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HPCI Quick Start Guide

February 9, 2024

HPCI Operations Office

Contents

1 Introduction

1.1 Purpose of this Guide

The purpose of this manual is to give users a good understanding of the overall configuration, functionality, and operation of the HPCI system within a short period of time.

Web browsers that support HPCI operations and procedures (as of   February 2024).
For other versions of these web browsers, it is currently being tested for compatibility.

Web browser	Version
Microsoft Edge	108.0
Google Chrome	99.0
Firefox	102.0
Safari	16.0

The HPCI online application system supports Microsoft Edge Chromium version (79.xx or later).

2 Key Concepts for Effective Use of the HPCI Environment
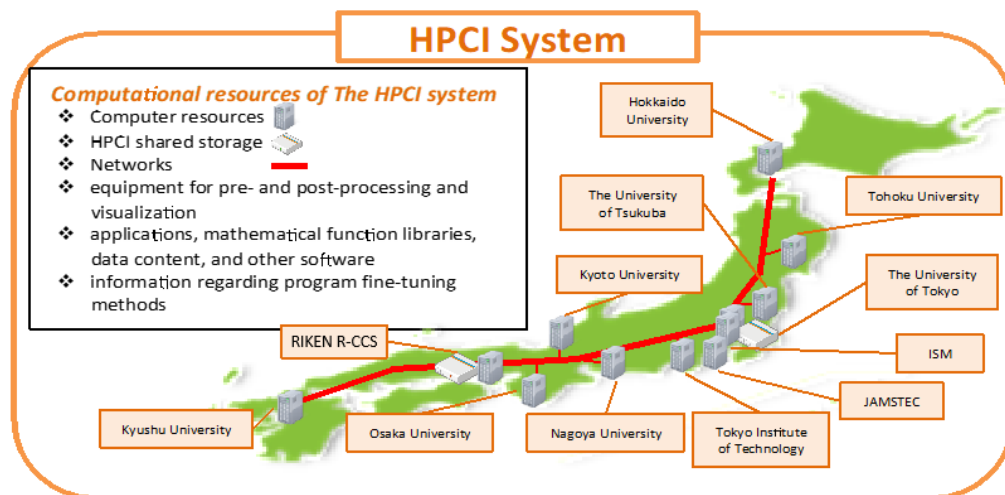
2.1 HPCI System

Figure 1

The HPCI system (Figure 1) consists of computational resources that are made available by HPCI system providers. Computational resources include (1) computer resources, (2) HPCI shared storage, (3) networks, (4) an authentication infrastructure, (5) equipment for pre- and post-processing and for visualization, (6) applications, mathematical function libraries, data content, and other software, and (7) information regarding program fine-tuning methods, and more. Computational resources that make up the system are provided as shared resources throughout the infrastructure and available for free of charges except the case of Proprietary Use of the Industrial Use projects after comprehensive awarding processes.

Computer resources are provided by HPCI system providers. The HPCI infrastructure is envisioned as of February 2024 to provide seamless access to computational resources of the supercomputer Fugaku and other major Japanese supercomputers at ten supercomputer centers (Hokkaido University, Tohoku University, the University of Tsukuba, the University of Tokyo, Tokyo Institute of Technology, Nagoya University, Kyoto University, Osaka University, Kyushu University, and JAMSTEC) as well as access to local storages.

The HPCI is interconnected by SINET6, Japan's high-speed academic backbone network. Industrial applications also have access to SINET6 via points of interface with commercial interface services.

One-stop service and single sign-on capabilities are provided to facilitate shared use of the computational resources. One-stop service covers the full range of services supported by the HPCI Operations Office that promotes the shared use of the HPCI system. These services include shared service functions, account management functions, and nationwide information services. Single sign-on system coordinates between the ID Management System and the Authentication Infrastructure System enabling users to access computational resources without being prompted to login again for each system.

2.2 Proposal Screening

Proposals must be screened before shared computational resources will be allocated to awarded proposals. Please refer to the HPCI Portal Site (http://www.hpci-office.jp) for proposal screening criteria and procedures.

2.3 HPCI-ID

An HPCI-ID is a unique ID that is assigned specifically to each HPCI user; each user is permitted to have only the one ID. The number identifies individual researchers during the project application process: once a project has been awarded, an HPCI account is created. The HPCI-ID is assigned to an individual and remains the same regardless of his or her participation to the HPCI projects. However, if there is any change of information registered, it must be promptly updated.

2.4 HPCI Account

An HPCI account permits access to web services that are part of the HPCI infrastructure. An HPCI account and the HPCI-ID are different. An HPCI account is created by a Primary Center and enables you to perform a single sign-on to a websites (HPCI Online Application System, HPCI Certificate Issuing System, HPCI Contents Management System for Information Sharing (CMS), etc.)

Your HPCI account will be disabled after all of your projects are finished.

2.5 Local Account

The local account is the UNIX account of each computer in the HPCI system and is created by the HPCI system provider. A different local account may be needed to use different computers under the same HPCI system provider.

If you use single sign-on, then you do not need to input a local account name and password. However, the user name will automatically change to your local account name after you login. You can also log into each computer without using single sign-on. In this case, please follow the rule about the account of the respective HPCI system provider.

2.6 HPCI Shared Storage

The purpose of the HPCI shared storage is to improve the efficiency and convenience of HPCI use by effectively using storage resources. Storages provided for the HPCI system are widely distributed geographically via networks. However, these storages are managed and provided as a single storage system via the Gfarm, which is a next-generation distributed file system.

3 HPCI Organizations and their Roles

3.1 HPCI Operations Office

The HPCI Operations Office is responsible for calling and awarding of proposals of projects using the HPCI resources. It also provides coordinated support for the users of the HPCI System.

3.2 HPCI System Providers

HPCI System Providers provide computational, storage, and other resources to HPCI users. As of February 2024, RIKEN R-CCS, Hokkaido University, Tohoku University, the University of Tsukuba, the University of Tokyo, Tokyo Institute of Technology, Nagoya University, Kyoto University, Osaka University, Kyushu University, JAMSTEC, and ISM are listed.

3.3 Certificate Authority Operations Organization

The Certificate Authority Operations Organization issues client certificates used in the HPCI System.

3.4 Primary Centers

Primary Centers issue HPCI accounts. Each individual user must choose its Primary Center.

3.5 Nearby Identity Vetting Center ("Moyori Center" in Japanese)

Project representatives (or deputy project representatives on behalf of the project representatives) have to complete face-to-face Identity Vetting by submitting identification documents with photos at these Centers. There are two ways to identity vetting: face-to-face at the center and remote using the video conferencing system. You can choose either way. A list of Identity Vetting Centers will be sent to you after your project is awarded computational resources. You can choose the Nearby Identity Vetting Center most convenient to you from the list.

Refer to section "4.6 Identity Vetting" about the identity vetting.

4 Procedures for Accessing and Using the HPCI System

This section will give overview of the procedures required for users to gain access to and use the HPCI System. Figure 2 illustrates the sequence of steps a user must follow to begin using HPCI resources.
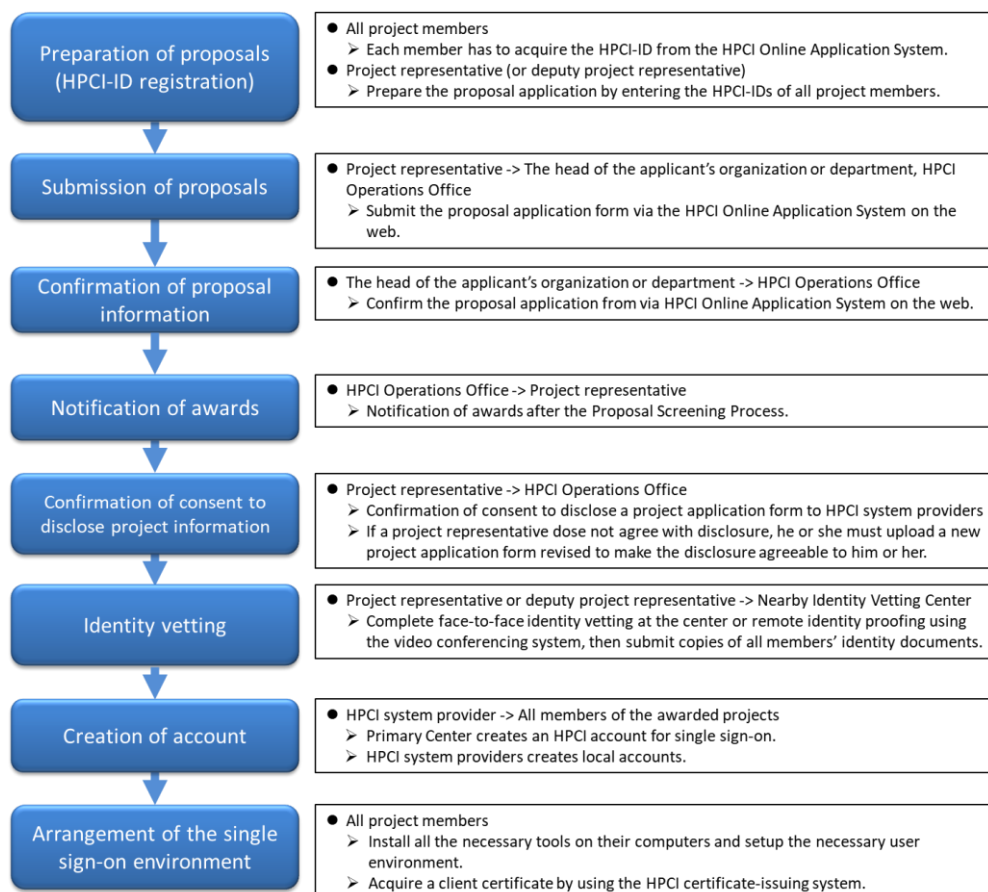

