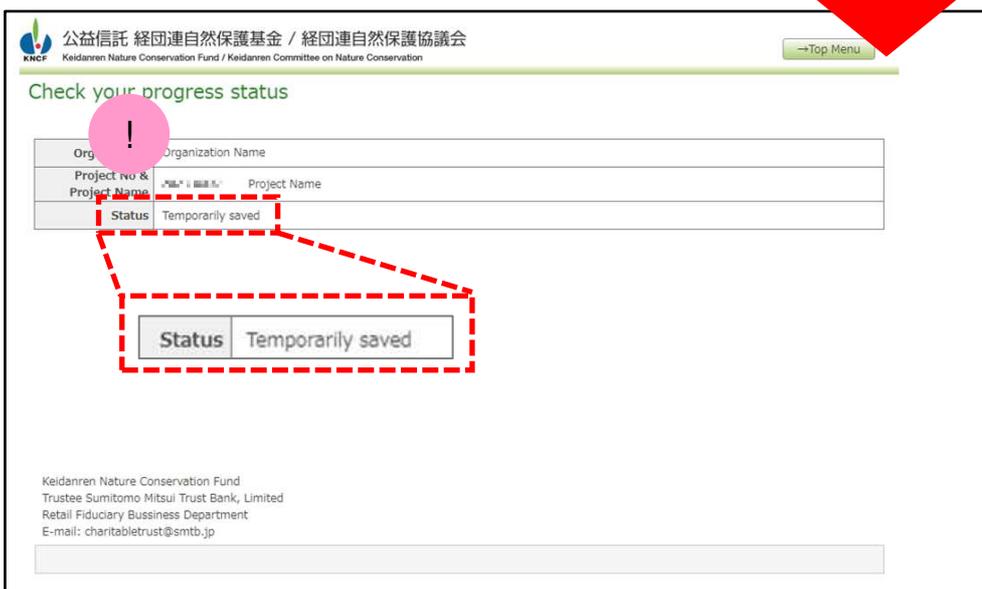
If your status says " temporarily saved " then your application hasn't been submitted yet

NEXT

Step Three: Checking your status

3.1 Checking your progress and results 2

3) After submitting your application,a decision will be made and the word "Message" will be displayed that will tell you whether your application has been accepted or rejected. If it has been accepted then you will also be able to check the amount awarded.

★**Examples of acceptance / rejection messages**

Accepted
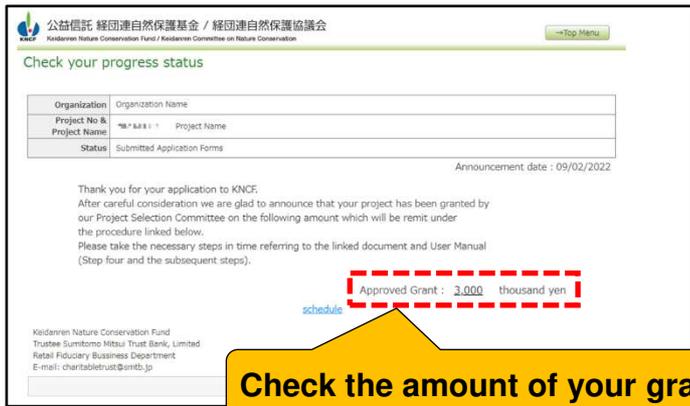
Check the amount of your grant

If your application was accepted

4) If your grant is approved then you will be directed to submit your revised plan / bank account information
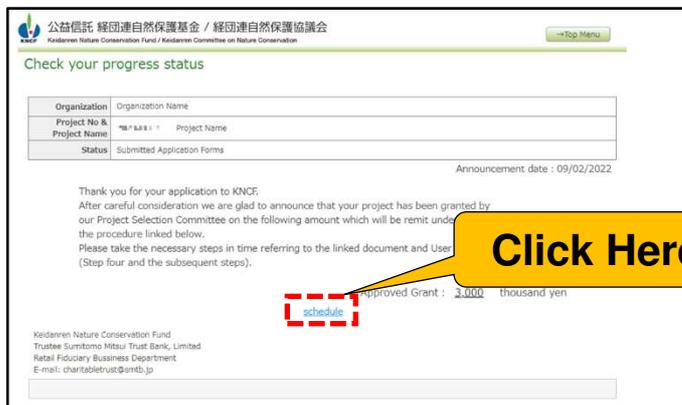
Click Here

