

## **AY2024 Grants-in-Aid for Scientific Research -KAKENHI- Specially Promoted Research, and Scientific Research (S)**

For details of the open recruitment, please be sure to check the “Application Procedures” and other information from the JSPS.

[https://www.jsps.go.jp/j-grantsinaid/02\\_koubo/toku\\_s.html](https://www.jsps.go.jp/j-grantsinaid/02_koubo/toku_s.html) (in Japanese)

1. Overview of open recruitment (excerpts from the Application Procedures)
2. Major changes in this year’s recruitment (excerpts from the Application Procedures)
3. Eligibility and application requirements
4. Application Process  
(Internal deadline: Monday, May 29, 12:00)
5. Process for Obtaining Co-Investigator’s (CI) Consent
6. Main documents to be submitted internally
7. Research integrity
8. Contact information

Material
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 Procedure flowchart when you do not know your e-Rad ID or password

## 1. Overview of open recruitment

### **(1) Specially Promoted Research: KAKENHI (Series of Single-year Grants)**

#### **A) Funding target:**

Outstanding and distinctive **research plan, conducted by a single or a relatively small number of researchers**, is expected to yield excellent research results and to open up a new scientific field

#### **B) Range of total budget (total budget throughout the research period: The same applies below.):200 million to 500 million yen**

The upper limit of the total budget per research project is set at 500 million yen. If truly needed, however, application exceeding this upper limit is not excluded.

\* Handling of research projects with a total budget exceeding 500 million yen  
The reason why such a budget is needed should be stated in detail in the appropriate column of the research proposal document. The necessity of the budget will be scrutinized.

#### **C) Research period: 3 to 5 years**

\* If it is truly needed, application with a longer research period (up to 7 years) is possible.

#### **D) Number of research projects to be adopted: Around 10 in total**

#### **E) Review Section and Review Method:**

Review Section: Either of "Humanities and Social Sciences," "Science and Engineering" and "Biological Sciences"

Review Method: Comprehensive Review (Document Review and Panel Review)

\* Review comments written by a few nominated researchers (domestic and overseas) in the field of specialization are utilized. Interview of the applicant will be conducted at the final review stage.

(See "II. Call for Proposals 4. Review Panels and Other Matters (2) Review Methods and Other Matters" for Review Method)

\* The applicant should select one of the three categories; "Humanities and Social Sciences," "Science and Engineering" and "Biological Sciences" as a suggested category for review of his/her research proposal.

#### **F) Objectives of the research category:**

Starting from the FY2018 call for proposals, the positioning of Grant-in-Aid for Specially Promoted Research has been redefined as "an outstanding and

distinctive research plan that opens up new scientific fields.” Emphasis is placed on supporting a “challenge” towards the development of new academic research aiming at breakthrough beyond conventional research activities, rather than merely supporting continuation and development of “current world leading research.” The objective and basic idea of the reframing of this research category is described in “Strengthening of Support for Challenging Research through KAKENHI” (December 20, 2016, Subdivision on Grants-in-Aid for Research, Science Division, Council for Science and Technology). Applicants are advised to read this report carefully before preparing the research proposal.

URL: [https://www.mext.go.jp/a\\_menu/shinkou/hojyo/1284543.htm](https://www.mext.go.jp/a_menu/shinkou/hojyo/1284543.htm)

#### **G) Important points:**

- From the FY2018 call for proposals on, restriction on repetitive receipt of the grant in this category is enacted, so as to give many researchers the opportunity of challenge. Acquisition of the grant in this category as PI is limited to once in his/her lifetime. However, if the research theme is totally different, exceptional receipt is not excluded(\*1).
- Allocation of the grants to the adopted proposals will be made with utmost consideration of the requested budget.
- For each adopted research project, an interim assessment will be conducted around the middle of the research period(\*2). An ex-post assessment will be conducted in the fiscal year following the end of the research period. On the basis of the interim assessment, adjustment of grant allocation for the subsequent years, cancellation of the project or other measures may be taken as needed.

#### **Notes:**

- \*1: • Acquisition of a Specially Promoted Research grant prior to FY2018 is not counted for this restriction.
  - From FY2018 on, if an adopted Specially Promoted Research project is withdrawn from the formal grant delivery application or is abolished in the middle of the research period it will be counted for the restriction.
- \*2: • An interim assessment will be conducted in the 2nd year for research projects with 3-year research period, in the 3rd year for research projects with 4- or 5-year research period, and in the 4th year for research projects with 6- or 7-year research period.

## **(2) Scientific Research (S): KAKENHI (Series of Single-year Grants)**

### **A) Funding target:**

**Research plan conducted by a single or a relatively small number of researchers** that aims at achieving a major development in creative and pioneering research

### **B) Range of total budget: 50 million to 200 million yen**

### **C) Research period: 5 years as a general rule**

- \* As an exception, the research period may be set at three or four years, in case any of the researchers are expected to leave the research institution, due to reaching retirement age, or for any other reason.

### **D) Review Section and Review Method:**

Review Section: Broad Section

Review Method: Comprehensive Review (Document Review and Panel Review)

- \* Review comments written by a few domestic researchers in the field of specialization are utilized. Interview of the applicant will be conducted at the final review stage.