Preparation of proposals (HPCI-ID registration)
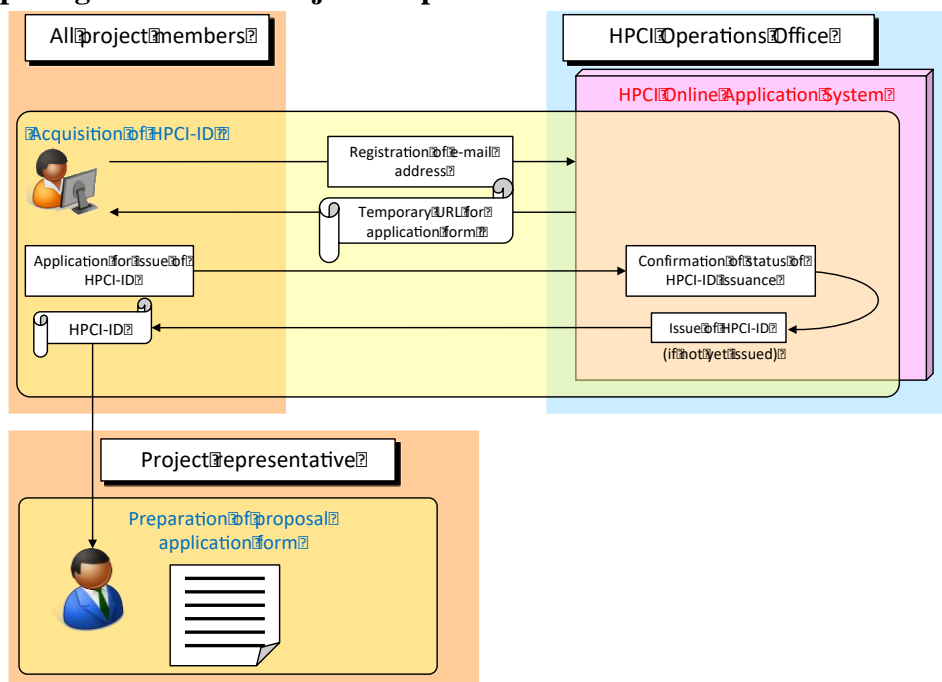- All project members
  - Each member has to acquire the HPCI-ID from the HPCI Online Application System.
- Project representative (or deputy project representative)
  - Prepare the proposal application by entering the HPCI-IDs of all project members.

Submission of proposals
- Project representative -> The head of the applicant's organization or department, HPCI Operations Office
  - Submit the proposal application form via the HPCI Online Application System on the web.

Confirmation of proposal information
- The head of the applicant's organization or department -> HPCI Operations Office
  - Confirm the proposal application from via HPCI Online Application System on the web.

Notification of awards
- HPCI Operations Office -> Project representative
  - Notification of awards after the Proposal Screening Process.

Confirmation of consent to disclose project information
- Project representative -> HPCI Operations Office
  - Confirmation of consent to disclose a project application form to HPCI system providers
  - If a project representative dose not agree with disclosure, he or she must upload a new project application form revised to make the disclosure agreeable to him or her.

Identity vetting
- Project representative or deputy project representative -> Nearby Identity Vetting Center
  - Complete face-to-face identity vetting at the center or remote identity proofing using the video conferencing system, then submit copies of all members' identity documents.

Creation of account
- HPCI system provider -> All members of the awarded projects
  - Primary Center creates an HPCI account for single sign-on.
  - HPCI system providers creates local accounts.

Arrangement of the single sign-on environment
- All project members
  - Install all the necessary tools on their computers and setup the necessary user environment.
  - Acquire a client certificate by using the HPCI certificate-issuing system.

Figure 2

4.1 Preparing to Submit a Project Proposal

Figure 3

In preparing to submit a project proposal (Figure 3), obtain HPCI-IDs for all the project members who will be involved in the project. HPCI-IDs are assigned to individuals, but an individual can be involved in multiple projects. HPCI-IDs remain valid for 10 years. The expiration date can be extended through menu operations or identity vetting.

HPCI-IDs are instantly issued to individuals once e-mail addresses and other personal information are entered into the system.

When you access the HPCI online application system and register an e-mail address, a temporary URL is sent to the address you registered. E-mail reachability verifies your identity.

To obtain an HPCI-ID, you must enter information about the organization you are affiliated with, your status of residency, how long you have resided at that address, and other personal information.

4.1.1   Initial HPCI-ID Registration

Steps of HPCI-ID registration procedure are shown below.

（1）Access the HPCI online application system.

The URL for the HPCI online application system is:

https://www.hpci-office.jp/entry/

（2）Select an authentication method.

On the "HPCI online application system" screen (Figure 4), select "Login with E-mail
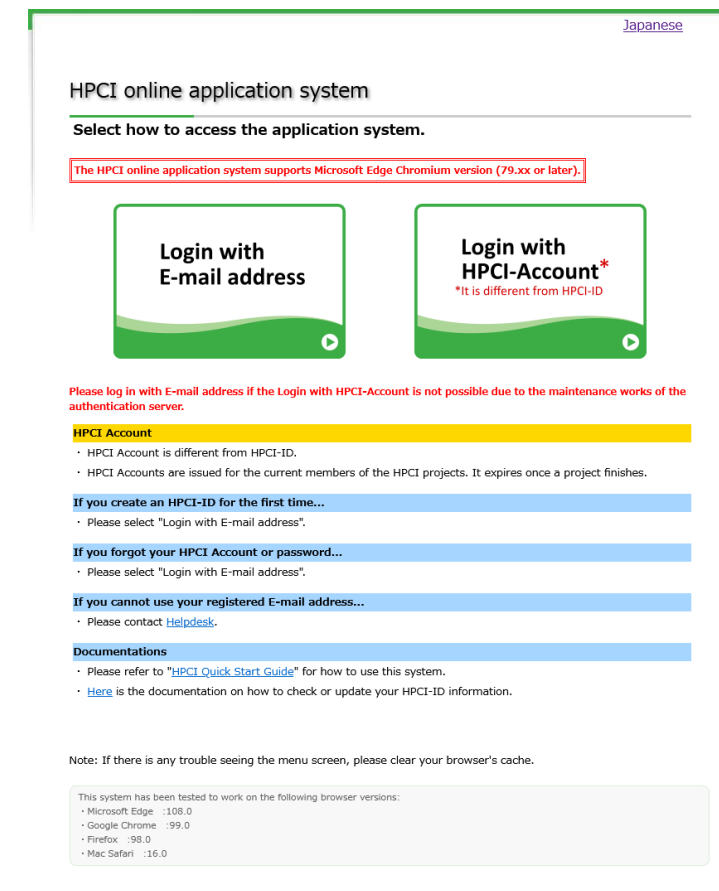
address."

Figure 4

（3） Follow the instructions on the "Menu for HPCI online application system" screen.

Select the "New registration" under "New registration of HPCI-ID." Enter your e-mail address in the Email Address field on the "HPCI online application system menu" screen (Figure 5) and click the "Go" button. A message then appears stating that your e-mail has been sent (Figure 6).

Figure 5

Figure 6

A 6-digit passcode will be displayed on the completion screen at the same time when the email is sent. The passcode is required to access the "HPCI-ID registration form". The passcode will not be sent by e-mail, so please be sure to write it down before closing the completion screen.

Access the URL contained in the e-mail, then go to the initial HPCI-ID registration site

(Figure 7). It could take anywhere between 5 and 15 minutes to receive the e-mail, depending on your user environment.

（English follows Japanese）

下の URL をクリックして、HPCI-ID の操作フォームにアクセスしてください。

《HPCI-ID 新規登録》
https://www.hpci-office.jp/entry/urlauth/form?ackey=xxxxxxxxxxxxx

この URL の有効期限は 24 時間です。
メールがあなたの予期しないものである場合はヘルプデスクまでご一報下さい。

メール文章中の URL をクリックしてもページをご覧いただけない場合は、
メールソフトのデフォルトブラウザの設定をご確認いただき、場合によっては
メールソフトを一旦終了して再立ち上げをしてください。それでもページを
ご覧いただけない場合は、URL をコピーして、ブラウザのアドレス部分に
ペースト（貼付け）してご覧ください。

＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊
セキュリティ向上のため、URL アクセス時にパスコードの入力が必要になりました。
パスコードは「HPCI 申請支援システムメニュー 一時 URL メール送信完了」画面で表示
された文字列です。
パスコードを 3 回間違えると上記の URL は無効になります。
パスコードを忘れた場合や URL が無効になった場合は、
「HPCI 申請支援システムメニュー メールアドレスによるログイン」画面で URL を
再発行してください。
＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊

Please click the following URL to access the web form for registration of the HPCI-ID.

《HPCI-ID 新規登録》
https://www.hpci-office.jp/entry/urlauth/form?ackey=xxxxxxxxxxxxx

This URL is valid for 24 hours.
If you do not expect this email, please contact the Help Desk.

If you cannot access the page by clicking the URL, please check the
setting of your default browser in the email client.
In certain cases, you need to close the email client and restart it.
If you still cannot access the page by doing above, please copy and
paste the URL into the address field on the browser.

****
For security, you need to enter the passcode when accessing a temporary URL.
The passcode is the 6-digit number displayed on the "Menu for HPCI online
 application system <Temporary URL email transmission completed.>" screen.
If you enter the wrong passcode three times, a temporary URL will be invalid.
If you lose your passcode or your URL is invalid, please re-issue a temporary
URL on HPCI online application system.
****

==
HPCI 事務局 ヘルプデスク
E-MAIL：helpdesk@hpci-office.jp
Tel：078-940-5795 Fax：078-304-4959
==

Figure 7

Access the URL contained in the e-mail, the "Authentication form" screen will be

displayed (Figure 8).

Figure 8

Enter the passcode in the "Authentication form" and click the "submit" button, the "HPCI-ID registration form" screen will be displayed (Figure 9).

If you lose your passcode or you enter the wrong passcode three times, the temporary URL will be invalid. Please start over from issuing the temporary URL.

Figure 9

(4) Fill in all required items on the "HPCI-ID registration form."

To get an HPCI-ID, you must provide the following personal information:

● Name, affiliation

Make sure the information you enter on this form—name, affiliation (organization/department), position, etc.—matches the information on the photo ID you will present for the identity vetting described in 4.6. If the information does not match, an HPCI account will not be issued and a client certificate will therefore not be issued. Local account may not be issued by HPCI System Providers without accurate and detailed affiliation.

● Residency information

Make sure your nationality, main place of residency, and work address have all been entered correctly (if you are a student, select "Not employed" as work address).

Depending on your answer, we may ask you further questions, such as whether you have stayed in Japan for more than 6 months or (if you are temporarily back in Japan at present) your date of entry into Japan or date of departure from Japan.

