

● How to reply to an inquiry email.

You may receive inquiries from the Support team for chemicals regarding the content of the application form.

When you receive an inquiry email, please ensure that you respond directly on the site specified within that email. (The communication will be in a chat format.)

Please be aware that failure to respond promptly may cause delays in the review process.

Outlines the procedure for responding to inquiry emails.

Example: Handling an inquiry regarding No. "7558" for Proposal No. "2026B0951."

1. When you receive the inquiry email, please login using the URL provided within the email.

From : To : Cc : Subject : 【Chemical】 Inquiry about Samples and Reagents Declaration (2026B0951-1) TEST-7558
Dear Gakushikaikan JPDTEST averageuser
Comments pertaining to the submitted Samples and Reagents Declaration have been entered
No : 7558 Entry date : 2026/01/28 Application : JPDTEST averageuser E-mail : jpdtest.averaguser@gmail.com Affiliation : Gakushikaikan
Principal investigator : JPDTEST averageuser Proposal : MLF Experiment, Test Proposal no. : 2026B0951
Please log in through the following URL and review the information. https://ius.j-parc.jp/usiparc/
※Due to maintenance, the system will be shut down from 5:00 PM to 5:30 PM (JST) on weekdays (subject to extension). The system is not available during this period. ※Please do not reply to this email. Please use the URL above for more information. ※This email is sent from a dedicated email address. Please note that we may not be able to receive replies.

The actual question details are not included in the email body.

You must log in to the site to view the full details.

*** Important Notice:** This email is sent from a distribution address, so please do not reply to it, as your response will not reach us.

2. Once you are on the “J-PARC Portal”, click the “User Support System”.

The screenshot shows the J-PARC Portal website. At the top left, the text "J-PARC Portal" is displayed next to a "Link" dropdown menu. A navigation menu is open, listing several options: "User Support System", "Staff Sign In (Admin Portal)", "Proposal Review System", "Proposal Submission System", and "Proposal Publication Database". The "User Support System" option is highlighted with a red rectangular box. An orange callout box with white text and a red arrow points to this box, containing the instruction "Click the 'User Support System'". Below the navigation menu, there are several content blocks: "About", "What Shall I Begin With", "Submit A Research Proposal (Proposal Submission System)", "Experimental Procedures and Visit Procedures (User Support System)", and "Operating environment (recommended)". The "Operating environment" section lists recommended software: Microsoft Windows®, Microsoft Edge® latest ver, Mozilla Firefox® latest vers, and Google Chrome® latest ve.

3. First, click on **“Forms for the spokesperson”** Then, click **"1. Forms"** and search for the application form related to the inquiry.

J-PARC
User Support System

User Information

Welcome [redacted] [LogOff](#)

> Home > Forms for the spokesperson > 1.Forms

#Forms

Administrative year

Project Type

Proposal/Experiment No

[Search](#) [Clear](#)

Navigation Menu:

- << TOP
- << Home
- + Administrative Procedures for Visiting J-PARC
- * Accommodation Booking and/or Travel Expenses
- + Team Member Information
 - Forms for the spokesperson**
 - 1. Forms**
 - 2. Team Member Authority Management
- * Team Member Approval
- * Modify User Registration Details
- * Change Password

4. Click the “Contact” link on the right side of the “Samples and Reagents Declaration(J-PARC)”.

> Home > Forms for the spokesperson > 1.Forms

#Forms

Please select from the menus below the Project Type and Experiment/Proposal Number for which you wish to lodge forms then click the [Search] button.
Click the [Clear] button to reset the entry fields.

Administrative year: 2026 ▼
Project Type: ▼
Proposal/Experiment No: ▼

Search Clear

[Please submit listed form(s) at least 2 weeks prior to the start of your beam time.]

Form Title	Required	Completed		
Letter of Agreement for Nuclear and Particle Physics Experiments	No	No	Generate	
User Consent Form for MLF Experiments <i>After registering, please print out the User Consent form, check its contents, and then upload it. You can only upload once.</i>	No	No	Resubmit	Print/Save
				Upload
Letter of Commitment (MLF)	No	No	Generate	
Notification of pursuer(s) at J-PARC experiment	No	No	Generate	
List of experimental equipments to be carried into MLF	No	No	Generate	
Samples and Reagents Declaration	Yes	Yes	Submit	Print/Save
			Contact	

Click the “Contact”.

5. When you click, a screen like this will appear.

This screen displays a list of application forms for "2026B0951."

If multiple applications have been submitted, you will see an entry/row for each submission.

From this list, **select the application form with NO "7558."**

■ Samples and Reagents Declaration Contact Form (User)

Please select the applicable

select	Entry number	No	Entry date	Name of substance
<input type="radio"/>	1	7558	2026/03/30	1. TEST1
<input type="radio"/>	2	7559	2026/03/31	2. TEST2

Select NO "7558".

6. The contact is listed below. Updated comments will be displayed at the top. Please review the content.

To reply, you must enter and submit the main body text located above this comment field.

Please select the applicable Samples and Reagents Declaration.

select	Entry number	No	Entry date	Name of substance
<input checked="" type="radio"/>	1	7558	2026/03/30	1. TEST1
<input type="radio"/>	2	7559	2026/03/31	2. TEST2

Main text

Please enter your comment.

7558 | 7559

officeworker JPDTEST [Chemical] Inquiry about Samples and Reagents Declaration (2026B0951-1) TEST-7558 2026/04/01 09:19:39

officeworker JPDTEST [Chemical] Inquiry about Samples and Reagents Declaration (2026B0951-1) TEST-7558 2026/04/01 09:07:31

The inquiry details are listed below.
New comments will appear at the top.

(Supplement)

7558 7559

officeworker PDTES

You can switch between the comments for each NO by clicking the tag here.

**However, please note that you cannot input text that spans across different NO sections.
You can only enter text into the currently selected NO.**

7. Please enter your answer to the inquiry in the main text, and click "Please enter your comment."

Please select the applicable Samples and Reagents Declaration.

select	Entry number	No	Entry
<input checked="" type="radio"/>	1	7558	2026/03/30
<input type="radio"/>	2	7559	2026/03/31

Click "NO" to view the application form on a separate screen

Enter your answer to the inquiry in the main text.

Main text

Enter your reply in the main text, and then click "Please enter your comment."

Please enter your comment.

8. Once you submit your comment, a confirmation screen will appear. Please close the window.

■ Samples and Reagents Declaration Contact Form (Registration Complete Screen)

i Thank you for your inquiry. Please close this window.

9. After submitting the comment, you will receive an email from the support team for chemicals.
10. If there are any follow-up questions regarding the answer, or if the comment is updated with additional thanks, you will receive another email notification.
Please note that the system is set up to send an email notification every time the comment is updated.
Since the email will not contain the full details of the inquiry, please check the content directly on the website.

(Supplement 2)

The link below the comment includes attached files. By clicking the link, you can download and view the attached file.

A screenshot of a web interface showing a file link. The link text is "2026B0951 試料薬品申請書 BLxx 7558.pdf" and is enclosed in a red rectangular box. An orange callout box with a white arrow points to the link.

[2026B0951 試料薬品申請書 BLxx 7558.pdf](#)

Clicking the link will allow you to download the attached file.

Attention !

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