

Introduction

This booklet is intended to provide information on the application schedule for Grants-in-Aid for Scientific Research (KAKENHI), the flow of procedures within the University required for application, and advice on the preparation of the application form.

Please check the MEXT or JSPS website for each research category's application Procedures and research proposal. Forms required within the University can be downloaded from the Division of Research website.

■ Ministry of Education, Culture, Sports, Science and Technology (MEXT) (Transformative Research Areas)

https://www.mext.go.jp/a_menu/shinkou/hojyo/main5_a5.htm (in Japanese only)

■ JSPS Grants-in-Aid for Scientific Research Top Page

<https://www.jsps.go.jp/english/e-grants/>

- Scientific Research (A, B, C), Challenging Research, Early-Career Scientists

https://www.jsps.go.jp/english/e-grants/grants09_kiban.html

- Publication of Scientific Research Results

https://www.jsps.go.jp/j-grantsinaid/13_seika/keikaku_dl.html (in Japanese only)

- Hirameki Tokimeki Science - Welcome to the University Laboratory - KAKENHI

<https://www.jsps.go.jp/j-hirameki/boshu.html> (in Japanese only)

■ Electronic Application System for Grants-in-Aid for Scientific Research Top Page

<https://www.shinsei.jsps.go.jp/kaken/english/index.html>

- Operation Guide, etc.

<https://www.shinsei.jsps.go.jp/kaken/topkakenhi/download-ka.html> (in Japanese only)

■ Division of Research Grants-in-Aid for Scientific Research Top Page

<https://www.ritsumei.ac.jp/research/member/kakenhi/about/index2.html/>

- Application Procedures

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

Notes for Application

■ Confirmation of eligibility for Grants-in-Aid for Scientific Research

To apply for the Grant-in-Aid for Scientific Research as a Principal Investigator or a Co-Investigator, you have to be eligible to apply for the Grant-in-Aid for Scientific Research.

“Ritsumeikan University Table of Grants-in-Aid for Scientific Research Application Eligibility” (See the next page)

■ Check “Restriction on Parallel grant application/receipt”

(Table of Restriction on Parallel grant application/receipt)

https://www.jsps.go.jp/file/storage/kaken_kiban_2023_g730/table_of_restriction.pdf (in Japanese only)

The Grant-in-Aid for Scientific Research has established the “Restriction on Parallel grant application/receipt” in consideration of the need to support a large number of researchers with limited financial resources and the possibility that an increase in the number of applications may impede the proper management of the screening process.

Restriction on Parallel grant application/receipt may also apply if you are considering applying for more than one research category as a Principal Investigator, if you are considering newly applying for another research category this time while holding a proposal to be continued for the next academic year, or if you are participating as a Co-Investigator.

Please confirm the “Restriction on Parallel grant application/receipt” such as the “Table of Restrictions on Parallel Grant Application/Receipt” indicated in Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI before submitting your application.

Ritsumeikan University Table of Grants-in-Aid for Scientific Research Application Eligibility (April 2023)

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 Ritsumeikan 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	○	
Assistant	○	
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 Postdoctoral 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), Postdoctoral Fellowship for Foreign Researchers	×	
Research Assistant	×	
Educational Research Assistant	×	
Visiting Professor	×	
Visiting Professor by Agreements	×	
Professor Emeritus	×	

【※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.

【※2】

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.

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.

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.)

Major Changes in this Year's Call for Proposals

The following changes have been made to this year's call for proposals. Please refer to the Application Guidelines and the Division of Research website for details.

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.

Research categories	Start of call for proposals	Deadline for Submission of applications	Notice of Review Results	Provisional Grant Decision
Scientific Research (A) (B) (C), Early-Career Scientists	<u>July 14, 2023</u>	<u>September 19, 2023</u>	Late February 2024	Early April 2024
Challenging Research (Pioneering)/(Exploratory)			Late June 2024 [Pre-selection] Late February 2024	Late June 2024
Transformative Research Areas (A) (Publicly Offered Research)			Late February 2024	Early April 2024
Publication of Scientific Research Results			Late March 2024	Early April 2024

- 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 the application procedures and other documents for the respective categories.
- Please carefully note that changes have been made to both the start of the 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. Digitization 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.

-[Research categories subject to digitization and colorization of Review materials]*

- AY2024 “Specially Promoted Research,” “Scientific Research (S)”

- AY2023 “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 before 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.

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 accepting 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 accepting 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 Co-Investigators.

7. Changes in application requirements for the Grant-in-Aid for Research Activity Start-up

The application requirements for the FY2024 Grant-in-Aid for Research Activity Start-up will be changed, and applicants must fall under either A) or B) below. (Please 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 the KAKENHI application on or after September 20, 2023, and has not applied to the call for proposals for the following research categories (*) announced by MEXT and JSPS.

B) An individual who has not applied to 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.

This document clearly states that Researchers are urged to make efforts to disseminate their KAKENHI funded research achievements aggressively to the international society.

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.

[Reference] Research integrity at Ritsumeikan University

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

[Reference] Entering information on research integrity into the e-Rad

https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/ (in Japanese only)

11. Changes in Eligibility for KAKENHI Application for Fostering Joint International Research

To vigorously promote the internationalization of research activities of young researchers, JSPS has added “Grant-in-Aid for JSPS Fellows” to root research projects for Fostering Joint International Research and expanded opportunities for researchers selected as JSPS Research Fellows to apply for this research category. Accordingly, JSPS has also decided to permit researchers selected as JSPS Research Fellows (DC) to apply for research categories as Principal Investigators, if the eligibility for KAKENHI application for the said research categories is given by their host research institutions.

○ Summary of deliberations at the 11th Meeting of the Subdivision on Grants-in-Aid for Research (February 1, 2023)

https://www.mext.go.jp/content/20230308-mxt_gakjokik-000013407_1.pdf (in Japanese only)

[Explanation of Important Matters] (Excerpts from the Application Guidelines)

-Grants-in-Aid for Scientific Research is a competitive research funding intended to provide financial support for creative and pioneering research conducted by individual researchers. Therefore, the contents of the Research Proposal Document have to be originally planned by the applicant. In preparing a Research Proposal Document, plagiarism and/or misappropriation of the research contents of others are strictly impermissible. Applicants must comply with research ethics.