The Foreign Exchange and Foreign Trade Act (Foreign Exchange Act) stipulates that non-residents may not be allowed to have access to Japan's supercomputers without approvals from the Ministry of Economy, Trade and Industry (METI). Please refer to Figure 10 for criteria for judging your status, whether you are resident or non-resident of Japan.

Note: Depending on the HPCI system provider, different criteria for judging residence status may be applied.

Definitions of residents and non-residents of Japan

Residents	Non-residents
Japanese national individuals: 1) who reside in Japan. 2) who work for Japanese diplomatic missions.	**Japanese national individuals:** 1) who have left Japan and are residing in foreign countries for the purpose of working abroad. 2) who have left Japan and are residing in foreign countries for the purpose of staying abroad for more than 2 years. 3) who have stayed outside Japan for more than 2 years. 4) who meet any of criteria 1 to 3 above and temporarily returned to Japan less than 6 months ago.
Foreign national individuals: 1) who work in an office located in Japan. 2) who have resided in Japan for more than 6 months since they entered the country.	**Foreign national individuals:** 1) who reside in foreign countries. 2) who work for foreign diplomatic missions or international organizations. 3) who are foreign diplomats or consuls or their adjunct staff (limited to those appointed or employed abroad.)
Legal entities: 1) Japanese legal entities in Japan. 2) branch offices, field offices, or other offices of foreign legal entities located in Japan. 3) Japanese diplomatic missions abroad.	**Legal entities:** 1) foreign legal entities outside Japan. 2) branch offices, field offices, or other offices of Japanese legal entities located outside Japan. 3) foreign diplomatic missions or international organizations located in Japan.
	Armed forces of the United States of America or the United Nations.

Figure 10

After you have filled out all required fields on the "HPCI-ID registration form" screen (Figure 9) and clicked the "Confirm" button, the "HPCI-ID registration form"

confirmation screen (Figure 11) will appear.

Figure 11

⑸ Verify input

Check to make sure you filled out all the required fields, then click the "Go" button. If some information is missing, go back to the "HPCI-ID registration form" (Figure 9) by clicking the "Return" button, and enter the required information. Caution: Do not press the browser "Back" button.

⑹ Verify issued HPCI-ID and verification code

You should see the "HPCI-ID registration form (Registration completed)" screen (Figure 12) when the HPCI-ID registration process has been completed successfully. The issued HPCI-ID and verification code will be displayed and will also be sent to the e-mail address you registered. You will need the HPCI-ID and verification code when you submit an HPCI project application, please keep these numbers in a safe place where you can find them.

● HPCI-ID verification code

A 4-digit verification code is randomly generated and issued at the same time as the HPCI-ID. When a project representative (or deputy project representative on his or her behalf) applies for an HPCI project, or when project representatives,

deputy project representatives, or project members register, they must enter both the HPCI-ID and verification code as a safeguard against mistyping the HPCI-ID. Limiting disclosure of the verification code is a principle of information security control. If a verification code is compromised, a new verification code can be readily issued by simply updating the period of the HPCI-ID validity.

Figure 12

This concludes the HPCI-ID registration procedure.

If the attribute information that you entered at the time of HPCI-ID registration changes, please update it promptly via "HPCI-ID attribute change" on the HPCI Online Application System. Depending on the nature of the changes, you might be asked to resubmit the copied identification documents to your nearest Identity Vetting Center.

4.2 Applying for the Use of the HPCI
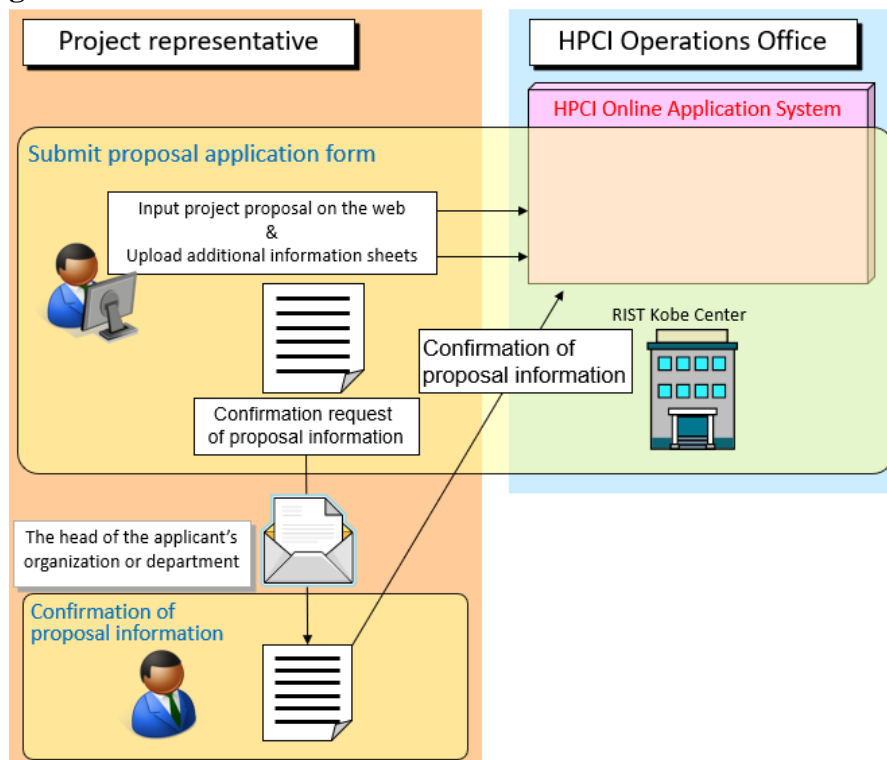
Figure 13

Applications to use HPCI resources are processed by the HPCI online application system. Before submitting a project proposal and application, all members of the project team must obtain HPCI-IDs, and the project representative (or deputy project representative acting on his or her behalf) must collect all HPCI-IDs and verification codes. Project proposals must be submitted online by filling out the proper application forms. In addition, the application form must be printed out and filled out with the name of the organization to which the project representative belongs, and the representative name of the organization (or someone of comparable rank) with signature. In addition, the head of the applicant's organization or department (the representative of the organization or someone of comparable rank) must confirm the application information online (Figure 13).

4.2.1 Project Proposal Submission Guide

Steps of HPCI project application are shown below.

Your proposal will be divided into three parts: (1) basic project information that is entered over the web and used by the HPCI online application system, (2) Additional Information Sheet 1 to describe detailed project information (Microsoft Word format), (3) Additional Information Sheet 2 to describe program analyses (Microsoft Excel format). These latter two can be downloaded. After filling out, the project representative must upload them via the HPCI online application system.

（1） Access the HPCI online application system.

The URL for the HPCI online application system is:

https://www.hpci-office.jp/entry/

（2） Select an authentication method.

On the "HPCI online application system" screen (Figure 14), select "Login with E-mail Address."
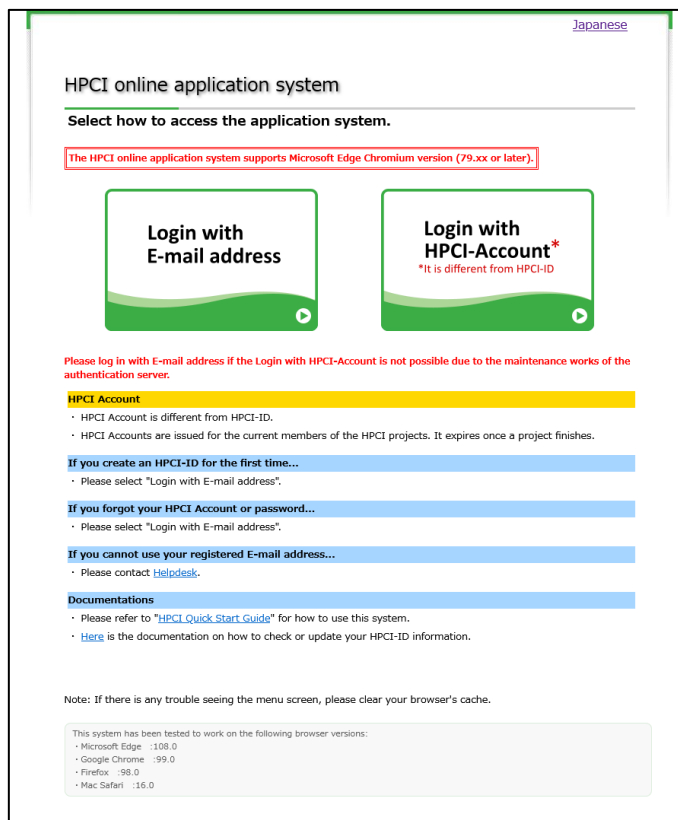
Figure 14

（3） Select the operation you want from the "Menu for HPCI online application system."