(See "Attached Table 2 Grants-in-Aid for Scientific Research-KAKENHI-  
"Review Section Table"" for Review Section and "II. Call for Proposals  
4. Review Panels and Other Matters (2) Review Methods and Other  
Matters" for Review Method)

- \* The applicant should select one of the review sections from "Attached Table 2 Grants-in-Aid for Scientific Research-KAKENHI- "Review Section Table"" as a suggested review section for his/her research proposal.

### **E) Important points:**

- The restrictions on parallel grant application to "Early-Career Scientists (Second Time)" and "Scientific Research (S)" is relaxed from the FY2020 call for proposals. For details see the "Attached Table 1 Table of Restriction on Parallel Grant Application/Receipt".
- An interim assessment will be conducted at the mid-term of the research period. An ex-post assessment will be conducted in the fiscal year following the end of the research period. Based on the results of the interim assessment, an increase or a reduction of the research budget, cancellation of the research, or other measures may subsequently be implemented, if the need arises.

## 2. Major changes in this year's recruitment (excerpts from the Application Procedures)

### (1) Changes to the Schedule for the Call for Proposals

- The schedule for the call for proposals for FY2024 KAKENHI grants, etc. that will be made in FY2023 has been changed as follows. (Refer to II. Call for Proposals 2. Schedule from Application to Grant Delivery)

<FY2024 KAKENHI Grants>

Research Category	Start of Call for Proposals	Deadline for Submission of Applications	Notice of Review Results	Provisional Grant Decision
Specially Promoted Research	<u>April 13, 2023</u>	<u>June 19, 2023</u>	<u>Early January 2024</u>	Early April 2024
Transformative Research Areas (A/B)	<u>April 13, 2023</u>	<u>June 19, 2023</u>	Late February 2024	Early April 2024
Transformative Research Areas (A) (Publicly Offered Research)	<u>July 14, 2023</u>	<u>September 19, 2023</u>	Late February 2024	Early April 2024
Scientific Research (S)	<u>April 13, 2023</u>	<u>June 19, 2023</u>	<u>Mid-February 2024</u>	<u>Early April 2024</u>
Scientific Research (A/B/C), Early-Career Scientists, and Encouragement of Scientists	<u>July 14, 2023</u>	<u>September 19, 2023</u>	Late February 2024	Early April 2024
Challenging Research (Pioneering/Exploratory)	<u>July 14, 2023</u>	<u>September 19, 2023</u>	Late June 2024	Late June 2024
Publication of Scientific Research Results	<u>July 14, 2023</u>	<u>September 19, 2023</u>	Late March 2024	Early April 2024

<FY2023 KAKENHI Grants>

Research Category	Start of Call for Proposals	Deadline for Submission of Applications	Notice of Review Results	Provisional Grant Decision
International Collaborative Research (former Fostering Joint International Research(B))	<u>March 1, 2023</u>	<u>May 10, 2023</u>	<u>Early September 2023</u>	<u>Early September 2023</u>
Fostering Joint International	<u>July 14, 2023</u>	<u>September 19, 2023</u>	<u>Late February 2024</u>	<u>Late February 2024</u>

Research (former Fostering Joint International Research (A)), and Home-Returning Researcher Development Research				
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- The underlined sections in the tables show the changes from the call for proposals made in FY2022. For the schedule for research categories other than those shown above, please check application procedures and

other documents for the respective categories

- Please carefully note that changes have been made to both the start of call for proposals and the deadline for submission of applications.
- The timing of the call for proposals for some research categories subject to the restriction on parallel grant application/receipt varies. Applicants should check the “Table of Restriction on Parallel Grant Application/Receipt” carefully. In a case for which the restriction on parallel grant application/receipt applies, the applicant is not eligible to submit a new application for a different research category even if he/she withdraws the research proposal that he/she had already submitted (transmitted) through the electronic application system after the deadline for submitting (transmitting) the Research Proposal Document under the research category of the proposal

## **(2) Digitalization and Colorization of Review Materials**

- For some research categories (see the below for the categories subject to the change), the reviewers will view the submitted Research Proposal Documents (PDF files) in electronic form on the electronic application system to conduct reviews. Accordingly, Research Proposal Documents under the applicable categories will no longer be printed out in monochrome (grayscale) and mailed to the reviewers. Research Proposal Documents using colored figures and text will be used as they appear in the review. (Refer to III. Instructions for Prospective Applicants 3. Preparation of the KAKENHI Application Form (Research Proposal Document), etc. (3) (iv))

[Research Categories Subject to Digitalization and Colorization of Review Materials]

- For FY2024 Specially Promoted Research and Scientific Research (S)
- For FY2023 Research Activity Start-up, International Collaborative Research, Fostering Joint International Research, and Home-Returning Researcher Development Research

\* For the review of other research categories, Research Proposal Documents printed out in monochrome will continue to be used as review materials. Please note, however, that JSPS plans to expand research categories subject to digitalization and colorization based on the review situation

## **(3) New “Draw Back” Function for Application Documents Has Been Implemented**

- Starting from the current call for proposals, the administrative staff of

research institutions can, at any time prior to the deadline for submission (transmission), draw back the Research Proposal Documents (application documents) that they have already submitted (transmitted) to JSPS, and correct the content as necessary and resubmit them. (Refer to IV. Instructions for Administrative Staff of Research Institution 4. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document))

#### **(4) Handling of Significant Changes to Research Plans for Continued Research Projects**

- In the case of a research project that is to be continued in a fiscal year for a new call for proposals (hereinafter referred to as a “continued research project”), if the PI would like to make significant changes in his/her research plan, he/she needs to submit an application document (Research Proposal Document) that will be reviewed once again. JSPS will discontinue to accept applications for continued research projects beginning with the FY2024 call for proposals, since the flexible implementation of carry-over procedures, the progress in the introduction of a multi-year fund, and other circumstances now allow researchers to change their research plans flexibly, and the number of applications has decreased.

