



# FY2024 Grants-in-Aid for Scientific Research—KAKENHI (Fund for the Promotion of Joint International Research (International Collaborative Research)) Overview and Application Procedures

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## 1. Introduction

This document is intended to provide information on the application schedule for Grants-in-Aid for Scientific Research (KAKENHI), Fund for the Promotion of Joint International Research (International Collaborative Research), the flow of procedures by the Ritsumeikan 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 by Ritsumeikan University can be downloaded from the Division of Research website.

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

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

- Fund for the Promotion of Joint International Research (International Collaborative Research)

[https://www.jsps.go.jp/j-grantsinaid/35\\_kokusai/04\\_renkei/koubo.html](https://www.jsps.go.jp/j-grantsinaid/35_kokusai/04_renkei/koubo.html)

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

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

- Operation Manual, etc.

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

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

### ■Ritsumeikan Uni. Division of Research: Grants-in-Aid for Scientific Research Top Page

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

- Application Procedures by Ritsumeikan University

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

## 2. Major Changes for Call for Proposals in Fiscal Year 2024 (excerpt from the Application Procedures)

### (1) 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)

### (2) Research Data Management

○ Starting from fiscal year 2024, researchers are asked to prepare research Data Management Plans (DMPs) of their projects under all research categories in principle. Details such as an example of a DMP will be given at the time of provisional grant decision. As such, please store, manage, and take other measures for research results and data of your research projects in accordance with your DMPs.

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

- 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 must be original planned by the applicant.

Plagiarism and/or misappropriation of the research contents of others are strictly impermissible. Applicants must comply with research ethics. **Please note that the use of generative AI in the preparation of the Research Proposal Document causes the risk of inadvertent infringement of copyright and leakage of personal information and confidential information. It is the responsibility of the individual researcher to make appropriate decisions about the usage 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 trust of society on scientists and scientific communities, it is essential to exercise fair and conscientious research activities with the 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 publication of scientific papers in international journals, co-authoring of international papers, presentations in international conferences, etc.

### 3. Overview of application (excerpt from the Application Procedures)

The outline is as follows (excerpt from the Application Procedures). For details, please be sure to view the Application Procedures.

#### A) Purpose:

This grant supports researchers aiming at achieving a major development in creative and pioneering research by conducting joint international research necessary for the development of scientific research. By conducting joint international research overseas, domestic researchers can take the central role in international network, which seeks to build out infrastructure of joint international research or further strengthen joint international research.

In addition, early-career researcher is required to participate in project members, which expects to foster researchers who can play leading roles within the international scientific area, and to maintain and develop the infrastructure of joint international research in medium- to long-term.

Since this funding system seeks to build out infrastructure of joint international research or further strengthen joint international research, the grant supports highly selected research projects by assessing not only the significance as scientific research of research initiative, but also assessing the effectiveness of the research plan conducted in overseas research institution, etc.

#### B) Funding target:

- A research plan must include the joint international research project conducted by domestic researchers with the researcher(s) who belongs to an overseas research institution (overseas joint researcher). Domestic researchers are required to visit the “overseas research institution, etc.” which is the core of excellence of the overseas researcher(s) to implement research activities, and the research activities must be the core of the research plan. (\*1)
- A research plan must presuppose the above in which Principal Investigator should mainly visit the “overseas research institution, etc.” to implement research activities.
- At least 3 (up to around 5) domestic researchers should be involved in the project (as Principal Investigator or Co-Investigator). Moreover, at least one early-career researcher (\*2) should be involved in each project (as Principal Investigator or Co-Investigator). However, in case an early-career researcher applies as Principal Investigator, his/her project is eligible even when the project is conducted just by himself/herself or with one another early-career researcher.

#### (\*1) About “visiting the “overseas research institution, etc.” to implement research activities”

The meaning is that going along him/herself is mandatory and essential element for the research plan. The examples are shown below.

- a) A joint research which is expected to develop by the cooperation/collaboration with overseas researcher (or a group of researchers) such as utilizing the research facility of overseas research institution.
- b) Field survey, observation, or resource acquisition which is jointly conducted with overseas researcher (or a group of researchers) in the specific foreign region.
- c) Other equivalent research

For above reason, **this grant does not target such as mere research meeting or convention.**

**Although it is acceptable to involve the domestic research activities to the research plan within a necessary range, this funding system emphasize the research activities in overseas research institution and intensively supports such activities. Keep in mind this point both when developing an idea of research plan and implementing the research plan.**

**When formulating the research plan, applicants should give due attention to the feasibility of the project in view of the situation, etc. of the counterpart country of the joint international research.**

#### (\*2) About the requirements of early-career researcher

This grant targets an applicant who is less than 8 years after the acquisition of his/her Ph.D. as of April 1, 2024 and an applicant who is deemed less than 8 years after acquisition of his/her Ph.D. by exempting the period(s) of prenatal/postpartum break or childcare leave.