Select "Project application and inquiry" (Figure 15), enter your e-mail address, and click the "Go" button. A message appears stating that your e-mail has been sent (Figure 16).
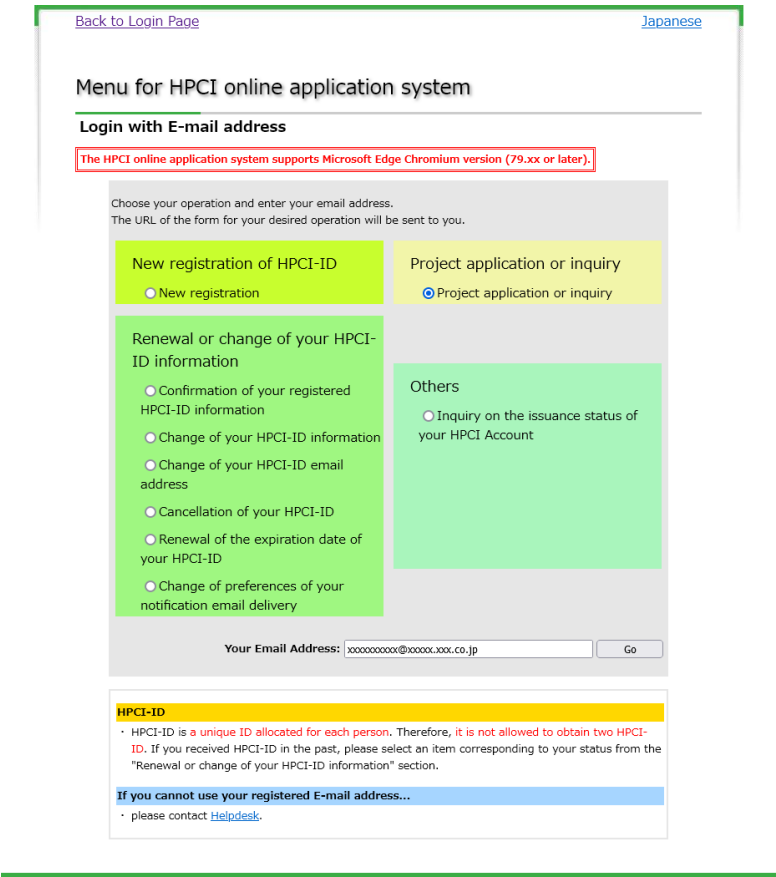
Figure 15
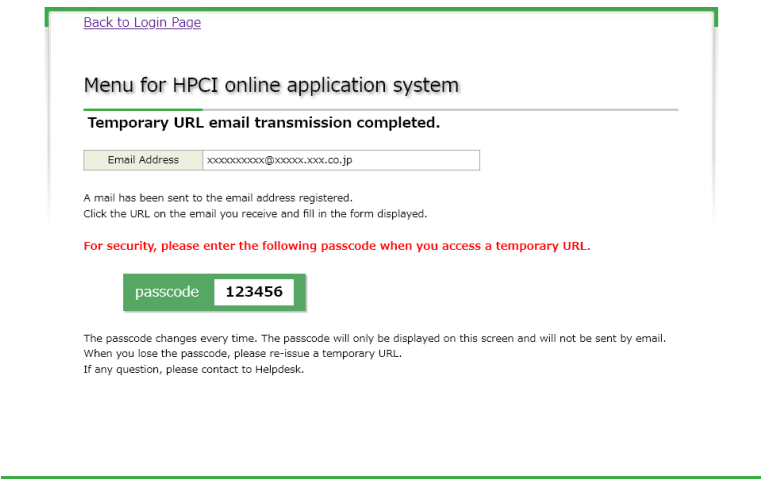
Figure 16

A 6-digit passcode will be displayed on the completion screen at the same time when the email is sent. The passcode is required to access the "List of submitted projects". The passcode will not be sent by e-mail, so please be sure to write it down before closing the completion screen Access the URL contained in the e-mail, the

"Authentication form" screen will be displayed (Figure 17).
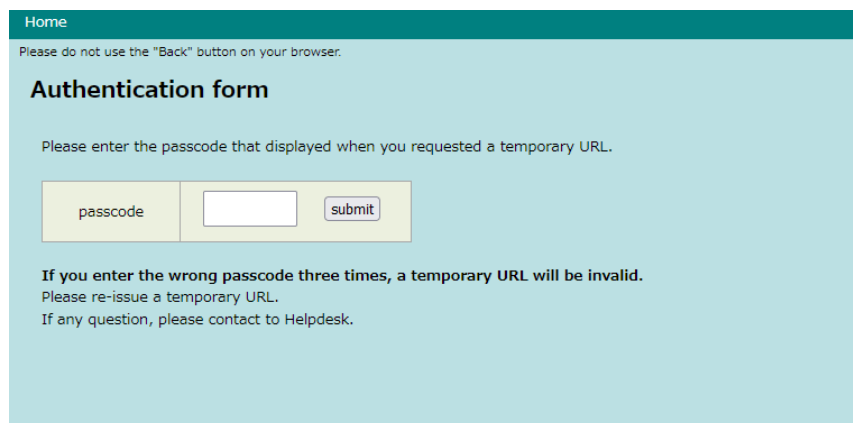
Figure 17

Enter the passcode in the "Authentication form" and click the "submit" button, the "List of submitted projects" screen will be displayed (Figure 18).
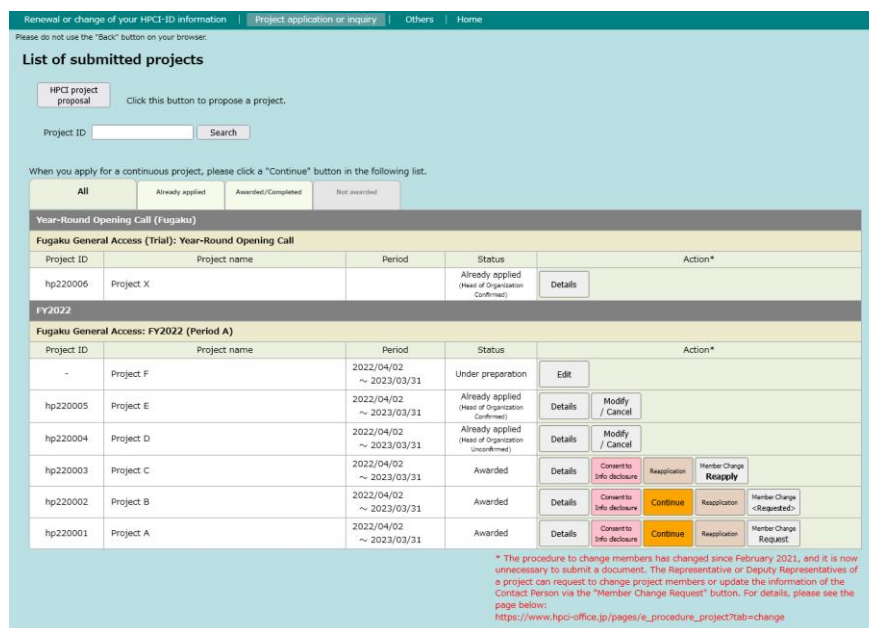
Figure 18

（4）Access the New proposal Form.

Click the "HPCI project proposal" button in the upper left-hand corner of the screen (Figure 18); this brings up the "New proposal" screen (Figure 19).

Figure 19

Alternatively, click on the "Reapplication" button on the right side of the "List of submitted projects" screen (Figure 18) to reuse the information you have entered from previous proposals(Figure 20).

| Renewal or change of your HPCI-ID information | | Project application or inquiry | Others | Home |

Please do not use the "Back" button on your browser.

【Registration information entry】 > Confirmation of the entered information > Completed

New proposal

The following information can be diverted to prepare a research proposal application.

Back to List

Select	Item		
☑	Project name	English	Project A
		Japanese	研究課題A
☑	Project summary		XXXXXXXXXXXXXXXXXXXXXXXXX
☑	Research field		Mathematical sciences
☑	Research Keyword		xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxx
☑	Head of Organization or Department	Organization	XXXXXXXXXXXXXX
		Department	XXXXXXXXXXXXXX
		Role	XXXXXXXXXXXXXX
		Full name	XXXXXXXXXXXXXX
		E-mail	xxxxxx@xxxxxxxxxxx.com
☑	Participant information	Project Representative	hpci000001 XXXXXXXXX (XXXX XXXX)
		Deputy Project Representative	hpci000002 XXXXXXXXX (XXXX XXXX) hpci000003 XXXXXXXXX (XXXX XXXX)
		Participant	hpci000004 XXXXXXXXX (XXXX XXXX) hpci000005 XXXXXXXXX (XXXX XXXX)

Please select the items required for this application.

Start application

Figure 20

Check the items you wish to transfer and click the "Start application" button, and the "Registration information entry" screen will be displayed with the contents of the

selected items entered. (Figure 19)。

⑸ Fill in all required items on the New proposal Form.
You must provide the following information on the "New proposal" screen (Figure 19)

● Research project information
Enter the following information regarding your research project:
① Project category (select from the drop-down-list; "Publication obligatory/not obligatory" is decided depending on the selected category of the project)
② Project name (300 characters or less; if it is a "publication not obligatory" project, enter a project name that can be made public; English name required, and Japanese name is optionally; Only single-byte alphanumeric and symbols are allowed for typing a name in English)
③ Project summary (500 characters or less; if it is a "first-touch option",click on the "Set template" button and enter your answer to the question in the text area that appears..)
④ Research field (select from among options)
⑤ Research keywords (select the keywords by referring to the "note" link on the bottom right of text forms; if it is a "first-touch option", this input field is not displayed.)
⑥ Preferred period of project execution

● Upload details of the project proposal sheets
Fill out all required fields on the project application sheet (Sheet 1) and the program analysis sheet (Sheet 2) previously downloaded from the HPCI Operations Office website. Convert the project application sheet into PDF format but keep the program analysis sheet in Excel format, then upload both files.

● The head of the applicant's organization or department information
Specify the organization, department, role, full name and e-mail address about the head of the applicant's organization or department information. Enter the "N/A " in the department field, if the head of the applicant's organization or department does not belong to the department (e.g. president). After the application is submitted, the confirmation request e-mail will be sent to the e-

mail address you specified. Please be cautious when entering the e-mail address. If the head of the applicant's organization or department has an e-mail address that includes the secretariats, please enter the e-mail address. If you enter multiple e-mail addresses separated by comma (","), the e-mail will be sent to all the addresses you enter. Please note that you cannot specify the email addresses of the project representative and deputy project representative. If the representative of the organization submitted a project proposal as the project representative or deputy project representative, enter the name of the project representative or deputy project representative corresponding to the email address in the name filed of the head of the applicant's organization or department.

● Register project participants

Convert personal information on the project representative, deputy project representative, and project members to HPCI-ID and verification code inputs. By entering the verification code and clicking the "inquiry" button, the person's name is extracted from the HPCI-ID registration information and displayed. This prevents incorrect input. It also reveals whether the identity vetting process has been completed. If the vetting process has not been completed, you must collect copies of the photo IDs of the project members for submission to your Nearby Identity Vetting Center.

● Necessary Resources for your project

Specify the computational resources and the HPCI shared storage (if the HPCI shared storage invites projects) that you need for the project.

Under "Desired resources (computing resources)," a list of available resources is displayed by clicking the "Add" button. You can then select resources from the list. Also, please specify any rules imposed by the resource provider in regard to the amount of resources you are allowed to use. Depending on the types of resources, you may have to specify the amount of resources to be used for local storage in addition to the amount of computational resources.

As for the available resources in each projects, please refer to "Proposal preparation instructions" of each projects.

● Contact person

Your nominated project representative and contact person will be notified by e-mail of any questions about the content of the proposal and of the awarding or rejection of the project application. For the person to contact, please fill in a

person who can certainly be contacted, other than the project representative. The contact person does not need to obtain an HPCI-ID.

After you have filled out the form, click the "Apply" button. This brings up the confirmation of "New proposal" screen (Figure 21).