#### **(5) Abolition of Notice of Completion of Research Project and Statement of Reason**

- If the PI of a continued research project decides that his/her project proceeded beyond expectation and the initial research goal has already been reached, and the researcher intends to pursue a new research development by transferring to another research category, he/she may opt to apply for a new KAKENHI grant, after submitting a “Notice of Completion of Research Project” and a “Statement of Reason” (hereinafter referred to as “completion report-related documents”). JSPS will discontinue to accept completion report-related documents beginning with the FY2024 call for proposals, since the expansion of the research categories for which applications may be submitted through the “Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project,” the advancement of the timeline for proposal solicitations and reviews, and other factors now allow for the timely and appropriate update of continued research projects, and the number of applications has decreased.

## **(6) Participation of JSPS Fellows (DC) as Co-Investigators**

- Starting from FY2023, JSPS Fellows (DC) can participate in research projects under KAKENHI-funded research categories as CoInvestigators. (Refer to III. Instructions for Prospective Applicants 1. Procedures to Be Completed Prior to Application (1) <Important Point 2>)

## **(7) Changes to the Application Requirements for Grant-in-Aid for Research Activity Start-up**

- The application requirements for FY2024 Grant-in-Aid for Research Activity Start-up will be changed. Applicants must fall under either A) or B) below. (Refer to the FY2024 application procedures for the applicable categories (Call for proposals is scheduled to begin in early March 2024))
  - A) An individual who obtains eligibility for KAKENHI application on or after September 20, 2023, and has not submitted an application under the call for proposals for the following research categories(\*) announced by MEXT and JSPS.
  - B) An individual who has not submitted an application under the call for proposals for the following research categories(\*) announced by MEXT and JSPS because he/she was on maternity leave or childcare leave in FY2023.

(\*) FY2024 Grants-in-Aid for Specially Promoted Research, Transformative Research Areas, Scientific Research, Challenging Research, and Early-Career Scientists

## **(8) Changes to the Structure of the Research Proposal Document**

- Starting from the current call for proposals, the “Status of Application and Acquisition of Research Grants” column will not be shown in the Research Proposal Document PDF file. Instead, the content shown on the electronic application system will be reviewed. Nevertheless, this column will remain part of the Research Proposal Document, and the method of entering the Research Proposal Document (Items to be entered in the Website) will remain unchanged. (Refer to Supplement Application Procedures for Grants-in-Aid for Scientific Research -KAKENHI-FY2024 Fund for Specially Promoted Research and Scientific Research (S) (Forms/Procedures for Preparing and Entering a Research Proposal Document))



### **(9) Ensuring International Research Activities**

- This document clarifies that from the perspective of encouraging researchers to conduct international research activities, applicants who have made international efforts related to their research plans (such as their records of joint international research and research history in overseas institutions) can describe such efforts in their Research Proposal Documents as necessary. (Refer to III. Instructions for Prospective Applicants 3. Preparation of the KAKENHI Application Form (Research Proposal Document), etc. (1) (Reference))
  
- This document clearly states that researchers are urged to make an effort to disseminate their KAKENHI-funded research achievements aggressively to the international society. (Refer to Introduction and I. Outline of the Grants-in-Aid for Scientific Research -KAKENHI- 6. Dissemination, etc. of Research Achievements Supported by KAKENHI)

### **(10) Research Integrity**

- In response to the “Policy for Securement of Research Integrity” (April 27, 2021, Decision of the Integrated Innovation Strategy Promotion Council), etc., JSPS is taking necessary measures to ensure the transparency of research activities. As an ongoing measure, applicants will be required to provide information to ensure the transparency of research activities in their Research Proposal Documents for the FY2024 call for proposals. As described in (8), applicants are required to enter their status of application and acquisition of research grants directly on the KAKENHI electronic application system in the FY2024 call for proposals as they were in the previous fiscal year. The status information registered on e-Rad will be linked to the KAKENHI electronic application system in the next fiscal year or later

### **3. Eligibility and application requirements**

- To apply for the Grants-in-Aid for Scientific Research, you are required to be rendered eligibility to apply for the Grants-in-Aid for Scientific Research by your institution (Ritsumeikan University). Please refer to the “[Ritsumeikan University Grants-in-Aid for Scientific Research Eligibility Table](#)” (available on the website of the Division of Research), which lists eligibility/ineligibility by position, etc.
- Please refer to the Application Procedures for duplication restrictions.