Formerly, non-Ph.D. researchers of age 39 or under were eligible as early-career researchers under this research category. However, as the transition period for transitional measures under the “Early-Career Scientists” category enabling non-Ph.D. researchers of age 39 or under to apply for KAKENHI grants has ended, non-Ph.D. researchers of age 39 or under will no longer be eligible as early-career researchers under the Call for Proposals after Fiscal Year 2022.

## C) Range of total budget:

Up to 20 million yen

(In contrast to Fostering Joint International Research, “cost of replacement staff” is not permitted as the research expenditure.)

## D) Research period:

3 to 6 years

## E) Review Section and Review Method:

Review Section: Medium-sized Section

Review Method: Two-Stage Document Review

(Refer to Attached Table 2 “The Review Section Table for the Grants-in-Aid for Scientific Research - KAKENHI-”, and II. Call for Proposals 3. Review Panels and Other Matters (2) Review Methods and Other Matters)

\*In making your application, please make sure to check Attached Table 2 “The Review Section Table for the Grants-in-Aid for Scientific Research -KAKENHI-” and select one review section that is the most applicable to your research proposal according to the content of your research plan.

## F) Application requirements, etc.

○ An applicant, whether as a Principal Investigator or Co-Investigator, may only propose or receive the grant of one project at the same time under this research category. Therefore, the Principal Investigator must ensure that the Co-Investigators fully agree to participate in the research plan before organizing his/her project team.

○ Early-career researcher should be participated in the project members from the view point of build-out of infrastructure or further strengthening of joint international research. For this reason, early-career researcher should be participated as either Principal Investigator or Co-Investigator.

< Points to be noted >

It is desirable to internationally publish the research achievements such as publication of papers written by international co-authorship, presentation in international conference, and so on.

## G) About the Letter of Intent (LOI)

Principal Investigator should give concrete contents of his/her research plan, relate the roles to be assigned to them and obtain his/her/their full consent to prepare Letter of Intent. This Letter of Intent of established form, which is confirmed between Principal Investigator and overseas researchers, is required for the application. Furthermore, this letter will be used as a part of the Research Proposal Document for the review.

**【The Participation of Early-Career Researcher to Project Members (Principal Investigator and Co-Investigator) in International Collaborative Research】**

Since this research category seeks to foster researchers who can play leading roles within the international scientific area and lead to maintain and develop the infrastructure of joint international research in medium- to long-term, **participation of early-career researcher to project members (Principal Investigator and Co-Investigator) is required.**

< Eligibility of Early-Career Researcher >

(1) **An applicant who is less than 8 years after the acquisition of his/her Ph.D. as of April 1, 2024**

(A researcher who acquired Ph.D. between April 2, 2016 and April 1, 2024.) Those individuals who are in the prospect of acquiring Ph. D. at the time of application are excluded.

(2) **An applicant who is deemed less than 8 years after acquisition of his/her Ph.D. by exempting as of April 1, 2024(\*) the period(s) of childcare leave etc. (prenatal/postpartum break, childcare leave).**