Figure 21

If you are not ready to submit an application but want to save temporarily the information you have entered for further editing, click the "Save" button. This will save the information you have input on the server.

If you want to edit your temporarily saved content or submit a project application, locate your project on the "List of submitted projects" screen (Figure 18) and click the "Edit" button.

If you want to delete your temporarily saved content, locate your project on the "List of submitted projects" screen and click the "Delete" button.

(6) Confirm the entered information.

Confirm the information you have entered, read through "Recognitions of Export Control Regulations", and mark a checkbox to agree and enable the "Agree and apply" button. If everything is in order, click the "Agree and apply" button. If you discover an error or omission, click the "Return" button to return to the "New proposal" entry screen (Figure 19) and correct the error.

(7) Confirm that the new project application is complete.

The "New proposal completed" screen (Figure 22) is presented when the initial project registration process is complete.

E-mail messages notifying that applications for new proposals have been completed will be sent to project representatives, deputy project representatives, and the contact person. After the deadline for proposal submission has passed, e-mail notices will be sent to all project members notifying them of their registration as project participants. And a confirmation request e-mail will be sent to the head of the applicant's organization or department.

Figure 22

This concludes the new project application procedure.

Depending on the category of the project, up until the deadline for proposal submission you can still modify the contents of your proposal or cancel your application after you submit your proposal.

If you want to modify or cancel your already submitted proposal application, go to the screen, "List of submitted projects" (Figure 18), find the proposal you want to revise, and then click the "Modify/Cancel" button. Then, on the screen that appears, click "Modify" to modify the contents or click "Cancel" to cancel your application.

The above-described operations may not be possible in the case of some categories of project.

You can always confirm the project application form from the "Project details" screen (Figure 23) by click the "Details" button on the far right column of the "List of submitted projects" screen (Figure 18).

Figure 23

4.2.2   Continuous Project Proposal Submission Guide

The procedure for applying for a project that is currently under way to continue in the next term (i.e. for making a continuous project application) is as follows:

There will be three parts to your proposal, in the same way as has been explained for a new project application: (1) basic project information that is entered over the web and used by the HPCI online application system, (2) Additional Information Sheet 1 to describe detailed project information (Microsoft Word format), (3) Additional Information Sheet 2 to describe program analyses (Microsoft Excel format). These latter two can be downloaded. After filling out, the project representative must upload them via the HPCI online application system.

(1) Access the HPCI online application system.

The URL for the HPCI online application system is:

https://www.hpci-office.jp/entry/

(2) Select an authentication method.

On the "HPCI online application system" screen (Figure 24), select "Login with HPCI-Account."
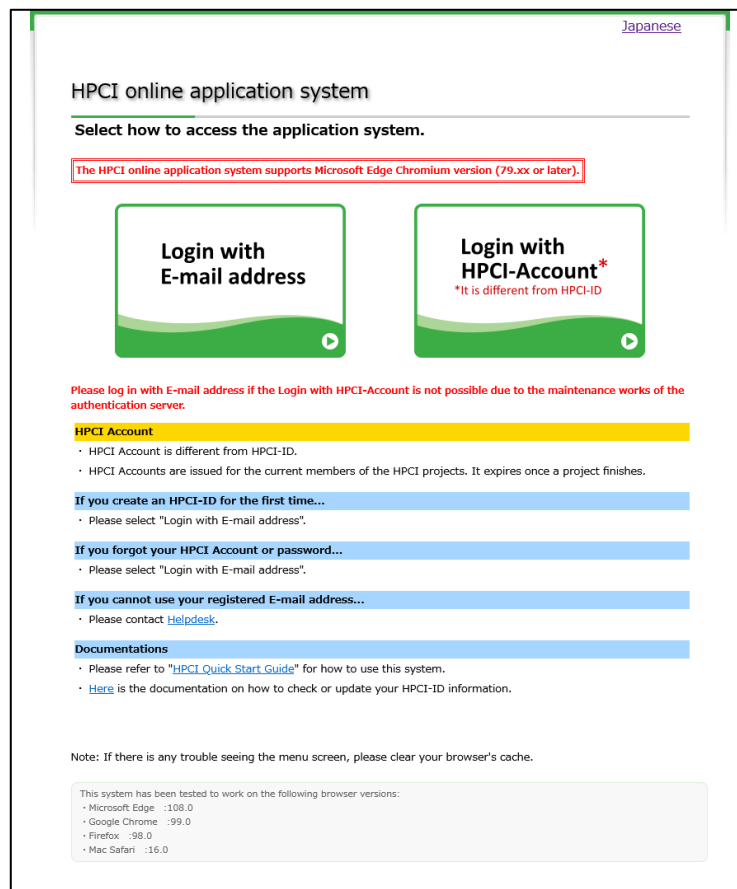
Figure 24

（3） Select the operation you want from the "Menu for HPCI online application system."

Click "Confirmation of new and already submitted proposals" (Figure 25); the "List of submitted projects" screen (Figure 26) will be displayed.
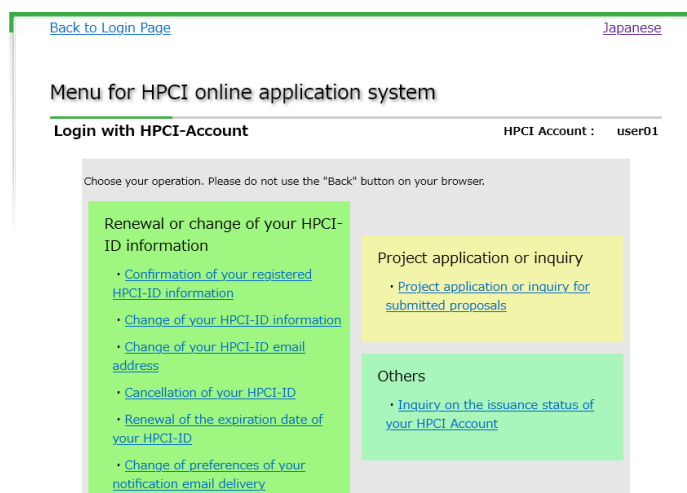
Figure 25
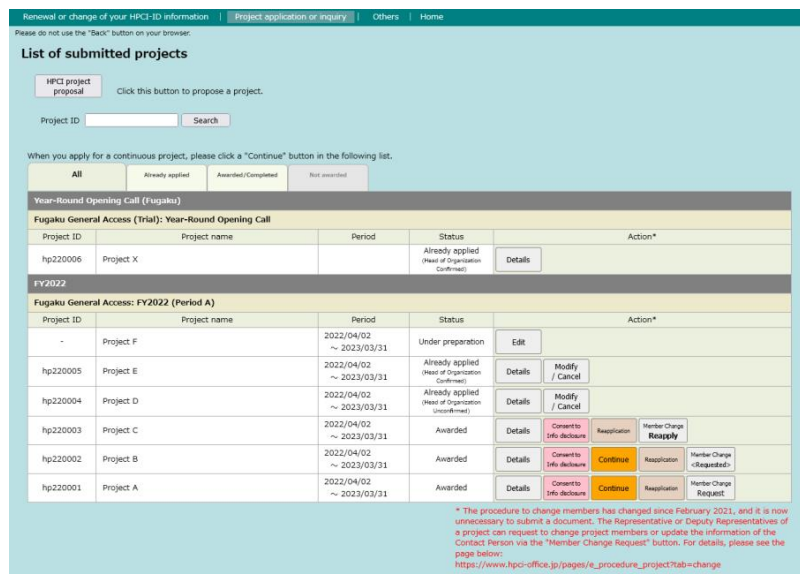
Figure 26

(4) Access the proposal Form.

Click the "Continue" button in the second column from the right of the project list on the screen (Figure 26); this brings up the "Project Continuation proposal" screen (Figure 27). You cannot make a continuous project proposal for any project for which the "Continue" button is not available.

Figure 27

⑸ Fill in all required items on the Project Continuation proposal Form.

On the "Project Continuation proposal" screen (Figure 27) you must provide the information listed below.

As a reference to help you fill out the form, please click "Detailed information of the project yet to be continued (xxxxxxxx)" on the upper right screen. This displays in another window the details of your original project.

● Research project information

Enter the following information regarding your research project:

① Project category (select from the drop-down-list; "Publication obligatory/not obligatory" is decided depending on the selected category of the project)

② Project name (300 characters or less; if it is a "publication not obligatory" project, enter a project name that can be made public; English name required, and Japanese name is optionally; Only single-byte alphanumeric and symbols are allowed for typing a name in English)

③ Project summary (500 characters or less; if it is a "first-touch option",click on the "Set template" button and enter your answer to the question in the text area that appears..)

④ Research field (select from among options)

⑤ Research keywords (select the keywords by referring to the "note" link on the bottom right of text forms; if it is a "first-touch option", this input field is not displayed.)

⑥ Preferred period of project execution

● Upload details of the project proposal sheets

Fill out all required fields on the project application sheet (Sheet 1) and the program analysis sheet (Sheet 2) previously downloaded from the HPCI Operations Office website. Convert the project application sheet into PDF format but keep the program analysis sheet in Excel format, then upload both files.

● The head of the applicant's organization or department information

Specify the organization, department, role, full name and e-mail address about the head of the applicant's organization or department information. Enter the "N/A" in the department field, if the head of the applicant's organization or department does not belong to the department (e.g. president). After the

application is submitted, the confirmation request e-mail will be sent to the e-mail address you specified. Please be cautious when entering the e-mail address. If the head of the applicant's organization or department has an e-mail address that includes the secretariats, please enter the e-mail address. If you enter multiple e-mail addresses separated by comma (","), the e-mail will be sent to all the addresses you enter. Please note that you cannot specify the email addresses of the project representative and deputy project representative. If the representative of the organization submitted a project proposal as the project representative or deputy project representative, enter the name of the project representative or deputy project representative corresponding to the email address in the name filed of the head of the applicant's organization or department.

● Register project participants

Information about the project representative, deputy project representative, and members (except for support personnel) of the project before continuation is displayed by default. You can modify the information as necessary.

Convert personal information on the project representative, deputy project representative, and project members to HPCI-ID and verification code inputs. By entering the verification code and clicking the "inquiry" button, the person's name is extracted from the HPCI-ID registration information and displayed. This prevents incorrect input. It also reveals whether the identity vetting process has been completed. If the vetting process has not been completed, you must collect copies of the photo IDs of the project members for submission to your Nearby Identity Vetting Center.