Employing generative AI to prepare a Research Proposal Document could unintentionally infringe copyrights or expose personal or confidential information to others. Applicants must be aware of such risks and they are fully responsible for any consequences arising from their use of generative AI.

- The research using the KAKENHI fund should be carried out by the researcher(s)' own initiative and responsibility. Therefore, the implementation of a KAKENHI research project and publication of the research results are solely attributed to the researcher(s)' responsibility and view and do not reflect that of the funding sector nor of the government.

- To ensure the quality of scientific knowledge and to gain the trust of society in scientists and scientific communities, it is essential to exercise fair and conscientious research activities with adherence to the code of conduct for scientists. Applicants must understand and practice the contents of both the statement "Code of Conduct for Scientists -Revised Version-" (section I. "Responsibilities of Scientists") by the Science Council of Japan and the booklet "For the Sound Development of Science - The Attitude of a Conscientious Scientist -" (especially section I "What Is a Responsible Research Activity?") issued by the Japan Society for the Promotion of Science (JSPS).

- From the perspective of enhancing the quality of research activities among the international scientific research networks, researchers are urged to disseminate their research results aggressively to the international society by the publication of scientific papers in international journals, co-authoring international papers, presentations at international conferences, etc.

Scientific Research (A) (B) (C), Early-Career Scientists, Challenging Research (Pioneering) (Exploratory), Transformative Research Areas (A) (Public Offering Research)

Application Flow

■ Application documents

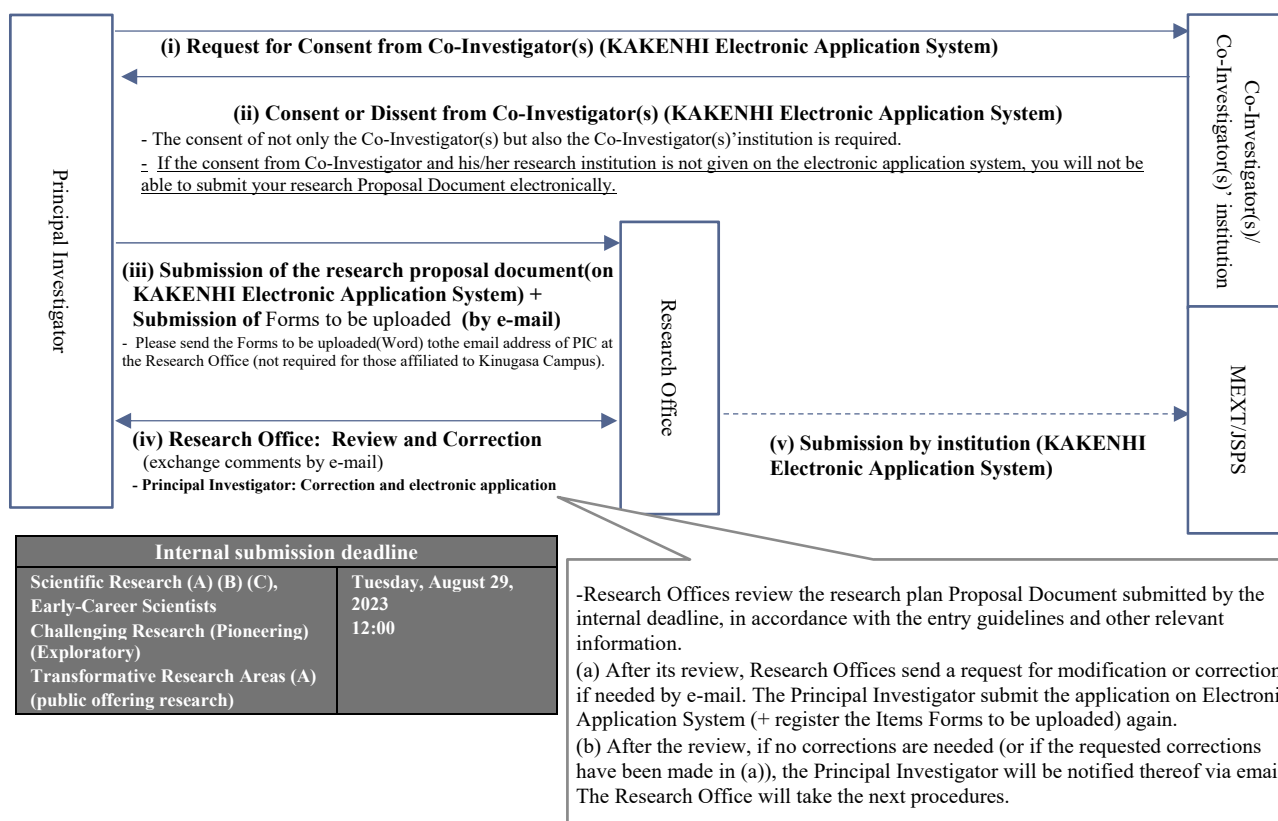
The research Proposal Document consists of two sections: “Items to be entered in Website” and Forms to be uploaded” (Word files).

When preparing the research Proposal Document, please be sure to check the “Instructions for Preparation and Entry of Research Proposal Document” for each research category.

The Principal Investigator enters the “Items to be entered in Website” on the KAKENHI Electronic Application System and uploads the “Uploaded File Items” (Word files) prepared separately, to complete the research Proposal Document (PDF).

■ Application procedures

The research Proposal Document (PDF) is submitted electronically on KAKENHI Electronic Application System. However, the electronic application made by the Principal Investigator is submitted to his/her research institution (the Research Office in the case of the University) and shall not be sent directly to the MEXT or JSPS.



