How to write/submit usage report (FY2023)

Research groups whose application was approved are requested to submit a usage report after the usage. Usage reports of groups assigned more than 80,000 CPU points will be published in RCCS Center Report. Also, the usage report will be taken into account upon the review of furture applications.

Template File

- Download the template

Format of Usage Report

The format is summarized below.

page size	A4 portrait
number of pages	Depends on total available CPU points <= 240,000: 1 page 240,001-2,400,000: 2 pages >= 2,400,001: 4 pages cluster-apply group ("専有利用" in Japanese) : point-dependent number (above) + 1 pages
page margins	top/bottom: 25mm left/right: 20mm
font	Embed non-standard fonts into the file when you create PDF file. Recommended fonts: "Times New Roman", "Helvetica", "Arial", "Symbol"
title (project name)	14 points sans-serif font, centered. (If there is Japanese title, write Japanese title first and then write English one.) **The title must be the same as the one in application.** However, you can add subtitle in case the original title is clearly not suitable for the report. Please use 12 points sans-serif letters for the subtitile.
user list	12 points serif letters should be used for the authors list. All the members (including the ones added after the submission) must be listed in comma-separated manner. The name of representative must come first and a white circle sign (○; U+25E6 (white bullet) or U+25CB) must be added before the name. (If you have difficulties in typing white circle, underline the name of the representative.) After the author list, add the list of affiliation in parenthesis.
chapter heading	12 points sans-serif font. Chapter number is required. Chapter number and heading should be separated by two spaces.
section heading	10 points sans-serif font. Section number should be in (chapter number).(section number) format (e.g. 1.1). Section number and heading should be separated by two spaces.
main test	Write in 10 points letters.
figures and tables	You can attach figures and tables to the report. The font type should be the recommended one (see above) and the font size must not be larger than 12 points. Figure titles should be placed below the figure and be written in 10 points letters. Table title should be placed above the table and be written in 10 points letters. Colored figures are allowed (since Center Report is published online now; some of copies might be printed in monochrome, though.)
list	10 points letters.

contents (chapters)	A usage report is expected to have following chapters.
	1. Introduction
	2. Methods
	    Application name(s) should also be described here.
	3. Results
	    Please describe the details about results.
	4. Talks and Posters
	5. Publications
	    4 and 5 are required. If there are no presentations/publications, please write "N/A", "None", or "Nothing". Scheduled presentation and submitted article can be listed here.
	Please add filled/black star sign (★; U+2605 or U+22C6) for the items where the results obtained with RCCS supercomputers were used. (If you have troubles in typing a star sign, please use black spade (♠) or club (♣) instead. In case all those marks do not work correctly, underline the item.)
	
	Research papers and other publications containing results obtained on RCCS should include proper acknowledgment to RCCS. The acknowledgement text must involve the name of center (Research Center for Computational Science) and your project ID(s) (e.g. 23-IMS-C999).
	
	Sample acknowledgement text:
	The computation was performed using Research Center for Computational Science, Okazaki, Japan (Project: 23-IMS-C999).
	
	For more details about acknowledgement, please check https://ccportal.ims.ac.jp/en/acknowledgement page.

references	References chapter can be added. The chapter heading should be "References" written in 12 points serif letters, where chapter number should NOT be added. For each item of references should be written in 10 points letters. Reference items should be marked with [1], [2], and so on.

How to Submit Usage Report

deadline	Jun 1, 2024 (Sat)
what to submit	**PDF version of usage report**
file name	If possible, please set file name to "report2023-(group ID).pdf".
where to submit	Login to NINS Open Use System (NOUS) first. You may find the corresponding project in the list of "approved" or "completed" projects. Then, click "upload" button of that project. https://www.nins.jp/nous

How to Report Published Results

Research papers involving the center name (Research Center for Computational Science) and project IDs (e.g. 23-IMS-C999) will be automatically detected by the NOUS system. In this case, NOUS will send a message to the representative of the project. Please follow the guide and approve your paper. The registered papers will be listed in our "Center Report" and is taken into account upon reviewing process.

Please check this page for further information about acknowledgement and project IDs.

In case you couldn't add project IDs to your papers, NOUS can't find that article automatically. Please register your paper manually on NOUS (see below). Articles without acknowledgement to RCCS do not need to be registered.

when to register	anytime. Items registered after the deadline (Jun 1) will be involved in the next year's RCCS Center Report.
what to register	DOI, title, publication year, journal name, author list are necessary.
where to register	You can find the form in NOUS. There should be "output" button in your approved/completed projects list in your MyPage. https://www.nins.jp/nous
Note	In principle, you don't need to send PDF files of papers to us. However, we might ask you to do so in some cases to confirm acknowledgement text.