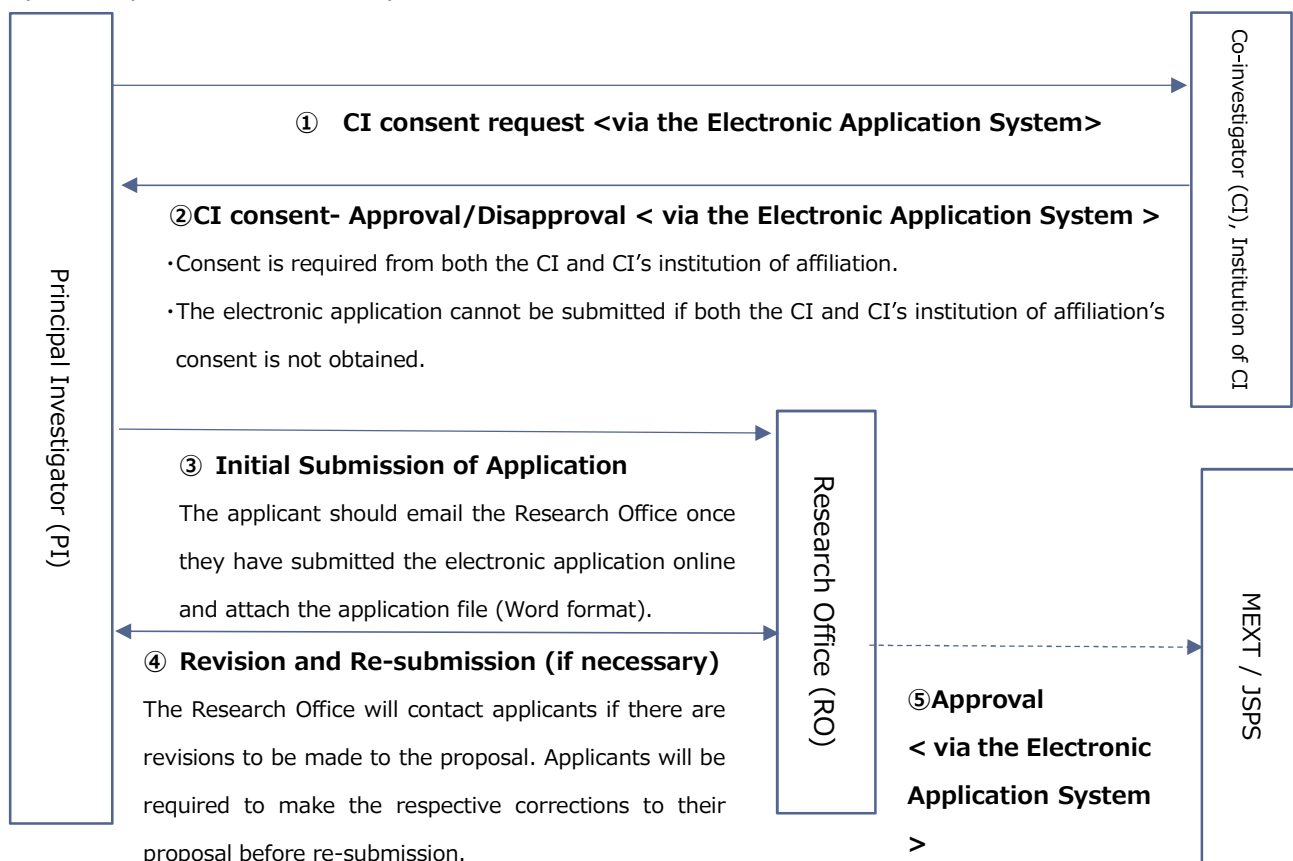
Table of Grants-in-Aid for Scientific Research Application Eligibility at April 2023