■ Notes on preparing “Forms to be uploaded” (Word)

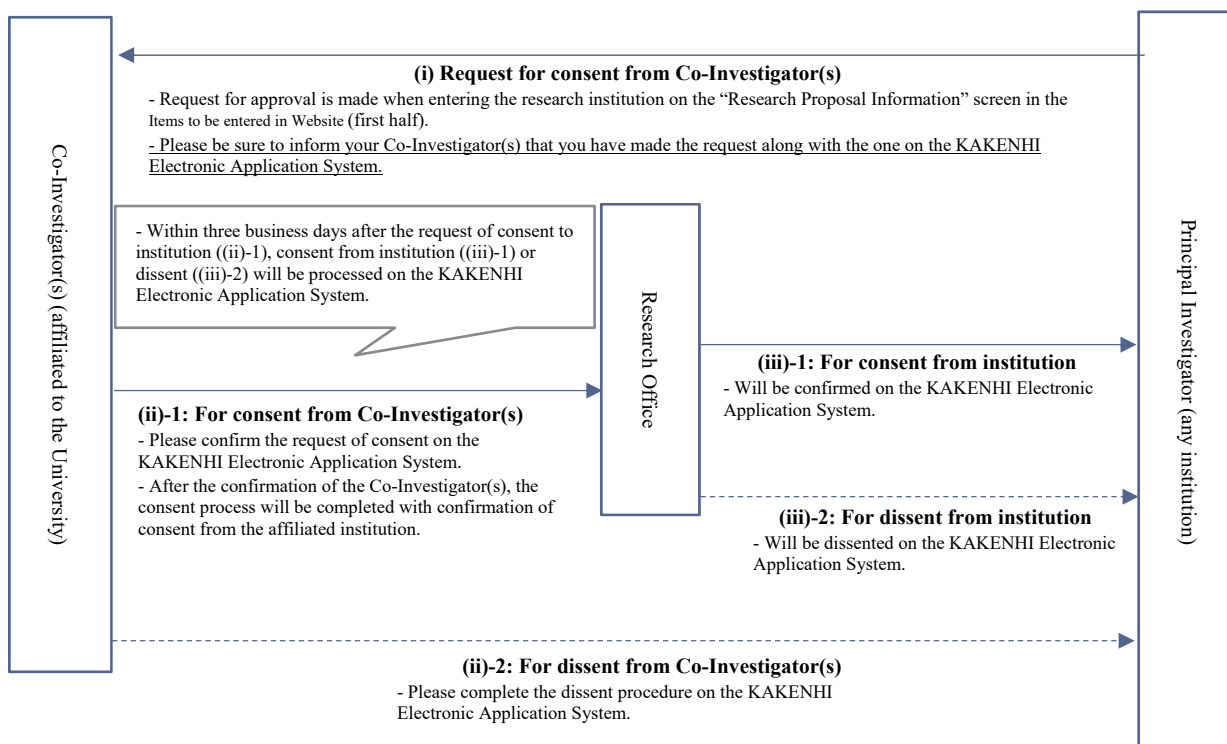
- Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used in the main text.
 - Please make sure that the title of each-column is at the top of the page.
 - Please do not exceed the number of pages specified for each item (no additional pages allowed).
- As a result of filling according to the instructions of each item, blank pages may be generated, but in that case, do not delete them.
- Do not change the setting margins (top 20 mm, bottom 20 mm, left 25 mm, right 25 mm), because there is a risk of missing characters etc. when preparing the review material.
 - Please be sure to prepare all figures, charts, photographs, etc. in colors that are clearly visible on a black-and-white printout, as they will be examined on a black-and-white (grayscale) research proposal document.

About the Consent Process of Co-Investigator(s)

Even when the Principal Investigator and the Co-Investigator(s) are from the same research institution, consent from the research institution on the KAKENHI Electronic Application System is required.

In principle, the decision to grant or deny institutional consent from the University (the Co-Investigator(s) affiliated with the University) depends on the Co-Investigator's eligibility to apply for the Grant-in-Aid for Scientific Research. Please note that for some positions, consent from the institution cannot be granted until the internal procedures have been completed, since eligibility for application is granted following the internal procedures.

If the Co-Investigator(s) is from another research institution, consent from his/her research institution will be handled by the institution to which the Co-Investigator(s) is affiliated.



*Modification of registered details after receiving consent from Co-Investigator(s)

If the Co-Investigator(s) wishes to modify the contents he/she registered, such as rate of effort, the Principal Investigator can conduct a return back process on the KAKENHI Electronic Application System.

This return process does not require any further confirmation of consent from the affiliated research institution.

■ Operation of the KAKENHI Electronic Application System

Please refer to the following URLs for the procedures for the request of consent from Co-Investigator(s) and those for consent or dissent from Co-Investigator(s).

[Operation Guide for Researchers (Detailed Version)]

<https://www.shinsei.jsps.go.jp/kaken/docs/manual1ka.pdf> (in Japanese only)

[Procedure for consent from Co-Investigator(s) (for Principal Investigators)]

https://www.shinsei.jsps.go.jp/kaken/docs/buntan_flow_D.pdf (in Japanese only)

[Procedure for consent from Co-Investigator(s) (for Co-Investigator(s))]

https://www.shinsei.jsps.go.jp/kaken/docs/buntan_flow_B.pdf (in Japanese only)

Publication of Scientific Research Results (Scientific Literature, Databases, Publication of Research Results (B) (Hirameki Tokimeki Science))

Application Flow

■ Procedures for obtaining application IDs and passwords (for Scientific Literature, Databases)

When applying for Scientific Literature or Databases, you are required to obtain an application ID and password in advance (different from your e-Rad login ID and password). Since IDs and passwords are valid only in the relevant application year, those obtained in the previous academic year or before cannot be reused. Please apply for a new ID and password for the current academic year even if you obtained them in the previous year or before.