If your application is not accepted

4) For Organizations to whom Grant is Approved

Step Four: Submitting Your Revised Plan & Bank Info

4.1 Revising your Project Plan & Budget Plan 1

1) Click on "Revised Plan / Bank Info" button on the main menu

Click Here

2) Click on the "Revised Plan" tab

Click Here
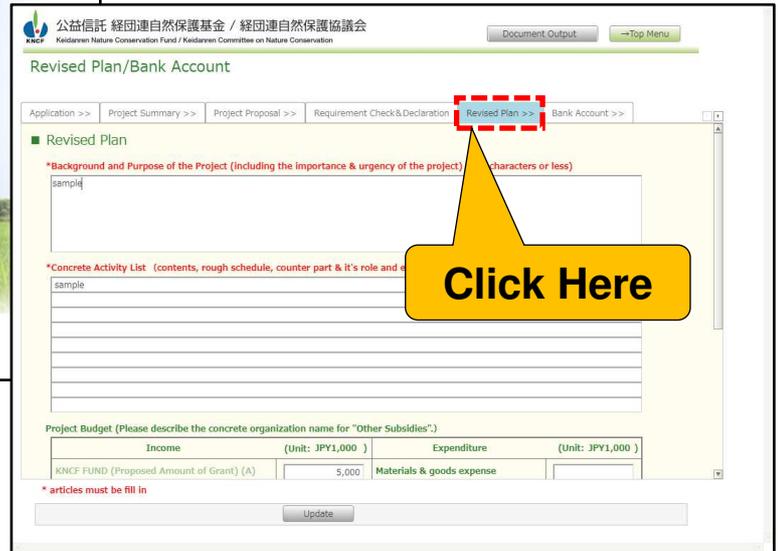
3) The information you have provided during registration will be displayed on the screen. Please update the page with the actual amount you have been awarded, your activity plan, and your expense report.
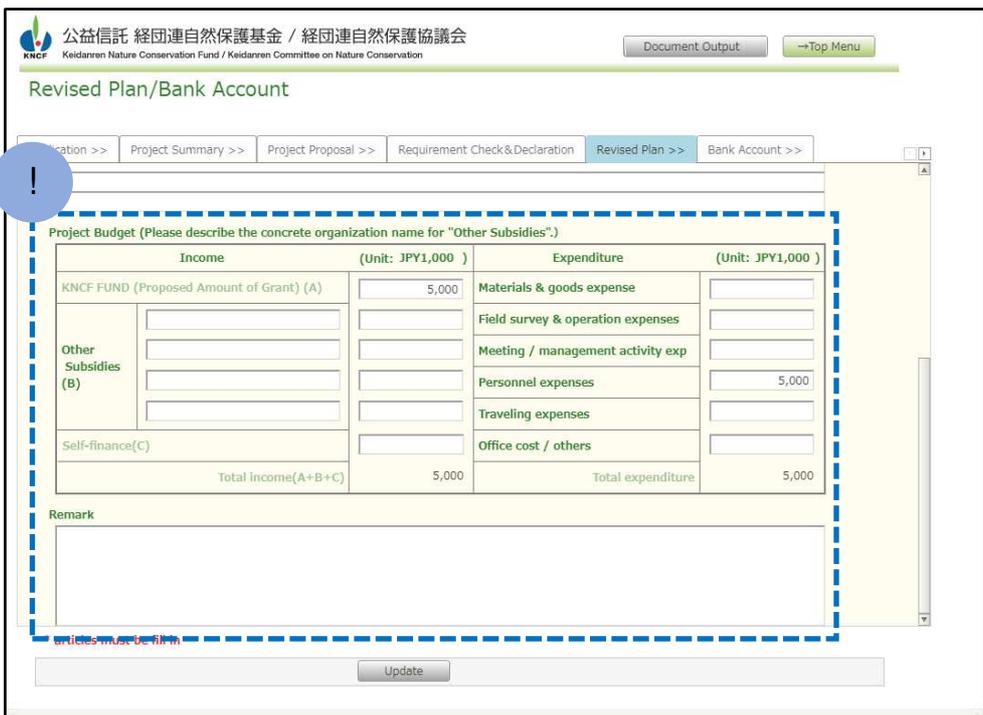
! The grant amount entered in your Revised Plan must match the actual amount awarded to you by KNCF. An error message will appear if the two amounts do not match.