○・ ・ ・ Eligible   ●・ ・ ・ Eligible with conditions   △・ ・ ・ Eligible based on conditions   ×・ ・ ・ Not eligible		
Status/Position at Ritusmeikan University	Eligibility	Note
Professor	○	
Associate Professor	○	
Sennin Lecturer of Basic Natural Sciences	○	
Sennin Lecturers in Foreign Languages	○	
Fixed-term Teaching Staff (Ninkisei Kyoin, Professor)	○	
Fixed-term Teaching Staff (Ninkisei Kyoin, Associate Professor)	○	
Fixed-term Teaching Staff (Ninkisei Kyoin, Lecturer)	○	
Fixed-term Teaching Staff (Ninkisei Kyoin, Assistant Professor)	○	
Extended Tenure Professor ( Keizoku Koyo Kyoin )	○	
Fixed-term Teaching Staff(Tokunin Assistant Professor)	○	
Starting Assistant Professor	○	
Starting Researcher	○	
Fixed-term Teaching Staff(Tokubetsu KeiyakuKyoin, Professor)	○	
Fixed-term Teaching Staff(Tokubetsu KeiyakuKyoin, Associate Professor)	○	
Fixed-term Teaching Staff(Tokubetsu NinyoKyoin, Professor)	○	
Fixed-term Teaching Staff(Tokumei Teaching Staff, Professor)	○	
Fixed-term Teaching Staff(Tokubetsu Shohei Kyoin, Professor)	○	
Fixed-term Teaching Staff(Tokubetsu Shohei Kyoin, Associate Professor)	○	
Visiting Research Professor (Tokubetsu Shohei, Professor)	○	
Visiting Research Professor (Tokubetsu Shohei, Associate Professor)	○	
Research Professor(Professor)	○	
Research Professor(Associate Professor)	○	
Research Professor(Assistant Professor)	○	
Shokutaku Lecturer	○	
Assisitant	○	
Visiting Teaching Staff (Professor)	○	
Visiting Teaching Staff (Associate Professor)	○	
Visiting Research Professor (Professor)	○	
Visiting Research Professor (Associate Professor)	○	
Affiliate Research Professor (Professor)	○	
Affiliate Research Professor (Associate Professor)	○	
Affiliate Research Professor (Assistant Professor)	○	
Senior Researcher	○	
Senior Researcher *hired using external research fund or competitive grants	●	Submit 'Approval Request for Application' to Research Office 【※1】
Researcher	○	
Researcher *hired using external research fund or competitive grants	●	Submit 'Approval Request for Application' to Research Office 【※1】
Assistant Researcher	●	Submit 'Approval Request for Application' to Research Office
Part-time Lecturer	●	Submit 'Confirmation of Application Eligibility' to Research Office
Part-time Lecturer(Jugyo Tanto Koshi)	●	Submit 'Confirmation of Application Eligibility' to Research Office
JSPS Superlative Postdoctoral Fellow (SPD)	△	Restricted by the applicable types
JSPS Postdoctoral Fellow (PD)	△	Restricted by the applicable types
JSPS Restart Postdoctrat Fellow(RPD)	△	Restricted by the applicable types
JSPS Cross-border Postdoctoral Fellow (CPD)	△	Restricted by the applicable types
JSPS Doctoral Course Research Fellow (DC1)	△	Applicable only as a co-investigator
JSPS Doctoral Course Research Fellow (DC2)	△	Applicable only as a co-investigator
Administrative staff	●	Submit 'Approval Request for Application' to Research Office
Visiting Collaborative Researcher	×	Not approval to apply new applications 【※2】
JSPS Doctoral Course Students (DC), Postdoctrat Fellowship for Foreign Researchers	×	
Research Assistant	×	
Educational Research Assistant	×	
Visiting Professor	×	
Visiting Professor by Agreements	×	
Professor Emeritus	×	
<p>【※1】 If you are hired by a competitive research grant, the host researcher must submit an "Application for Approval of Early Career Researcher's Voluntary Research Activities" (若手研究者の自発的な研究活動等承認申請書) to the Director of Research Administration for approval after the adoption of the Grants-in-Aid for Scientific Research is confirmed.</p> <p>【※2】</p> <p>①When a researcher leaves the university after applying for Grant-in-Aid for Scientific Research (Kakenhi) in a position eligible for it while working at the university, and the research cannot be transferred to another institution at the time the research proposal is approved.</p> <p>②When you resigned from the university while holding a Grant-in-Aid for Scientific Research (Kakenhi) at a position that you were eligible for while working at the university, and the research project cannot be transferred to another institution.</p> <p>If a researcher meets the requirements in ① or ② above, he or she may apply to the relevant organization's research office for a Visiting Researcher, and if the application is approved, the researcher will be eligible to continue receiving the grant until the end of the research project (only the Principal Investigator's proposal is acceptable.)</p>		

## 4. Application Process

### ■ Preparation of Application Documents

The KAKENHI research proposal consists of two parts: The application information entered in the Grants-in-Aid electronic application system and the Application Form (Word format). The latter should be completed and uploaded onto the system. Upon completion of both parts, the PI is required submit the application online to their institution of affiliation via the system by the deadline set by their institution.



The RO will conduct an administrative check of the KAKENHI applications submitted by the stipulated deadline. The checks will be based on 'JSPS Procedures for Preparing and Entering Research Proposals'.

(a) RO will inform the applicant (PI) if there are corrections to be made via email. The applicant (PI) should make the necessary corrections and re-submit their application on the system/ form through email.

(b) RO will look through the re-submitted application. If there are no other corrections to be made, RO will approve of the application on the electronic application system (see ⑤).