*Starting from AY2022, you are now required to obtain one application ID and password per application. Accordingly, if you wish to apply for the Grant-in-Aid for Publication of Scientific Research Results, for which you are allowed to apply more than once, please obtain an ID and password corresponding to the number of applications you wish to submit. Please keep your ID(s) and password(s) appropriate after submitting your application(s), as they are required for the procedures for approved proposals and comments on the Notice of Review Results for non-adopted proposals.

■ For applicants for the Grant-in-Aid for Publication of Scientific Research Results (Scientific Literature, Databases)

<https://www.shinsei.jsps.go.jp/kaken/seika/index.html> (in Japanese only)

*Please go to the URL above to obtain your application ID and password.

*To apply for Publication of Research Results (B) (Hirameki Tokimeki Science), please access the KAKENHI Electronic Application System with your e-Rad login ID and password, and prepare the application documents.

■ Ascertainment of the Eligibility (Publication of Research Results (B) (Hirameki Tokimeki Science))

To apply for Publication of Research Results (B) (Hirameki Tokimeki Science - Welcome to the University Laboratory - KAKENHI), you are required to meet the following requirements (i) and (ii).

(i) Researchers who have been approved by his/her research institution (the University) as an eligible researcher for the Grant-in-Aid for Scientific Research.

Please check the “Ritsumeikan University Table of Grants-in-Aid for Scientific Research Application Eligibility” to see if you are eligible for each position. (See Page 2 of this booklet)

(ii) Researchers who have conducted research as a Principal Investigator on an ongoing KAKENHI research project in the past or FY2023. (See Page 17 of the Application Guidelines:

https://www.jsps.go.jp/file/storage/kaken_13_g743/i_r06_koubo00_all.pdf (in Japanese only))

■ Application documents

Be sure to check the Application Guidelines (https://www.jsps.go.jp/file/storage/kaken_13_g743/i_r06_koubo00_all.pdf (in Japanese only)) for details.

[Scientific Literature]

Document		Contents/Points to note	Submission method
Research Proposal Document *Converted to a PDF file on the Electronic Application System	Items to be entered in Website	Enter the KAKENHI Electronic Application System - Basic information such as applicant information, project name, applied amount, etc.	Electronic application *Note that files exceeding 5M in size cannot be uploaded.
	Forms to be Uploaded (S-51-4)	Download the prescribed form (Word file) from the JSPS website - Purpose and significance of the publication, description of the contents of the publication, etc.	
Attached Files *Converted to a PDF file and upload through the Electronic Application System	Quotation	Download the prescribed form (Excel file) from the JSPS website (Note that the format differs depending on the publication format.)	
	Circulation cost estimate (Only for publication in paper form)	Download the prescribed form (Word file) from the JSPS website	Electronic submission
A copy of the completed manuscript *Submission shall be in electronic media.		Submit as an email attachment (PDF) to the Research Office *Please name the file as follows: Reference number_Number in category_Applicant name. (e.g. 060001_120_Seika Taro.pdf)	

☐ Quotation and circulation cost estimate

After obtaining from two or more vendors, one vendor will be selected and the relevant quotation and circulation cost estimate will be submitted as application documents.

Please submit PDF data to the Research Office for all the quotations and circulation estimates obtained.

☐ Copy of completed manuscript

The manuscript shall be submitted electronically to the JSPS. The cover page and manuscript data should be submitted to the Research Office via e-mail.

Please also submit one paper copy to the Research Office for review.

[Databases]

Document to be submitted		Contents/Points to note	Submission method
Proposal Document *Converted to a PDF file on the Electronic Application System	Items to be entered in Website	Enter the KAKENHI Electronic Application System - Basic information such as applicant information, project name, applied amount, etc.	Electronic application *Note that files exceeding 5M in size cannot be attached.
	Forms to be uploaded (S-51-5)	Download the prescribed form (Word file) from the JSPS website - Describe plans for database creation, specific methods of database release, etc.	
Attached Files *Converted to a PDF file and upload through the Electronic Application System	Estimate for Outsourcing of Data Entry	Download the prescribed form (Excel file) from the JSPS website *Required when outsourcing expenses for data entry are recorded for FY2024 and the said outsourcing expenses exceed 1,000,000 yen.	
	Estimate for Outsourcing of storage media arrangement	Download the prescribed form (Excel file) from the JSPS website *Required when the outsourcing expense for storage media arrangement is recorded for any FY within the project period for which the applicant is applying, and the said expense exceeds 2.5 million yen.	Electronic application *Note that files exceeding 5M in size cannot be attached.
	Terms of Use	Prepare each document in any format.	
	Search process/results	*For non-A4 size documents, please make them larger or smaller to the A4 size, or paste them on A4 size mounting papers to make them uniform in A4 size before converting to PDF.	
	Search manual		

☐ In preparing the quotation

After obtaining quotations from two or more vendors, one vendor will be selected and the relevant quotation will be submitted as an application document.

Please submit PDF data to the Research Office for all the quotations obtained.

[Publication of Research Results (B) (Hirameki Tokimeki Science)]

Document to be submitted		Contents/Points to note	Submission method
Proposal Document *Converted to a PDF file on the Electronic Application System	Items to be entered into the Website (First part)	Enter the KAKENHI Electronic Application System - Basic data related to the program, such as the program name and scheduled date, and the research topics of the Grant-in-Aid for Scientific Research related to the program, etc.	Electronic application
	Forms to be uploaded (S-53)	Download the prescribed form (Word file) from the JSPS website - Describe the attractiveness and fascination of research funded by the Grant-in-Aid for Scientific Research and the contents of the program, etc.	
	Items to be entered into the Website (Latter part)	Enter the KAKENHI Electronic Application System - Explain application expenses and each expense item	

■ Application schedule

Date	Scientific Literature	Databases	Publication of Research Results (B) (Hirameki Tokimeki Science)
Up to Tuesday, August 8	[Scientific Literature/Databases] - Request an ID and password to apply for the Grant-in-Aid for Publication of Scientific Research Results. →Notify the Research Office of your wish to apply. →Research Office confirms the application on the KAKENHI Electronic Application System.		
<Internal deadline> Tuesday, August 29 12:00	[Common] - Submit application documents to the Research Office via the KAKENHI Electronic Application System. [Scientific Literature] - Submit a copy of the completed manuscript (electronic media and one paper copy for inspection) to the Research Office.		
Up to Friday, September 15	[Common] - Review and correction by the Research Office → The applicant will be notified of the result.		
<Submission deadline> Tuesday, September 19 16:30	[Common] - Application documents will be submitted to the JSPS via the Electronic Application System from the Research Office.		
NO LATER THAN Tuesday, September 26	[Scientific Literature] - The Division of Research will compile “copies of completed manuscripts and other materials” (electronic media). →To be submitted to the JSPS.		