NEXT

Step Four: Submitting Your Revised Plan & Bank Info

4.1 Revising your Project Plan & Budget Plan 2

Important!

If the amount you have been rewarded is the same as the amount you have applied for, then you still need to click on the Update button even though nothing has been changed. Your Revised Plan will not be recognized by the system if you skip this step.

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 1

1) Click on the Bank Account Info tab

2) Enter your bank account information

NEXT

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 2

3) Open the "Upload Bank Account Info" tab
   The "Upload Bank Account" tab is on the right side of the "Bank Account" tab. (Far right of the screen)
   If it is not displayed, click the triangle on the right and move the screen.

4) Upload the file you made with your signature / seal Important!
   After 6) above is completed, click update button.

NEXT

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info & attaching your signature 3

5) If #Account Info appears under the list of attached files then your bank account information has been successfully registered.If an error appears, go back to each tab and solve the problem. Then, push the "Update" button, again.

Completed

Step Five: Submitting your Interim Report

5.1 Preparation of your Interim Report

Prepare an Interim Report (in free format) containing the followings.
・ Report Summary (Activity Report and Income & Expenses Statement) 【Mandatory】
・ Activity Report (Achievements and Challenges for the period of April 1st～September 30th) 【Mandatory】
・ Income and Expenditure Report (for the period of April 1st～September 30th) 【Mandatory】
・ Reference material 【Optional】

5.2 Submission of your Interim Report

Click on the "Submit Interim Report" button on the main menu. "Upload documents/materials" screen will appear.
Upload your Interim Report (free format). Maximum size of each file is to be 25MB.

If "#Interim Report" appears under the list of Attached File, then your Interim Report has been successfully uploaded.

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".

Click Here

#Interim Report

NEXT

Step Six: Submitting your Final Report

6.1 Preparation of your Final Report

> Prepare a Final Report (in free format) containing the followings.
> ・Report Summary (Activity Report and Income & Expenses Statement) 【Mandatory】
> ・Activity Report (Achievements for the period of April 1st～March 31st) 【Mandatory】
> ・Income and Expenditure Report (for the period of April 1st～March 31st) 【Mandatory】
> ・Reference material 【Optional】

## 6.2 Submission of your Final Report

> Click on the "Submit Final Report" button on the main menu. "Upload documents/ materials" screen will appear.
> Upload your Final Report (free format). Maximum size of each file is to be 25MB.

If "#Final Report" appears under the list of Attached File, then your Final Report has been successfully uploaded.

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".

Click Here

#Final Report

General Function("Upload documents / materials" and "Contact/Message Exchange")

