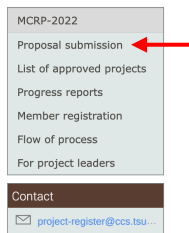


Submission procedure of Progress Reports

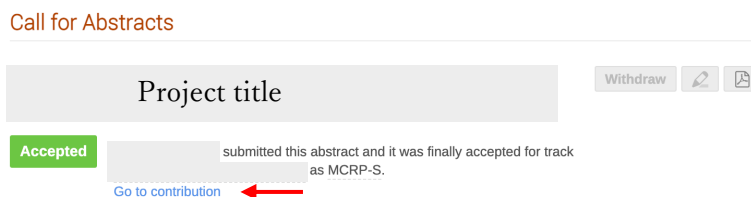
According to the following procedure, we request the project leader to submit two files (Excel & PDF). Proceed to <https://project.ccs.tsukuba.ac.jp/e/MCRP2024> , then **login**.

(I) Upload of the Excel file

- ① From the left menu, press “Proposal submission”



- ② Click on the title of proposal
- ③ Click on “Go to contribution”



- ④ Press the pencil mark in the right of “Presentation Materials”



Note: If other Excel files exist, the file name should be different from them.

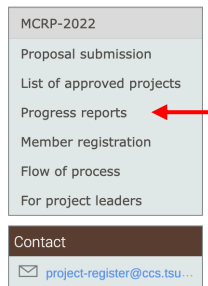
- ⑤ Press “Upload files” and drag and drop the Excel file
- ⑥ Change property of “Protected” from “NO” to “YES”



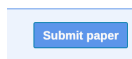
- ⑦ Finally, press “Upload” and upload the file.

(II) Upload the progress report (PDF)

- ① Convert the word file into **PDF** and save.
- ② From the left menu, press “Progress reports”



- ③ Press “Submit paper”



- ④ Drag & drop the PDF file created in ①.
- ⑤ Finally, press “Save” and upload the file.

- **DO NOT FORGET to convert the file into PDF.**
- **If there are any deficiencies in the report, it will be returned with comments. An email will be sent to the address registered in your Indico account. Failure to comply with this will be considered “unsubmitted” and you lose the right to submit**