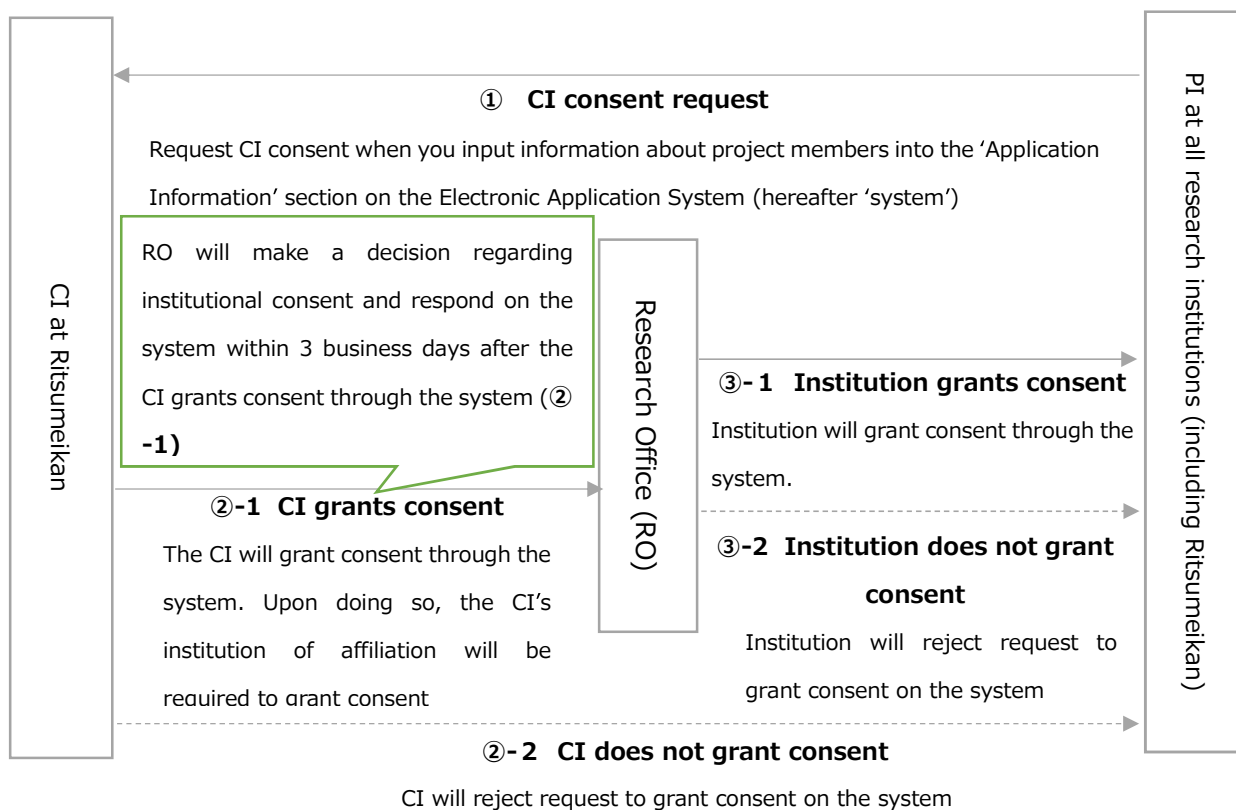
### ■ Notes: Please take note of the following when completing the 'forms' part of your application:

- Font size should be 10 point or larger
- The title of the relevant section should listed be at the top of each page.
- Do not exceed the number of pages allotted to each section. Do not add extra pages.
- Leave a blank page if specified in the instructions. Do not delete the page.
- Do not change the margin settings (Upper 20mm, Lower 20mm, Left 25mm, Right 25mm)

If the settings are changed, there is a chance that some words and characters might be missing from your application upon printing.

## 5. Process for Obtaining Co-Investigator's (CI) Consent

Institutional consent is also required for cases whereby the PI and CI are of the same institution of affiliation (see flow chart below). Applicants applying through Ritsumeikan University will have their application eligibility determined by the university. Please be informed that in the case of certain faculty positions, necessary procedures are required before application eligibility can be granted. If the CI is affiliated with another institution, institution consent shall be processed by that institution.



### ■ How to use the system to obtain CI consent

For information on how to use the electronic application system in regards to CI consent, please refer to Page.28 in the 'Operation Manual for Researchers (English)

<https://www-shinsei.jsps.go.jp/kaken/docs/manual1ka-E.pdf>

## 6. Main documents to be submitted internally

Applicants must submit the following documents. (only if you are required to submit them)  
For details on the submission method, etc., please refer to the website of the Division of Research (page for the Grants-in-Aid for Scientific Research).

<https://secure.ritsumei.ac.jp/students/research/member/kakenhi/oubo/Information/KAKENHI.html/>

Document		Persons required to submit (position, etc.)	Submission method	Internal deadline
(i)	e-Rad Registration Request Form	- Faculty members and researchers whose researcher information has not yet been registered in the e-Rad at the University	Download the "e-Rad Registration Request Form" from the following page and submit it by e-mail to the person in charge of e-Rad at the relevant RO listed on the form. <a href="https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/">https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/</a> (mostly in Japanese)	<b>May 29 (Mon.) 12:00</b>
(ii)	Notification of Date of Acquisition of Doctoral Degree *A copy of the degree certificate must be attached.	Those who fall under the following (1) or (2) as of April 1, 2023 (1) Those who have held their doctoral degree for less than eight years. (2) Those who have held their doctoral degrees for less than eight years, excluding the period of maternity or childcare leave taken after obtaining the doctoral degrees. *Not required if you have already submitted this notification to the University in AY2017 or later.	<a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10707">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10707</a> (in Japanese/English)	
(iii)	Approval Request for Application	- Senior Researchers and Researchers employed with external funds - Assistant Researchers - Non-teaching Staff	<a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10764">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10764</a> (in Japanese/English)	
(iv)	Confirmation of Application Eligibility [Part-time Lecturers]	- Part-time Lecturers - Lecturers in charge of classes	<a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10715">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10715</a> (in Japanese/English)	