A. Upload documents / materials

1) Click on "Upload documents/materials" on the main menu
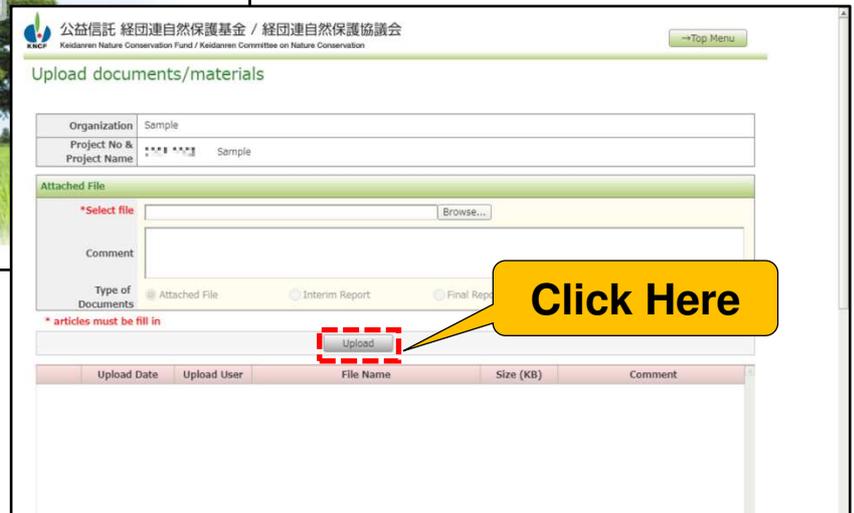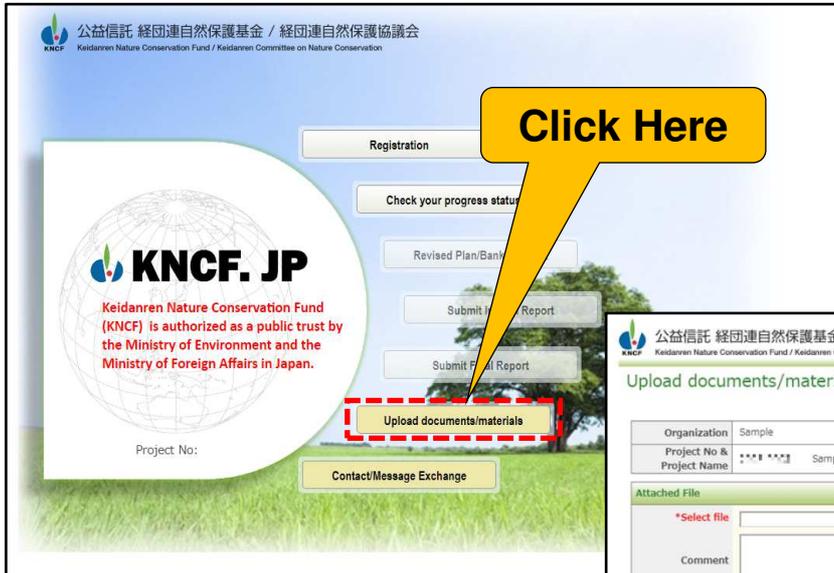
2) Choose the file you want to attach