Documents to be submitted to the University (Common to All Research Categories)

1. Main documents to be submitted To the University (Research Offices)

Applicants are required to submit the following documents. (Only if you are those applicable)

For details on how to submit, etc., please refer to the Division of Research website (the page for the Grant-in-Aid for Scientific Research).

<https://www.ritsumei.ac.jp/research/member/kakenhi/oubo/koubo.html/> (partially in English)

Document title		Those applicable (position, etc.)	Submission method	Deadline on campus
(i)	e-Rad Registration Request Form	- Faculty members and researchers who have not yet registered their researcher information in the e-Rad at the University	Download the “e-Rad Registration Request Form” from the page below and submit it by e-mail to the person in charge of the e-Rad at each RO listed on the request form. https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/	Tuesday, August 22 12:00
(ii)	Notification of Date of Acquisition of Doctoral Degree *A copy of the degree must be submitted.	[Applicants for the Grant-in-Aid for Early-Career Scientists] - Those who are qualified to below (i) or (ii) as of April 1, 2024 (i) Person held his/her doctoral degree for less than eight years. (ii) Person held his/her doctoral degree for less than eight years, excluding the period of maternity or childcare leave taken after receiving the doctoral degree. *Not required if you have already submitted this form at the University in FY2017 or later.	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10707	
(iii)	Approval Request for Application *Approval documentation by the host faculty member is required.	- Senior Researchers and Researchers hired using external research funds - Assistant Researchers - Administrative Staff	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10764	
(iv)	Confirmation of Application Eligibility (Part-time Lecturer / Jyugyo Tanto Koshi (Lecturer in charge of a class))	- Part-time Lecturer - Jyugyo Tanto Koshi (Lecturer in charge of a class)	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10715	
(v)	Application Form for Using Research Funding, Etc., During Maternity Leave, Childcare Leave, and Nursing Care Leave	- Faculty members/researchers who wish to apply for Grants-in-Aid for Scientific Research during the relevant leave	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10701	
(vi)	Pledge in Public Research Funds *Required to attend lectures on Compliance training based on the revised “Guidelines for Management and Audit of Public Research Funds in Research Institutions”	(i) Newly appointed faculty members/researchers are required to take the course before receiving or applying for public research funds. (ii) Renewal course: Affiliated faculty members/researchers who have not taken the course and submitted the pledge form after FY2020 are required to take the course.	- How to take compliance training: https://www.ritsumei.ac.jp/research/member/research_expenses/05.html/ - To be submitted to: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=11163	Tuesday, September 12 12:00
(vii)	Certificate of Completion in Research Ethics e-Learning Course [eL CoRE] *Required Attendance at research ethics training based on the “Guidelines for Responding to Misconduct in Research Activities”	- <u>Faculty members/researchers who have not taken courses or submitted documents at the University since FY2021</u> * <u>Even if you attended the [eL CoRE] course before FY2020, you must take it again.</u>	- A guide to attending research ethics training courses: https://www.ritsumei.ac.jp/research/file/rinri_20210629-01.pdf (in Japanese only) - To be submitted to: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10274	

(i) e-Rad Registration Request Form

- Faculty members and researchers whose researcher information has not yet been registered on the e-Rad by the University are requested to submit the “e-Rad Registration Request Form” by e-mail to the person in charge of the e-Rad at the relevant Research Office.

*Please refer to the “e-Rad Registration Request Form” for the submission address.

(ii) Notification of Date of Acquisition of Doctoral Degree and degree certificate (copy) (for applicants for the Early-Career Scientists category)

- If you have already submitted this form at the University in FY2017 or later, you do not need to submit it again.
- If you have transferred from other institution, you must submit a new form even if you have already registered the date of acquisition of your doctoral degree in the e-Rad when you were there.
- If your degree is from an overseas university, please contact the person in charge of the KAKENHI application at the relevant Research Office (your degree will be determined the equivalency to a “doctoral degree” in Japan).

(iii) Approval Request for Application

- Please note that the deadline for this form has been set even earlier than the internal deadline for the research proposal document. The Approval Request for Application has to be confirmed by the Principal Investigator or Co-investigator(s)' Head of Department (College Dean, Graduate School Dean, etc.) and the host faculty member.

(iv) Confirmation of Application Eligibility (Part-time Lecturer and Lecturer in charge of class)

- Please note that the deadline for this form has been set even earlier than the internal deadline for the research proposal document.

(v) Application Form for Using Research Funding, Etc., During Maternity Leave, Childcare Leave, and Nursing Care Leave

- To support researchers' research activities and promote diversity, this system allows researchers to apply for Grants-in-Aid for Scientific Research on an exceptional basis with the approval of the Vice President (in charge of research), even if the period of maternity leave or childcare/nursing care leave overlaps with the period of application for Grants-in-Aid for Scientific Research.

(vi) Attendance at compliance training related to public research funds

- By the “Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)” (decided by the Minister of Education, Culture, Sports, Science, and Technology on February 15, 2007, revised on February 18, 2014), the University requires Principal Investigators and Co-Investigators for KAKENHI projects (Co-Investigators are affiliated to the University) to attend compliance training and submit a written pledge regarding public research funds at the University.