(v)	<p>Application Form for Using Research Funding, Etc., During Maternity Leave, Childcare Leave, and Nursing Care Leave</p>	<p>Faculty members/researchers who wish to apply for the Grants-in-Aid for Scientific Research during the relevant leave.</p>	<p><a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10701">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10701</a> (in Japanese/English)</p>
(vi)	<p>Comprehension Check-pledge</p> <p>*Compliance training based on the revised "Guidelines for the Management and Audit of Public Research Funds at Research Institutions" is required.</p>	<p>(i) New enrollment: Newly-appointed faculty members and researchers are required to take the course before receiving or applying for public research funds.</p> <p>(2) Renewal: Current faculty members and researchers who have not taken the course and submitted the pledge since AY2020 are required to take the course.</p>	<p>How to take the Compliance Training:  <a href="https://secure.ritsumei.ac.jp/research/member/research_expenses/05.html/">https://secure.ritsumei.ac.jp/research/member/research_expenses/05.html/</a> (mostly in Japanese)</p> <p>To be submitted to:  <a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=11163">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=11163</a> (in Japanese/English)</p>
(vii)	<p>Research Ethics Education Completion Report (e-Learning Course on Research Ethics [eL CoRE])</p> <p>*Research Ethics Training based on the "Guidelines for Responding to Misconduct in Research" is required.</p>	<p><b><u>Faculty members and researchers who have not taken courses or submitted documents at the University since 2021</u></b></p> <p>*<u>Even if you took the eL CoRE course before AY2020, you are required to take it again.</u></p>	<p>How to take the Research Ethics Training:  <a href="https://secure.ritsumei.ac.jp/research/file/rinri_20210629-01.pdf">https://secure.ritsumei.ac.jp/research/file/rinri_20210629-01.pdf</a> (in Japanese only)</p> <p>To be submitted to:  <a href="https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10274">https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&amp;binderId=10274</a> (in Japanese/English)</p>

## 7. Research integrity

Based on the “Policy for Ensuring Research Integrity” (decided by the Council for Promotion of Integrated Innovation Strategy on April 27, 2021), etc., necessary measures are required to ensure the transparency of research activities. For applications for AY2023, as in the previous years, the following actions are required to be taken for the Research Proposal Document regarding the information on ensuring transparency of research activities.

- The research funds listed in the “Status of Application for and Acceptance of Research Funds” column of the Research Proposal Document should include not only domestic competitive research funds but also those acquired overseas.
- The organization/position you are affiliated to when applying for/accepting the research proposals listed in the “Status of Application for and Acceptance of Research Funds” column of the Research Proposal Document should be indicated.
- The Research Proposal Document should be submitted after appropriately sharing the information necessary to ensure transparency in all research activities in which the applicant is involved with the affiliated research institution based on its handling policy, and duly confirming the security export control framework and handling methods, etc. based on the relevant laws and regulations of the research institution to which the applicant is affiliated in the case where the applicant plans to handle technologies regulated under the Foreign Exchange and Foreign Trade Law (Law No. 228, 1949).

Please note that if you make any false statements in your Research Proposal Document, your research proposal may be rejected, cancelled, or allocated at a reduced amount.

Please refer to the following URL for details on how to register.

[https://secure.ritsumei.ac.jp/research/member/researcher\\_appointment/file/research\\_integrity.pdf](https://secure.ritsumei.ac.jp/research/member/researcher_appointment/file/research_integrity.pdf) (in Japanese only)

Please refer to the following URL for details on research integrity at Ritsumeikan University.

<https://www.ritsumei.ac.jp/research/member/integrity/index.html/> (in Japanese only)

## 8. Inquiries

### ■ For those affiliated with Kinugasa Campus and Suzaku Campus

Affiliation	Email Address
Colleges and Graduate Schools at Kinugasa and Suzaku Campuses, Kinugasa Research Organization, R-GIRO, Ritsumeikan Asia-Japan Research Organization, and other affiliations not listed above	<a href="mailto:shinseik@st.ritsumei.ac.jp">shinseik@st.ritsumei.ac.jp</a>

[Contacts at Research Office at Kinugasa Campus]

Inui, Ichikawa, Kasatani, Sato (ext. 511-2383)

TEL: 075-465-8224, FAX 075-465-8245 (ext. 511-2544)

### ■ For those affiliated with Biwako-Kusatsu Campus

Affiliation	Email Address
Colleges and Graduate Schools at Biwako-Kusatsu Campus, Research Organization of Science and Technology, R-GIRO, and other affiliations not listed above.	<a href="mailto:b-kaken@st.ritsumei.ac.jp">b-kaken@st.ritsumei.ac.jp</a>

[Contacts at Research Office at Biwako-Kusatsu Campus]

Takano, Kudo, Matsubara, A. Hayashi, Enami (ext. 515-6541)

TEL: 077-561-2802, FAX 077-561-2811 (ext. 515-7509)

### ■ For those affiliated with Osaka Ibaraki Campus

Affiliation	Email Address
Colleges and Graduate Schools at Osaka Ibaraki Campus, Research Organization of Open Innovation & Collaboration, R-GIRO, Ritsumeikan Asia-Japan Research Organization, and other affiliations not listed above	<a href="mailto:o-kaken1@st.ritsumei.ac.jp">o-kaken1@st.ritsumei.ac.jp</a>