● Necessary Resources for your project

Specify the computational resources and the HPCI shared storage (if the HPCI shared storage invites projects) that you need for the project.

Under "Desired resources (computing resources)," a list of available resources is displayed by clicking the "Add" button. You can then select resources from the list. Also, please specify any rules imposed by the resource provider in regard to the amount of resources you are allowed to use. Depending on the types of resources, you may have to specify the amount of resources to be used for local storage in addition to the amount of computational resources.

As for the available resources in each projects, please refer to "Proposal preparation instructions" of each projects.

● Contact person

Your nominated project representative and contact person will be notified by e-mail of any questions about the content of the proposal and of the awarding or rejection of the project application. For the person to contact, please fill in a person who can certainly be contacted, other than the project representative. The contact person does not need to obtain an HPCI-ID.

After you have filled out the form, click the "Apply" button. This brings up the confirmation of "Project Continuation proposal" screen (Figure 28).

Figure 28

If you are not ready to submit an application but want to save temporarily the information you have entered for further editing, click the "Save" button. This will save

the information you have input on the server.

If you want to edit your temporarily saved content or submit a project application, locate your project on the "List of submitted projects" screen (Figure 26) and click the "Edit" button.

If you want to delete your temporarily saved content, locate your project on the "List of submitted projects" screen and click the "Delete" button.

（6）Confirm the entered information.

Confirm the information you have entered, read through "Recognitions of Export Control Regulations", and mark a checkbox to agree and enable the "Agree and apply" button. If everything is in order, click the "Agree and apply" button. If you discover an error or omission, click the "Return" button to return to the "Project Continuation proposal" entry screen (Figure 27) and correct the error.

（7）Confirm that the continuous project application is complete.

The proposal "[Completed]" screen (Figure 29) is presented when the project registration process is complete.

E-mail messages notifying that applications for proposals have been completed will be sent to project representatives, deputy project representatives, and the contact person.

After the deadline for proposal submission has passed, e-mail notices will be sent to all project members notifying them of their registration as project participants.

And a confirmation request e-mail will be sent to the head of the applicant's organization or department.

Figure 29

This concludes the continuous project application procedure.

Depending on the category of the project, up until the deadline for proposal submission

you can still modify the contents of your proposal or cancel your application after you submit your proposal.

If you want to modify or cancel your already submitted proposal application, go to the screen, "List of submitted projects" (Figure 26), find the proposal you want to revise, and then click the "Modify/Cancel" button. Then, on the screen that appears, click "Modify" to modify the contents or click "Cancel" to cancel your application. I

The above-described operations may not be possible in the case of some categories of project.

You can always confirm the project application form from the "Project details" screen(Figure 30) by click the "Details" button on the far right column of the "List of submitted projects" screen(Figure 26).

Figure 30

4.3 Confirmation of the proposal

The project proposal must be confirmed by the head of the applicant's organization or department. The confirmation procedure is explained below.

（1） After the proposal is submitted, the head of the applicant's organization or department will receive e-mail (Figure 31) below.

以下の課題が申請され、あなたの確認を待っています。
The following proposal is submitted, and waiting for your approval.

　課題 ID（Project ID）　：hp230001
　課題名（Project name）：ProjectA

　課題代表者（Project Representative）：
　　〇〇〇大学
　　テストユーザ（test user）

下の URL をクリックして、所属長確認フォームにアクセスしてください。
　https://www.hpci-office.jp/entry/applicationconf/confirm?ackey=xxxxxxxxxxx

Click the URL below and access the confirmation screen for the head of
applicant's organization / department:
　https://www.hpci-office.jp/entry/applicationconf/confirm?ackey=xxxxxxxxxxx&lang=en

―――
本メールにお心当たりがない場合は、HPCI 運用事務局へお知らせください
Please contact the HPCI Operation Office if you were not aware that
you were going to receive this email.
―――

Figure 31

（2） Access the HPCI online application system.

Access the URL contained in the e-mail; "Confirmation of Project Proposal" will then be displayed(Figure 32).

Figure 32

42

(3) Confirmation of the proposal.
   Check the contents and click the "Approve" button. This brings up the "Confirmation
   of Project Proposal (Approval confirmed)" screen (Figure 33)

Figure 33

This concludes the confirmation of the proposal.
The URL used when confirming the proposal cannot be reused.
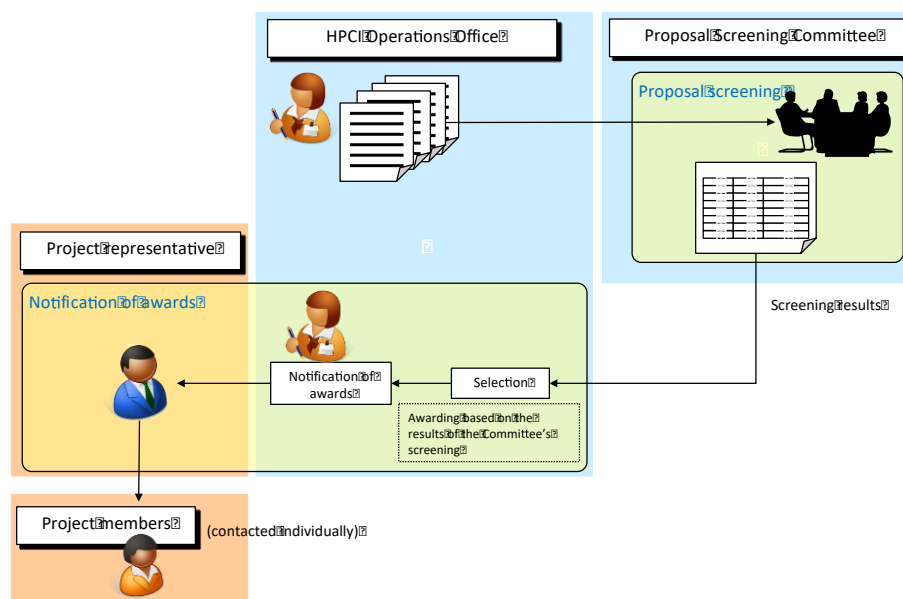
4.4 Notification of Awards

Figure 34

The project representative and contact person will be notified by e-mail whether your proposal has been awarded computational resources or not. After completion of the proposal screening processes and award decisions, your proposal may not be awarded all of the computational resources that you requested at the time of your proposal application.

4.5 Confirmation of Consent to Disclose Project Information

In issuing a local account, some HPCI system providers may want to refer to the project application form (Sheet 1) uploaded as part of the project application process. After the awarding of the project application, the project representative must choose either of the following two cases and agree to the disclosure of the project application form (Sheet 1).

• When confidential information is NOT included in the project application form (Sheet 1) uploaded in the project application process.

Agree to disclosing to HPCI system providers the project application form (Sheet 1) uploaded in the project application process, without making any modifications.

• When confidential information is included in the project application form (Sheet 1) uploaded in the project application process.

Delete confidential information (information not necessary for issuing an account) from the project application form (Sheet 1) to create and upload a revised form, and agree to disclosing the revised form to HPCI system providers. In this case, the original project application form (Sheet 1) uploaded in the project application process will not be disclosed.

You can take these steps on the "Confirmation of consent to disclose project information" screen (Figure 35) of the HPCI online application system. A local account may not be issued until your consent is confirmed.

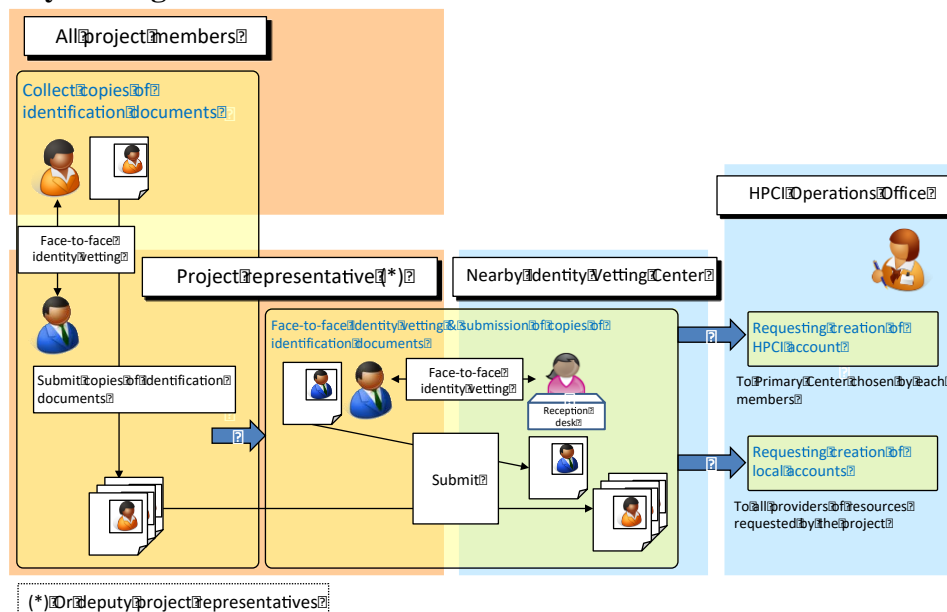**Figure 35**

4.6 Identity Vetting

Figure 36

Either project representatives or deputy project representatives have to collect copies of the identification documents of all project members and visit the Identity Vetting Center of their choice or perform the remote identity proofing using the video conferencing system to complete the identity vetting process. These project representatives or deputy project representatives have to also perform the identity vetting regardless of face-to-face or remote for the other project members who aren't visiting the Identity Vetting Center.

If the project representatives or deputy project representatives have already completed the identity vetting in the past as representatives of other HPCI projects, or if their identities have already been vetted through the submission of copies of their identification documents as project members of other HPCI projects, then it is not necessary to visit an Identity Vetting Center again. However, if some of the project members have not completed the identity vetting, then copies of their identification documents will have to be collected and submitted to an Identity Vetting Center. These items must be submitted in person or sent by post or e-mail. In the case of email, it shall be sent from the email address which was registered with HPCI-ID information. A list of Identity Vetting Centers will be sent to you after your proposal has been awarded computational resources.