- ✓ New training: Newly appointed researchers are required to take the compliance training and submit a written pledge when applying for a new Grant-in-Aid for Scientific Research at the University, even if they have taken the same compliance training at their previous institution and submitted a written pledge there. (If you have already submitted this written pledge at the time of your appointment, you do not need to submit it again.)
- ✓ Renewal training: In the “Compliance Education Regarding Public Research Funds and Submission of the Written Pledge” (Committee on Research Administration on June 26, 2020), it was decided that affiliated researchers who receive or newly apply for public research funds would be required to re-take the course every five years and submit a written pledge, with FY2020 being the first year for this initiative. If you have attended compliance training at the University after FY2020, you will not be required to take the course again or resubmit the written pledge.

How to take the course and where to submit the written pledge:

https://secure.ritsumei.ac.jp/research/member/research_expenses/05.html/

RAINBOW User ID and Password must be entered to watch the training video.

(vii) Attendance at research ethics education

- In response to the “Guidelines for Responding to Misconduct in Research Activities” (decided by the Minister of Education, Culture, Sports, Science, and Technology on August 26, 2016), the University has decided to require applicants for Grants-in-Aid for Scientific Research to take the e-learning course [eL CoRE] developed by JSPS and submit a written pledge every five years in the academic year designated by the University, with FY2021 being the first year for this initiative (Committee on Research Administration on March 26, 2021). If you have already taken the [eL CoRE] course and submitted the certificate of completion after FY2021, you do not need to take the course again or resubmit the certificate.

How to take the course and where to submit the certificate of completion:

(i) Access <https://elcore.jsps.go.jp/top.aspx>

(ii) Select “New Registration (individuals),” obtain ID and PW, and take the e-learning course.

(iii) Upon completion of the course, obtain a certificate of completion in PDF format, and save it to your PC.

- (iv) Access <https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10274>, and submit the certificate of completion obtained in (iii) above as instructed.

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. Corresponding actions are as follows.

- To declare all domestic and foreign competitive research funds as well as any research funding, including subsidies from private foundations, funds for contract research, and joint research in the review process and/or to be delivered in “The Status of Application and Acquisition of Research Grants” column in the Research Proposal Document.
- To Enter your affiliations and titles/positions for each and all of the projects in the “Status of Application for and Acceptance of Research Funds” column of the research proposal, even if they are the same as the affiliated institution and your title/position under which you are submitting that application.
- To confirm the necessary information to ensure transparency in all research activities in which the applicant is involved is appropriately shared with the affiliated research institution by the systematic measures by the affiliated research institution. In the case in which technologies subject to regulation by the Foreign Exchange and Foreign Trade Law (Law No. 228, 1949) are involved, moreover, the security trade control system and handling methods, etc. should be fully ascertained based on the relevant laws and regulations of the research institution to which the applicant is affiliated before submission.

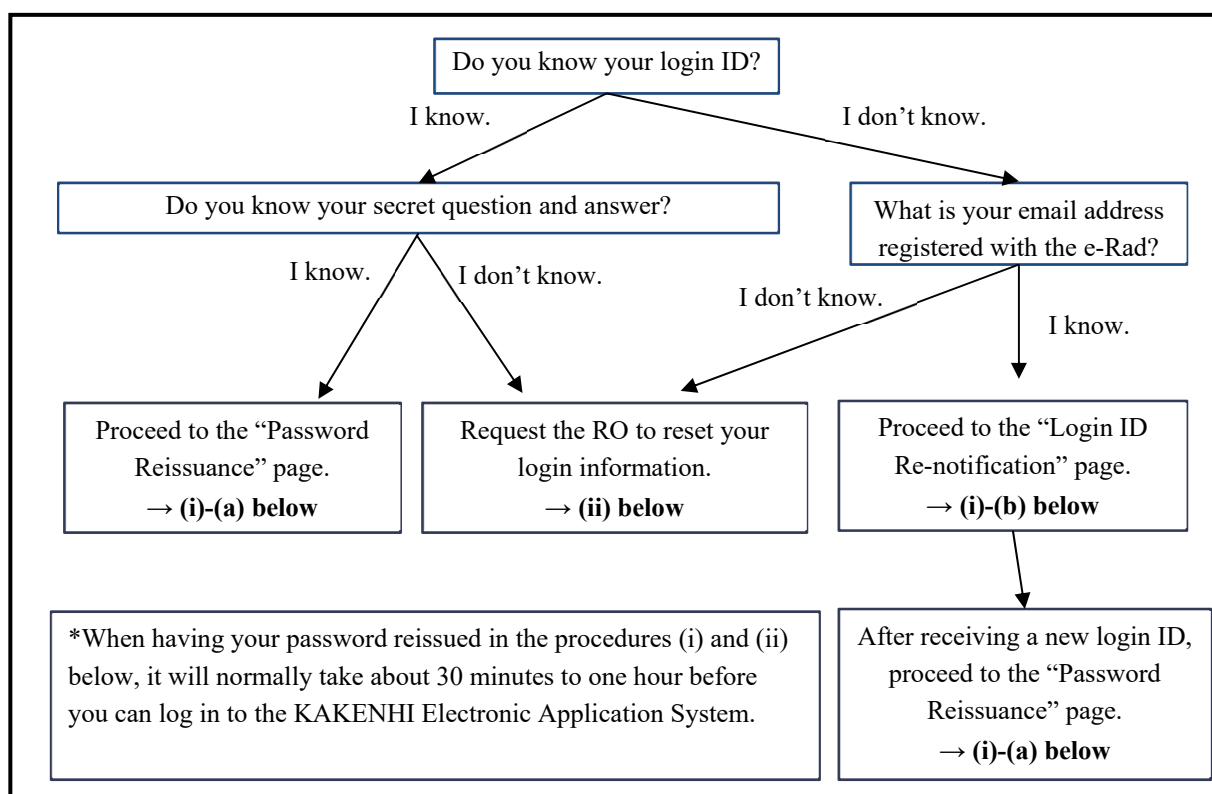
*For details on how to fill out the “Status of Application for and Acquisition of Research Grants” column of the research proposal document, please refer to Page 96 of the “Application Procedures for Grants-in-Aid for Scientific Research - Scientific Research (A/B/C), Challenging Research (Pioneering/Exploratory), Early-Career Scientists (Forms/Procedures for Preparing and Entering A Research Proposal Document)” FY2024 below.
https://www.jsps.go.jp/file/storage/kaken_kiban_2023_g730/r6_7_kobo_suppl.pdf (in Japanese only)

Please note that if you make any inaccurate statements in your research proposal document, your research proposal may not be adopted, canceled, or disbursed with a reduced amount.

