# Required Actions that Researchers Must Do before Submitting an R&D Project Proposal

IRIS Management Group, Korea Institute of Science and Technology Evaluation & Planning

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This document was written for the purpose of guiding researchers applying to the Korean government's international joint research and development (R&D) projects on the matters that must be set in IRIS before submitting an R&D project proposal.

The contents in this document may change depending on the results of changes in institutions (i.e., National Research and Development Innovation Act) or the system (i.e., IRIS).

## PART 1. How to Register Personal Information

1. **Create account**

   A. Go to the IRIS website (www.iris.go.kr/enMain.do).

   B. Click the "Register" button in the top right corner.

   C. Sign up by following the membership registration process described in the separately provided manual.

   > **If you cannot search your organization during the sign-up process,** please select the **"Affiliation type"** as **"Freelancer"** and then complete the membership registration. Then, after completing the next task below (#2), register institution information as described in PART 2.

2. **Issue national researcher number**

   A. Sign in on the IRIS website (www.iris.go.kr/enMain.do).

   B. Click the "National Researcher Information System" button in the top left corner.

   C. Read the terms and conditions of collection and use of personal information and click the "Agree" button if you agree.

   D. Then, you can check your national researcher number issued.

3. **Enter achievements information (required for every leader from all participating R&D institutions in the project including the research director)**

   A. Sign in on the IRIS website (www.iris.go.kr/enMain.do).

B. Click the "National Researcher Information System" button in the top left corner.

C. Enter "Education" and "Career" information.

   ※ When either information is missing, your project proposal will not be submitted.

   ※ You can check how to enter the information in the separately provided manual.

   ※ If you are a leader from one of the participating R&D institutions in the project, you must additionally enter "Department" information in "Career" section before submitting the project proposal.


## PART 2. How to Register Institution Information When Your Organization Is Not Searched in the System

1. **Register institution**

   A. Sign in on the IRIS website ([www.iris.go.kr/enMain.do](www.iris.go.kr/enMain.do)).

   B. Click the "Register Institution" button in the right side.

   C. Enter the value for each item.

   D. Click the "Register" button in the bottom.

   E. The IRIS administrator will review your application and approve or reject it.

      ※ If you are rejected, please supplement the information and reapply.

2. **Change your organization information**

   A. Click your name in the top right corner of the IRIS website.

   B. Select the "Affiliation type" as "Registered", and search your affiliated organization on the right.

   C. Enter additional information if you want to, then click the "Save" button.