For your information, if you have already passed the identity vetting in the previously awarded HPCI project, you may be able to skip the identity vetting. For more details, please refer to the following web page:

https://www.hpci-office.jp/pages/e_start_representative

After the awards have been finalized, some Identity Vetting Centers may give seminars on how to use the HPCI system, and you may be able to do face-to-face identity vetting at the time of these seminars. Please keep an eye on the HPCI Portal Site for information about the

seminars or lectures.
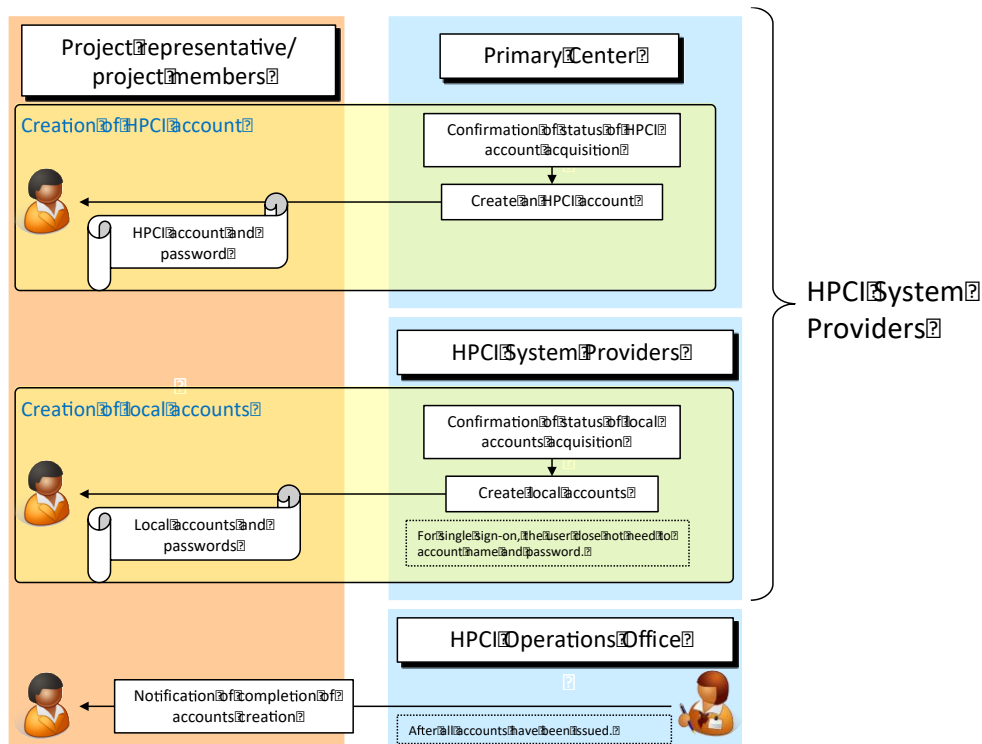
4.7 Issue of Your Accounts

Figure 37

    There are two kinds of new accounts issued. An HPCI account for single sign-on and local accounts to use computational resources will be created. After the identity vetting is finished, each HPCI Provider will create local accounts. The status of accounts issuance can be confirmed on the "Issue of your HPCI/local account" page (Figure 38) of the HPCI Online application system.

Figure 38

After the accounts have been created, you will be notified of your HPCI account by the Primary Center and of your local accounts by the HPCI Providers. After all of the accounts have been created, an e-mail notifying that all accounts have been created will be sent from the HPCI Operations Office. Usually it takes about 10 business days for HPCI Providers to create local accounts after the identity vetting is completed. If there is a delay you can check directly with your each HPCI Providers.

If you want to look up the status of issuance of your accounts, follow the procedures in section 4.2.1 Project Proposal Submission Guide, procedure 4.2.1(3), click "Issuance of your HPCI/local account," enter your e-mail address, and then click "Go". If you access the URL supplied in the e-mail sent to you, you will see the page "Issuance of your HPCI/local account" (Figure 38). Procedure 4.2.1(3) of the Project Proposal Submission Guide can be accessed via the following URL.

https://www.hpci-office.jp/entry/mailmenu/form/idform/registered/lang/en

After your HPCI account has been created, you can log in to the HPCI Online application system by using your HPCI account and password.

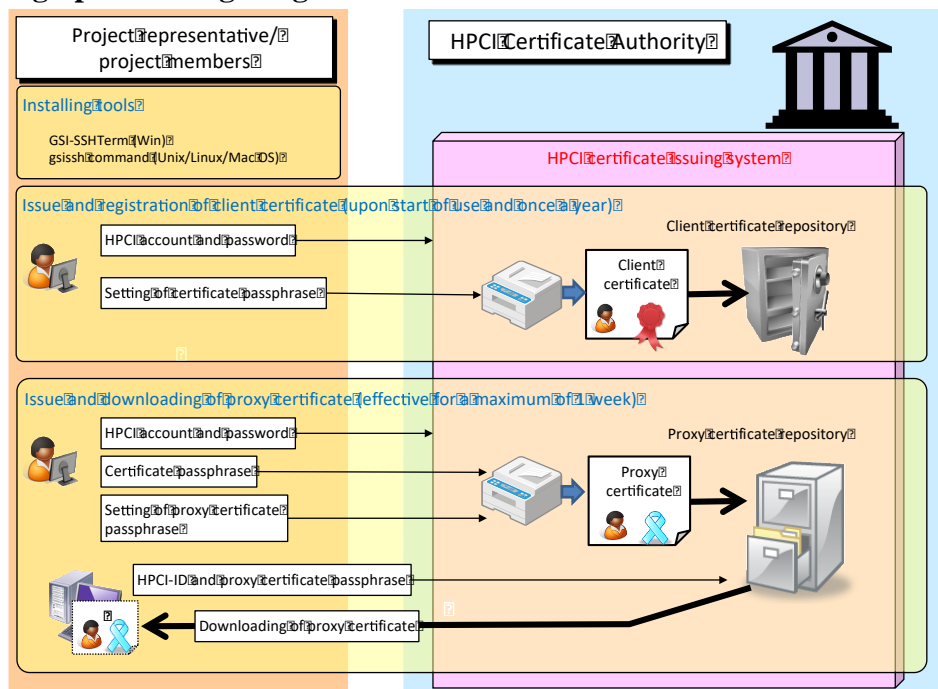## 4.8 Setting up Your Single Sign-on Environment

Figure 39

Once your HPCI account has been created, you can login to the HPCI Certificate Issuing System by using your HPCI account and password. HPCI users should set a certificate passphrase to have a client certificate. The client certificate will be valid until the end of April of the year following its issuance. Refer to section "2.1 Obtaining a Certificate" in the *User's Guide HPCI Login Manual* (HPCI-CA01-001E-xx) for instructions on how to extend your client certificate.

With the HPCI system, the single sign-on function is made available to users via the proxy certificate created on the basis of the user's client certificate (see 1.1.1). The proxy certificate system is a convenient method of certification, like that of the approval seals used in daily Japanese life, rather than the formal seals registered at Japanese local government offices. The proxy certificate is valid for a maximum of 1 week. During that period, the user can enjoy single sign-on without the need to enter a passphrase.

The proxy certificate must be temporarily stored in a proxy certificate repository after you have set up a proxy certificate passphrase. The proxy certificate can then be downloaded to your computer by using the HPCI-ID and the proxy certificate passphrase. Although you can also directly download the proxy certificate, this guide will explain the indirect downloading method below (sections 4.8.2 and 4.9). After your proxy certificate expires you will have to create a new one.

4.8.1   Creation of client certificate

The procedure used to create a client certificate is explained below. Please complete the process promptly once your HPCI account has been created.

(1)   Access the HPCI Certificate Issuing System.

The URL of the HPCI Certificate Issuing System is

https://portal.hpci.nii.ac.jp/

(2)   Select your Primary Center and login to it.

You will be automatically redirected to the page for selection of your Primary Center (Figure 40). Then select the Primary Center you chose at the time of HPCI-ID registration.

If you select the checkbox of "Remember selection for this web browser session" or "Remember selection permanently and bypass this screen from now on", you will bypass the Primary Center Selection screen and see the Login for Primary Center screen until you exit your web browser or from now on.

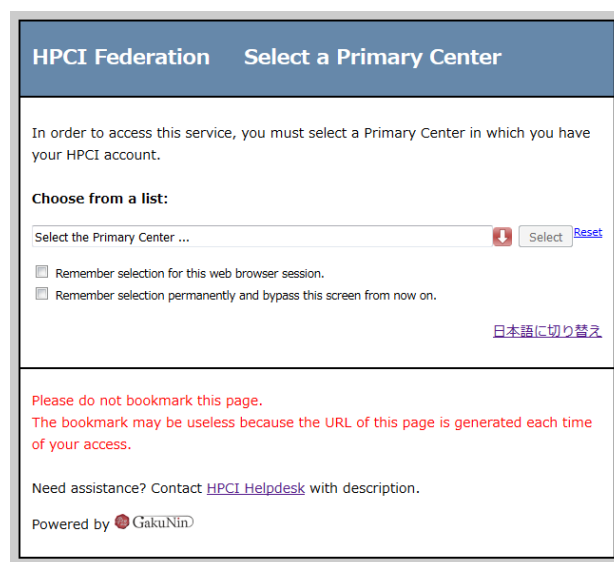If you want to clear this setting, access the following URL.

https://ds.hpci.nii.ac.jp/DS/WAYF

Figure 40

After you select it, a login screen (Figure 41) will appear. Login by using your HPCI account.

Figure 41

The screen for "Information Release" (Figure 42) will appears. Confirm the information to be provided to service, and click "Accept" button.