Please refer to the following URL for how to enter information regarding research integrity into the e-Rad.
https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/
https://secure.ritsumei.ac.jp/research/member/researcher_appointment/file/research_integrity.pdf (in Japanese only)

Please refer to the following URL for research integrity at Ritsumeikan University.
<http://www.ritsumei.ac.jp/research/member/integrity/index.html/> (in Japanese only)

Flowchart of Procedures in Case You Do Not Know Your e-Rad ID and Password



(i) Procedures on the e-Rad login page

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

*Click on "Forgot ID/Password" below "Login" in the upper right corner of the page.

(a) "Password Reissuance" page → Click [Forgot Password]

(b) "Login ID Re-notification" page → Click [Forgot Login ID]

*With the procedures (a) and (b) above, "e-rad. system" will automatically send an e-mail notification of your password or login ID to your e-mail address registered with the e-Rad.

*For details, please go to the Division of Research website [If you do not know your login ID/password].

https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/ (in Japanese only)

(ii) Request the Research Office to reset your login information

■ For researchers affiliated with Kinugasa and Suzaku Campuses

<Send to> Research Office at Kinugasa Campus: db-krsc@st.ritsumei.ac.jp

<Contact> Staff in charge of the e-Rad: Imai (Ms.), Okabe (Mr.) (TEL) 075-465-8224 (Ext. 511-2398)

■ For researchers affiliated with Biwako-Kusatsu Campus

< Send to> Research Office at Biwako-Kusatsu Campus: b-kaken@st.ritsumei.ac.jp

<Contact>

Staff in charge of the e-Rad (for those affiliated to Biwako-Kusatsu Campus other than those in the field of Economics):

A. Hayashi (Ms.), Takano (Ms.) (TEL) 077-561-2802 (Ext. 515-6549)

Staff in charge of the e-Rad (for those in the field of Economics): Kitagawa (Ms.) (Ext.) 515-7852

■ For researchers affiliated with Osaka Ibaraki Campus

< Send to> Research Office at Osaka Ibaraki Campus: oicro@st.ritsumei.ac.jp

<Contact> Staff in charge of the e-Rad: Kudo (Ms.), Okamoto (Mr.) (TEL) 072-665-2570 (Ext. 513-3508)

Supports for Application by the University

■ Various seminars such as Briefing Sessions on Grants-in-Aid for Scientific Research

Research Office offers various seminars for the support to adopt call for proposals of Grants-in-Aid for Scientific Research, including briefing sessions. Even if you miss those seminars, videos are available on the Division of Research website (the page for the Grant-in-Aid for Scientific Research). Videos of past seminars and lectures are also available on the same page.

<https://secure.ritsumei.ac.jp/students/research/member/kakenhi/oubo/shinseishien.html/> (in Japanese only)

■ Brush-up support for research proposal document

The Division of Research supports early-career researchers, mainly in the Humanities and Social Sciences, in their application for Grants-in-Aid for Scientific Research by providing them with a “brush-up support for research proposal document” by the members of the Grants-in-Aid for Scientific Research Application Advisor Committee. Advisors are appointed from the experienced researchers as a reviewer of the Grants-in-Aid for Scientific Research (KAKENHI) or Advanced Research Promotion Programs, or the researchers who have received multiple Grants-in-Aid for Scientific Research or other external funds.

Please don't miss this valuable opportunity to receive advice from faculty members whose areas of expertise are as close as possible to your field of application.

Apply to	Applicants for “Early-Career Scientists” and “Scientific Research (C)” mainly in Humanities and Social Sciences - For specific requirements, please contact the Research Office at your campus.
How to use	Please contact us at the following e-mail addresses and indicate that you wish to use the brush-up support. The staff in charge will contact you shortly to inform you of the necessary procedures. <input type="checkbox"/> For those affiliated with Kinugasa Campus and Suzaku Campus Research Office at Kinugasa Campus: brushup@st.ritsumei.ac.jp <input type="checkbox"/> For those affiliated with Biwako-Kusatsu Campus Research Office at Biwako-Kusatsu Campus: Please contact us through your TP. <input type="checkbox"/> For those affiliated with Osaka Ibaraki Campus Research Office at Osaka Ibaraki Campus: o-kaken1@st.ritsumei.ac.jp
Deadline for use	Please contact the Research Office at your campus.

■ Viewing service for adopted Research Proposal Documents

The Research Office offers the service to read the past Research Proposal Documents adopted for Grants-in-Aid for Scientific Research (KAKENHI) for which the relevant researchers have been permitted to be referred to by prospective applicants. The documents may only be referred to in the office and may not be taken away or photocopied.

Grant Programs by the University

■ Research Advancement Promotion Programs

If a researcher applied for a Grant-in-Aid for Scientific Research and unfortunately was not adopted, the University has been offering a program to provide a research grant as an implement to reinvigorate research activities through the application and acquisition of a Grant-in-Aid for Scientific Research for the following academic year. To receive a grant under this program, the review result of the Grant-in-Aid for Scientific Research is required. **When applying for a Grant-in-Aid for Scientific Research, therefore, please be sure to select “Request for Disclosure” (of Review Result) (審査結果の開示を希望する).”**

Please note that the conditions for receiving the grant from the next academic year onward may change from this year.