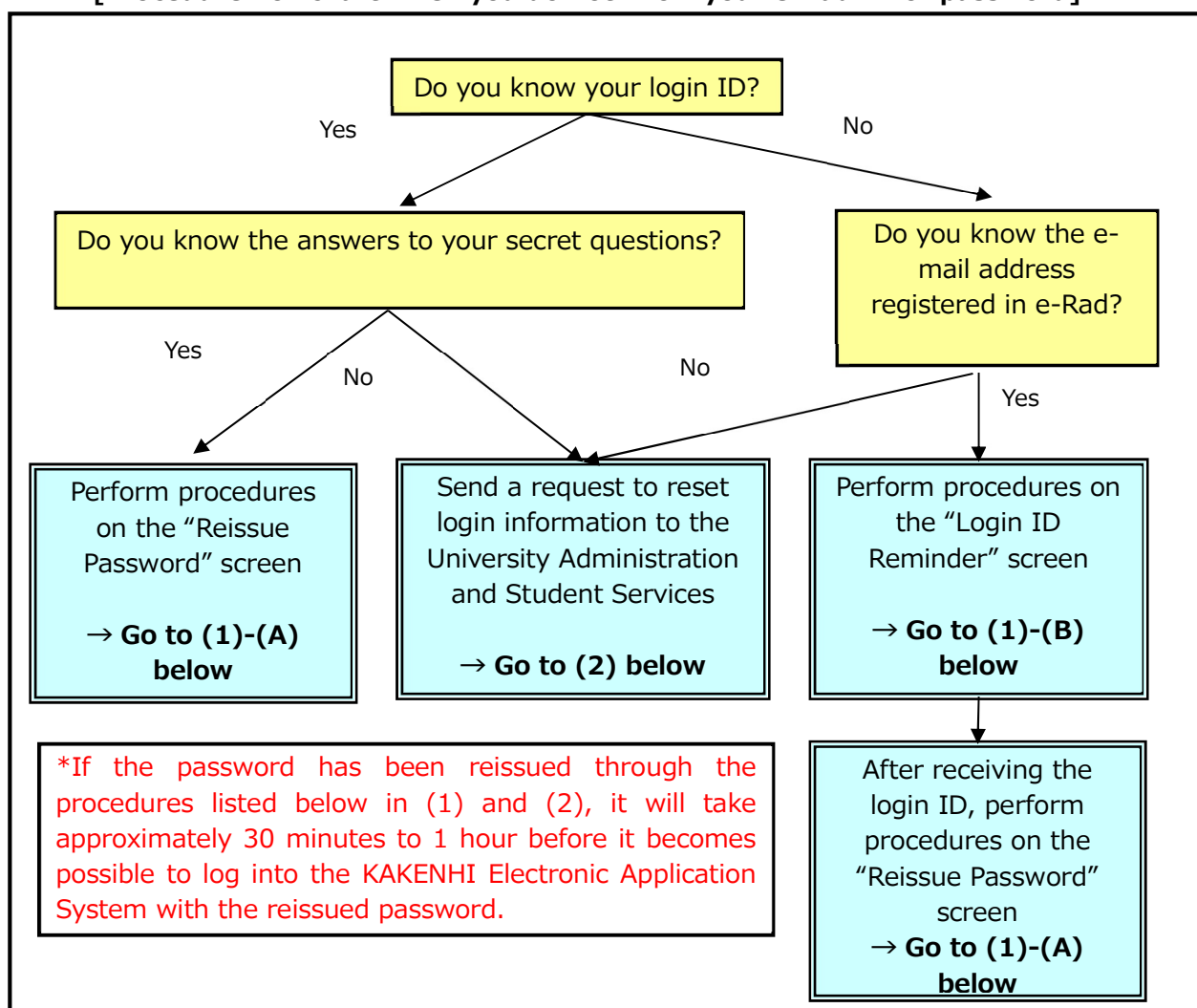
[Contacts at Research Office at Osaka Ibaraki Campus]

Uji, Okamoto (ext. 513-3511)

TEL: 072-665-2570, FAX 072-665-2579 (ext. 513-3509)



**[Procedure flowchart when you do not know your e-Rad ID or password]**



(1) [Procedure from login screen to e-Rad]

<https://www.e-rad.go.jp/en/index.html> (in English/Japanese)

\*From "Forgot ID/Password?" under "Login" at the top-right of the screen

(A) "Reissue Password" screen → Click [Forgot password?]

(B) "Login ID Reminder" screen → Click [Forgot Login ID?]

\*By following the procedures in (A) and (B) above, a notification e-mail for the password or login ID will be automatically sent from the "e-rad.system" to the e-mail address registered in e-Rad.

\*For details, please see the website of the Division of Research

[http://www.ritsumei.ac.jp/research/member/research\\_grant/rg06.html/](http://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/)

(mostly in Japanese)

(2) [Send a request to reset login information to the University Administration and Student Services]

■ Researchers affiliated with Kinugasa Campus and Suzaku Campus

<Send e-mail to> Research Office at Kinugasa Campus: [db-krsc@st.ritsumei.ac.jp](mailto:db-krsc@st.ritsumei.ac.jp)

<Contact> Person in charge of e-Rad: Imai/Takeda (TEL) 075-465-8224 (ext.) 511-2398

■ Researchers affiliated with Biwako-Kusatsu Campus (BKC)

<Send e-mail to> Research Office at Biwako-Kusatsu Campus: [b-kaken@st.ritsumei.ac.jp](mailto:b-kaken@st.ritsumei.ac.jp)

<Contact> Person in charge of e-Rad (those affiliated with BKC other than Economics): A. Hayashi/Yonekura (TEL) 077-561-2802 (ext.) 515-6549

Person in charge of e-Rad (Economics): Kitagawa (ext.) 515-7852

■ Researchers affiliated with Osaka Ibaraki Campus (OIC)

<Send e-mail to> Research Office at Osaka Ibaraki Campus: [oicro@st.ritsumei.ac.jp](mailto:oicro@st.ritsumei.ac.jp)

<Contact> Person in charge of e-Rad: Kudo/Okamoto (TEL) 072-665-2570 (ext.) 513-3508