Figure 42

After you have successfully logged in, you will be guided to the HPCI Certificate Issuing System (Figure 43).
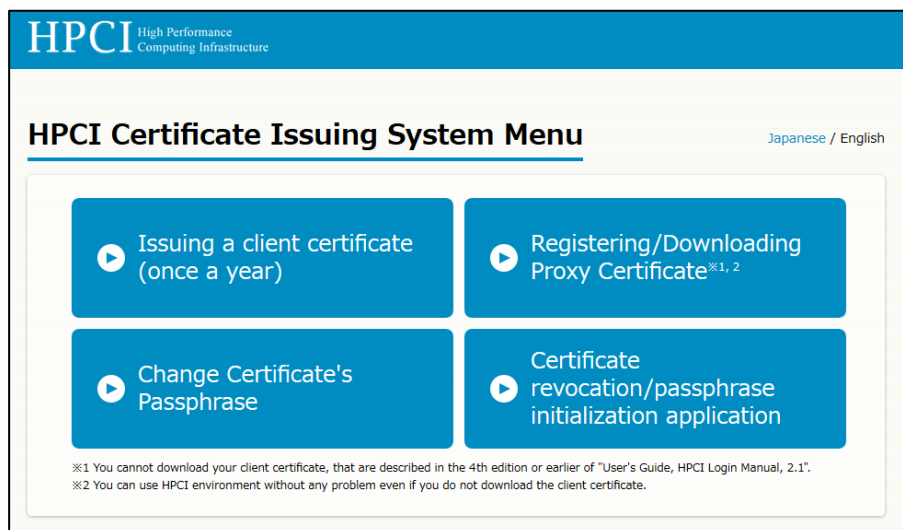
Figure 43

(3) A client certificate will be issued:

When you click "Issuing a client certificate (once a year)", the page "Issuing a client certificate" (Figure 44) will appear.

Figure 44

Enter the certificate passphrase for the client certificate, and then click "Go" button on the same page for "Issuing a client certificate" (Figure 44).

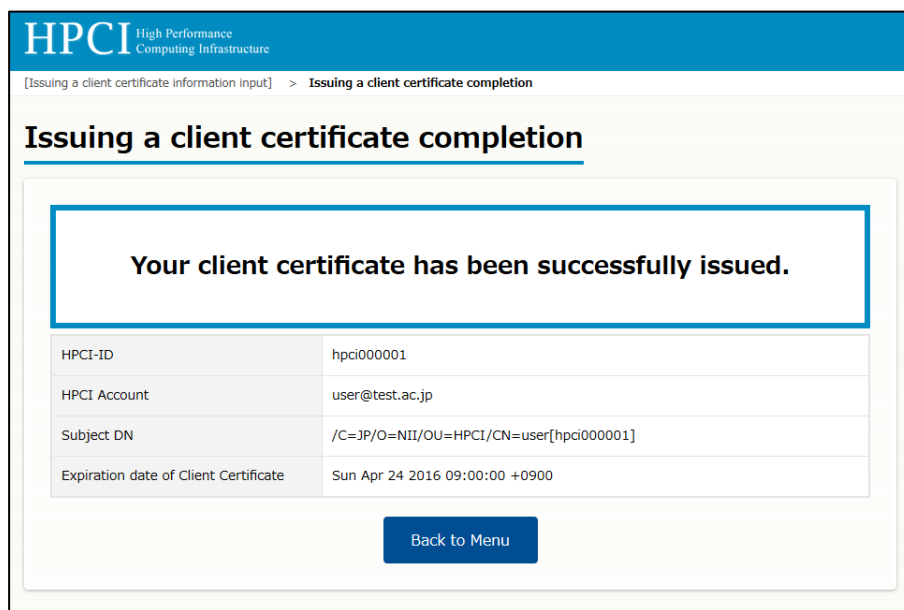The certificate passphrase is compulsory. It must fulfill the following conditions.

● More than or equal to 12 characters.

● Choose more than or equal 3 kinds from uppercase, lowercase, number and

symbol.

● Do not include an HPCI account name, its substring (before and after the at sign), and numerical part of HPCI-ID.

● Do not include part of your name (last, first and middle name).

The certificate passphrase entered here will be needed to create the proxy certificate, which is explained later in "4.8.2 Issue of proxy certificate."

After you succeed in getting the client certificate issued, you will see a screen "Issuing a client certificate completion" with the message "Your client certificate has been successfully issued" (Figure 45).

Figure 45

After you have completed the above steps, the client certificate will be issued and stored in a repository of the HPCI Certificate Issuing System.

4.8.2 Issue of proxy certificate

The steps required to have a proxy certificate issued and stored in the proxy certificate repository are given below. When you store the proxy certificate, you will need to set up a passphrase for downloading the proxy certificate from the repository.

（1）Access the HPCI Certificate Issuing system

Please refer to 4.8.1 (1) and (2) for more details of this step.

（2）Obtain the proxy certificate

When you click the "Registering/Downloading Proxy Certificate" button (Figure 43), the screen for "Registering/Downloading Proxy Certificate" (Figure 46) will appear.

Figure 46

To store the proxy certificate in the proxy certificate repository, you must first click the

radio button at the top of the screen, "Registering (store in the proxy certificate repository)." After you have entered the following information and optionally checked the check box of "Receive email when you issued proxy certificate", click the "Go" button.

- Client Certificate

  Passphrase: Enter the certificate passphrase you set for the client

  certificate.

- Proxy Certificate

  Valid for (in hours):   Select the hours of expiry of the proxy certificate.

  Passphrase: Enter the passphrase for download the proxy certificate from

  the repository.

  Passphrase (for check): Re-enter your proxy certificate passphrase for confirmation

The passphrase for downloading the proxy certificate also must fulfill the following conditions. However, please be aware that the conditions are different from the ones of the certificate passphrase.

- More than or equal 12 to characters.
- Choose more than or equal 3 kinds from uppercase, lowercase, number and symbol.
- Do not include an HPCI account name, its substring (before and after the at sign), and numerical part of HPCI-ID.
- Do not include part of your name (last, first and middle name).
- Do not match the passphrase of your client certificate or part of it. (*)

* The strings you entered as the certificate passphrase of your client certificate and the passphrase for the proxy certificate will be compared. The HPCI Certificate Issuing System does not store any passphrases in clear text or decodable format.

If you have been successfully issued a proxy certificate, the screen of "Registering/Downloading Proxy Certificate completion" with the message "Proxy certificate has been successfully issued"(Figure 47) will appear. And the "Notice of proxy certificate issue" will be sent by e-mail if you had checked the checkbox of "Receive email when you issued the proxy certificate".
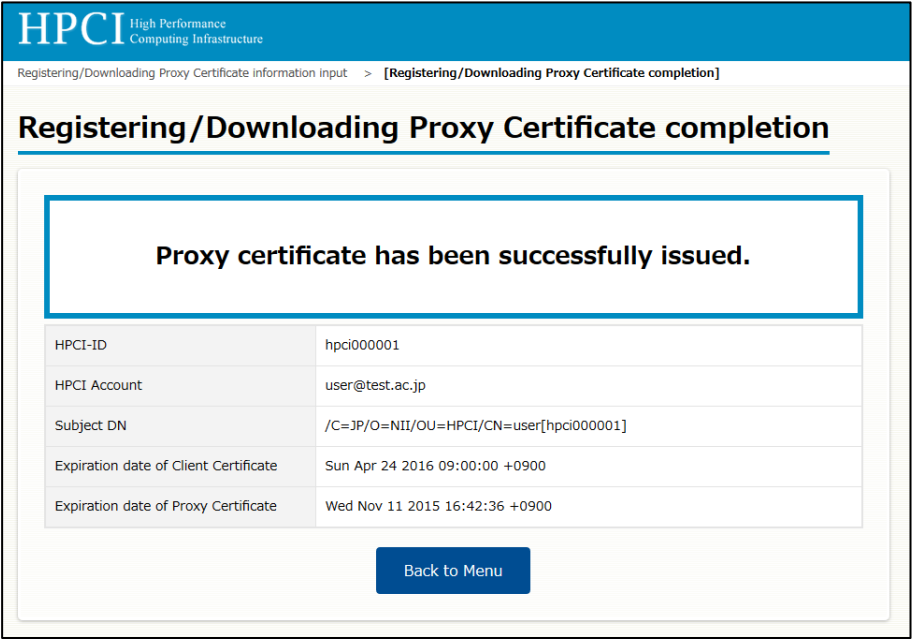
Figure 47

The proxy certificate will be stored in the proxy certificate repository.

This completes the issuing of the proxy certificate.
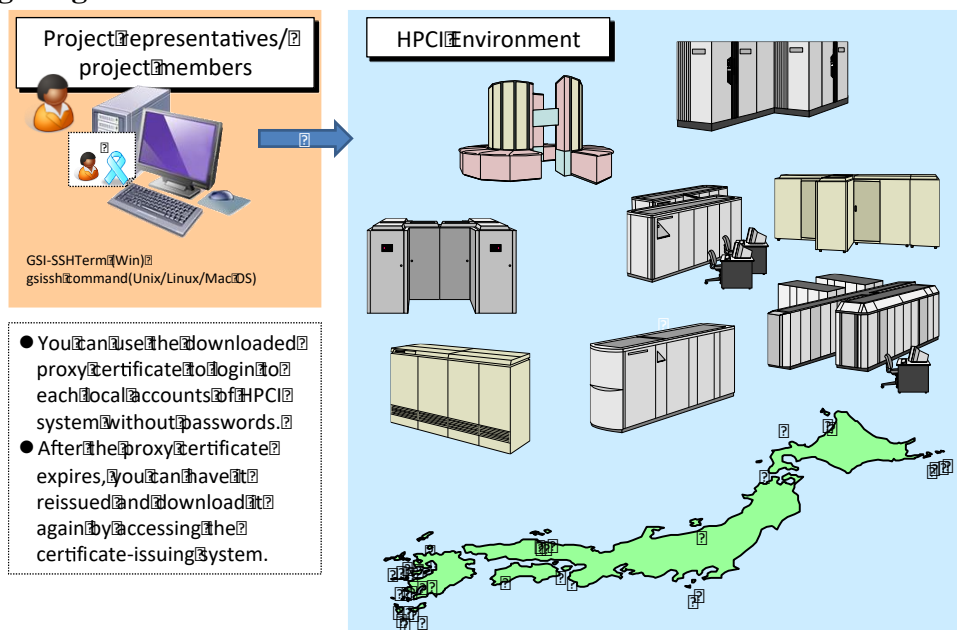
4.9 Single Sign-on

Figure 48

Once a proxy certificate has been issued, you can use single sign-on to each local accounts of the HPCI system. After the proxy certificate expires, you can access the HPCI Certificate Issuing System and have a new proxy certificate issued. After a new client certificate has been issued, it may take a few minutes at the earliest, or overnight at the latest, before single sign-on to the local accounts becomes possible. If it takes more time, contact the Help Desk.

Please refer to the "User's Guide HPCI Login Manual (HPCI-CA01-001E-xx)" for how to use computing resources with single sign-on. The manual is available below.

https://www.hpci-office.jp/pages/e_hpci_info_manuals