■ Division of Research (the page for Advanced Research Programs)

Application requirements will be determined next spring or later. As soon as they are finalized, the requirements and other information will be posted on the Division of Research website.

http://www.ritsumei.ac.jp/research/member/research_grant/rg01/index.html/ (in Japanese only)

Research Office Contacts

■ For those affiliated with Kinugasa and Suzaku Campuses: Research Office at Kinugasa Campus

Affiliation	Email Address
College of Letters	shinsei1@st.ritsumei.ac.jp
College of Social Sciences, Graduate School of Core Ethics, and Frontier Sciences	shinsei2@st.ritsumei.ac.jp
College of Law, Graduate School of Law, Graduate School of Language Education and Information Science	shinsei3@st.ritsumei.ac.jp
College of International Relations, College of Image Arts and Sciences, Graduate School of Professional Teacher Education	shinsei4@st.ritsumei.ac.jp
Kinugasa Research Organization, Ritsumeikan Global Innovation Research Organization (R-GIRO), Ritsumeikan Asia-Japan Research Organization, Institute for Language Education and Research, Institute for Teacher Education, Institute for Teaching and Learning, Institute for General Education, Ritsumeikan International, and Ritsumeikan Medical Service Center Shokutaku Lecturers in Foreign Languages, Part-time Lecturers, and Jyugyo Tanto Koshi (Lecturers in charge of Classes) (regardless of affiliation)	shinsei5@st.ritsumei.ac.jp

☐ For consultation and inquiries: Inui (Mr.), Ichikawa (Mr.), Kasatani (Ms.), Kanekiyo (Ms.) (Ext. 511-2383).
Mail: shinsei@st.ritsumei.ac.jp TEL: 075-465-8224, FAX 075-465-8245 (Ext. 511-2544)

■ For those affiliated with Biwako-Kusatsu Campus: Research Office at Biwako-Kusatsu Campus

Affiliation	Email Address
College of Science and Engineering (Civil and Environmental Engineering, Architecture and Urban Design, Electrical and Electronic Engineering, Electronic and Computer Engineering)	b-kaken1@st.ritsumei.ac.jp
College of Science and Engineering (Robotics, Physical Sciences, Mathematical Sciences, Mechanical Engineering)	b-kaken2@st.ritsumei.ac.jp
College of Information Science and Engineering	b-kaken3@st.ritsumei.ac.jp
College of Life Sciences	b-kaken4@st.ritsumei.ac.jp
College of Pharmaceutical Sciences, College of Sport and Health Science	b-kaken5@st.ritsumei.ac.jp
College of Gastronomy Management, College of Economics	b-kaken6@st.ritsumei.ac.jp
Research Organization of Science and Technology, Ritsumeikan Global Innovation Research Organization (R-GIRO), and affiliations other than those listed above	b-kaken7@st.ritsumei.ac.jp

☐ For consultation and inquiries: (In charge of KAKENHI application) Takano (Ms.), Kudo (Mr.), Matsubara (Ms.),
A. Hayashi (Ms.), Enami (Ms.) (Ext. 515-6511)
Mail: b-kaken@st.ritsumei.ac.jp TEL: 077-561-2802, FAX 077-561-2811 (Ext. 515-7509)

■ For those affiliated with Osaka Ibaraki Campus: Research Office at Osaka Ibaraki Campus

Affiliation	Email Address
Colleges and Graduate Schools at Osaka Ibaraki Campus, Research Organization of Open Innovation & Collaboration, Ritsumeikan Global Innovation Research Organization (R-GIRO), Ritsumeikan Asia-Japan Research Organization, and affiliations other than those listed above	o-kaken1@st.ritsumei.ac.jp

☐ For consultation and inquiries: Okamoto (Mr.), Uji (Ms.), Hotta (Ms.), Kudo (Ms.) (Ext. 513-3511)
TEL: 072-665-2570, FAX 072-665-2579 (Ext. 513-3519)

(参考資料) 令和4(2022)年度科研費における若手研究者の新規採択状況

研究種目		応募件数	採択件数	採択率
特別推進研究	39歳以下	2	0	0.0%
	全体	88	10	11.4%
新学術領域研究 (研究領域提案型)	39歳以下	298	123	41.3%
	全体	1,083	392	36.2%
学術変革領域研究 (A)	39歳以下	564	134	23.8%
	全体	2,558	415	16.2%
学術変革領域研究 (B)	39歳以下	244	23	9.4%
	全体	875	90	10.3%
基盤研究 (S)	39歳以下	13	2	15.4%
	全体	649	80	12.3%
基盤研究 (A)	39歳以下	61	17	27.9%
	全体	1,920	526	27.4%
基盤研究 (B)	39歳以下	1,524	441	28.9%
	全体	11,552	3,403	29.5%
基盤研究 (C)	39歳以下	6,818	2,151	31.5%
	全体	45,434	12,952	28.5%
挑戦的研究 (開拓)	39歳以下	86	19	22.1%
	全体	1,365	183	13.4%
挑戦的研究 (萌芽)	39歳以下	1,174	198	16.9%
	全体	9,391	1,505	16.0%
若手研究	39歳以下	10,029	4,258	42.5%
	全体	13,142	5,293	40.3%
研究活動スタート支援	39歳以下	2,988	1,200	40.2%
	全体	3,617	1,391	38.5%
国際共同研究加速基金 (国際先導研究)	39歳以下	2	0	0.0%
	全体	131	15	11.5%
国際共同研究加速基金 (国際共同研究強化 (B))	39歳以下	81	20	24.7%
	全体	665	180	27.1%
合計	39歳以下	23,884	8,586	35.9%
	全体	92,470	26,435	28.6%

※令和5年1月文部科学省研究振興局 学術研究推進課「令和4年度科学研究費助成事業の配分について」

資料 1-1-1 科研費(補助金分・基金分)配分状況一覧(令和4年度 新規採択分)

資料 2-2 年齢別配分状況(令和4年度 新規採択分)【参考】40歳未満の配分状況