3) Click Upload after selecting the file you want to attach.
You can upload extra documents as needed
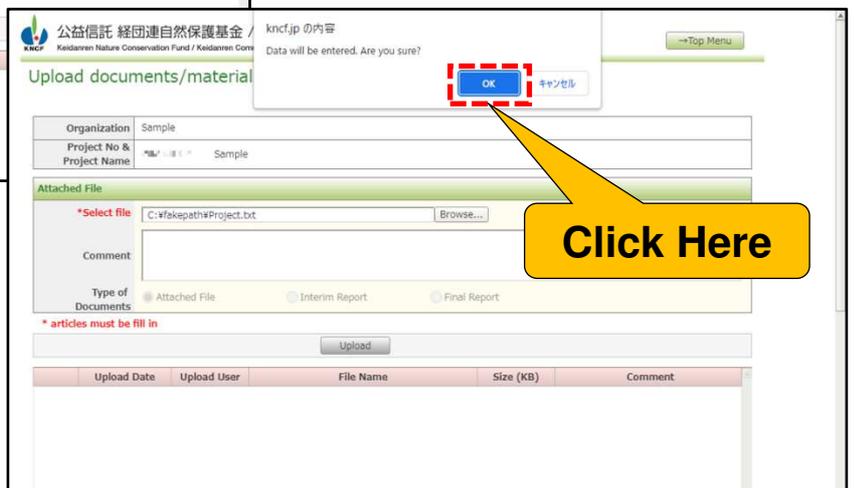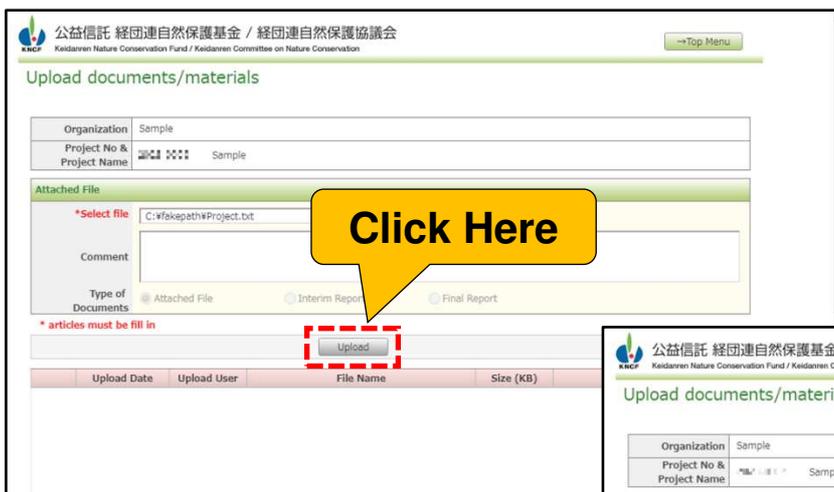
4) After clicking on Upload a popup will appear. Click OK

B. Contact / Message Exchange

! After User Registration, you must use this message function for all email contacts with KNCF.

1) Click on "Contact/Message Exchange" on the main menu
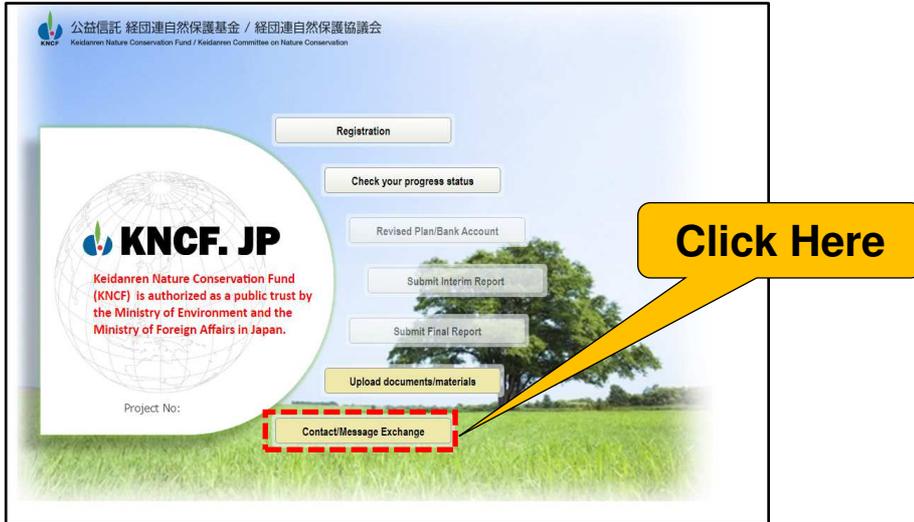
2) Write your message within the "Message Entry" field and click "Entry".

Using this function, an email message will automatically be sent to the KNCF's administration offices including trustee.

KNCF's administration offices may also send messages including various notices to registered email address of the organization from KNCF Management System.

For more information

Keidanren Nature Conservation Fund
Trustee: Sumitomo Mitsui Trust Bank, Limited
Charitable Trust Group
Phone: +81-352328910
Email: charitabletrust@smtb.jp

(about nature conservation activity)
Trustor: Keidanren Committee on Nature Conservation
Phone: +81-367410981
Email: kncf@keidanren.or.jp