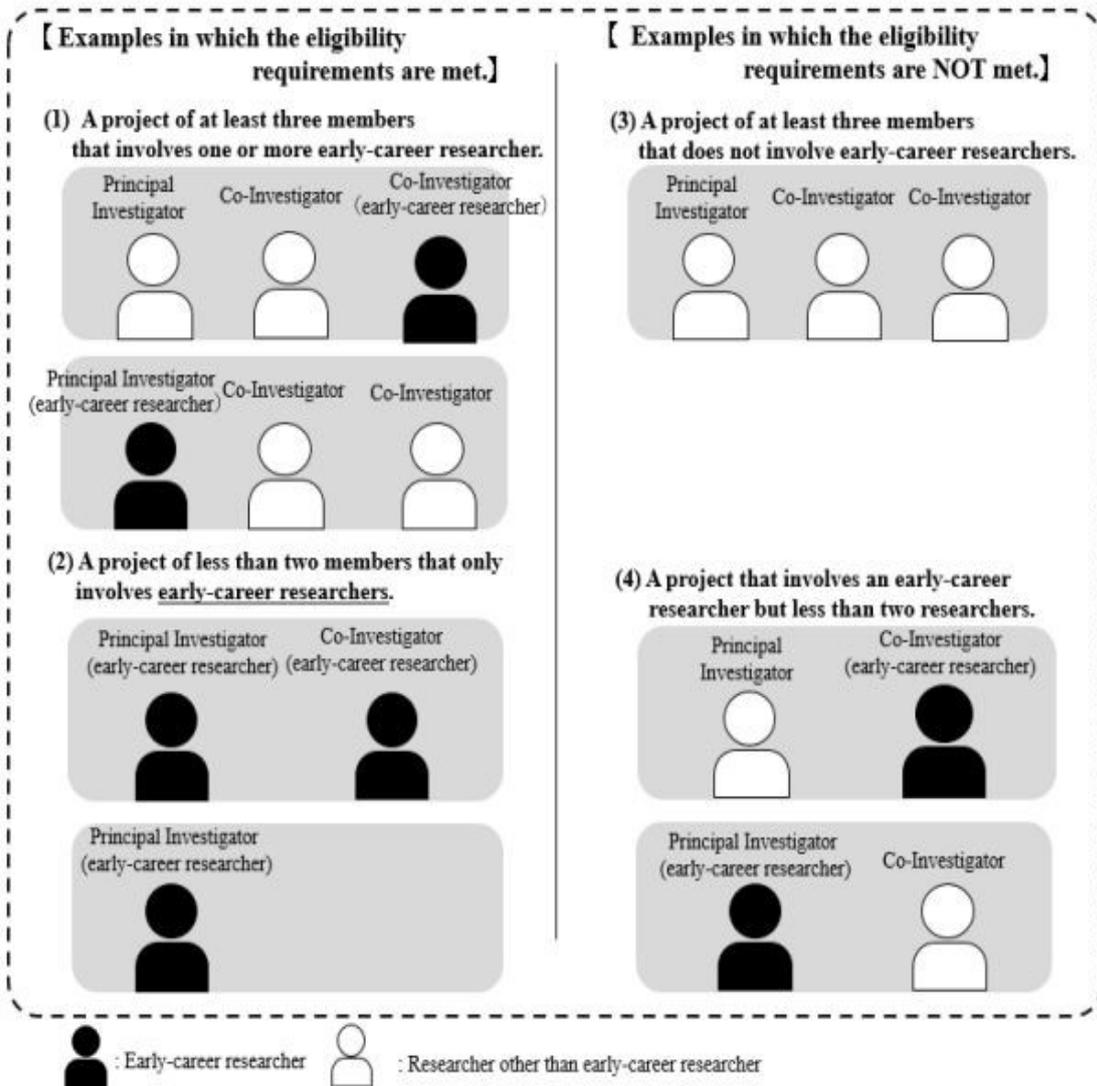
(\*) Calculate the sum total of the leave periods, round up the total period to the year unit and then subtract it from the number of years after Ph.D. acquisition

(Example: If the applicant has taken 6-month childcare leave three times, the years to be subtracted will be 2 years (1 year and 6 months → 2 years))

If an applicant participates in the research project as an Early-Career Researcher, he/she must register the “Date of Ph.D. Acquisition” in the e-Rad system at the time of proposal submission as the Principal Investigator or consent as a Co-Investigator. Since the registration to the e-Rad system cannot be made by the applicant him/herself, the applicant should request the administrative section of his/her affiliated research institution to register the Date of Ph.D. Acquisition in the e-Rad system in time for the proposal submission. If the applicant has more than one Ph.D. degree, enter the first acquisition date.

In addition, please also note the below points for organizing project members.

- **At least 3 domestic researchers** should be involved in the project members (Principal Investigator and Co Investigator) in principle **including at least one early-career researcher** (as a Principal Investigator or a Co-Investigator).
- **In case the project members (Principal Investigator and Co-Investigator) consist only of early-career researchers, it is eligible to organize project members consist of 2 or less early-career researchers.**



## 4.Ritsumeikan University Table of Application eligibility for Grants-in-Aid for Scientific Research (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 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,Assisitant 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 Postdoctral 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), Postdoctral 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>		

## 5. Application Flow

### ■ Application forms (Research Proposal Document)

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

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.

#### ■Page for downloading grant application guidelines and application forms

[https://www.jsps.go.jp/j-grantsinaid/35\\_kokusai/04\\_renkei/koubo.html](https://www.jsps.go.jp/j-grantsinaid/35_kokusai/04_renkei/koubo.html)

\* The Principal Investigator should ask the overseas joint researcher to complete and **sign** “The Letter of Intent” (form S-63-2). Please be sure to convert the signed Letter of Intent to PDF before uploading it to the electronic application system.

< Download from JSPS website >

**Forms to be uploaded**  
(Word)

⇒Upload to the system

**Letter of Intent**  
(PDF)

⇒Upload to the system

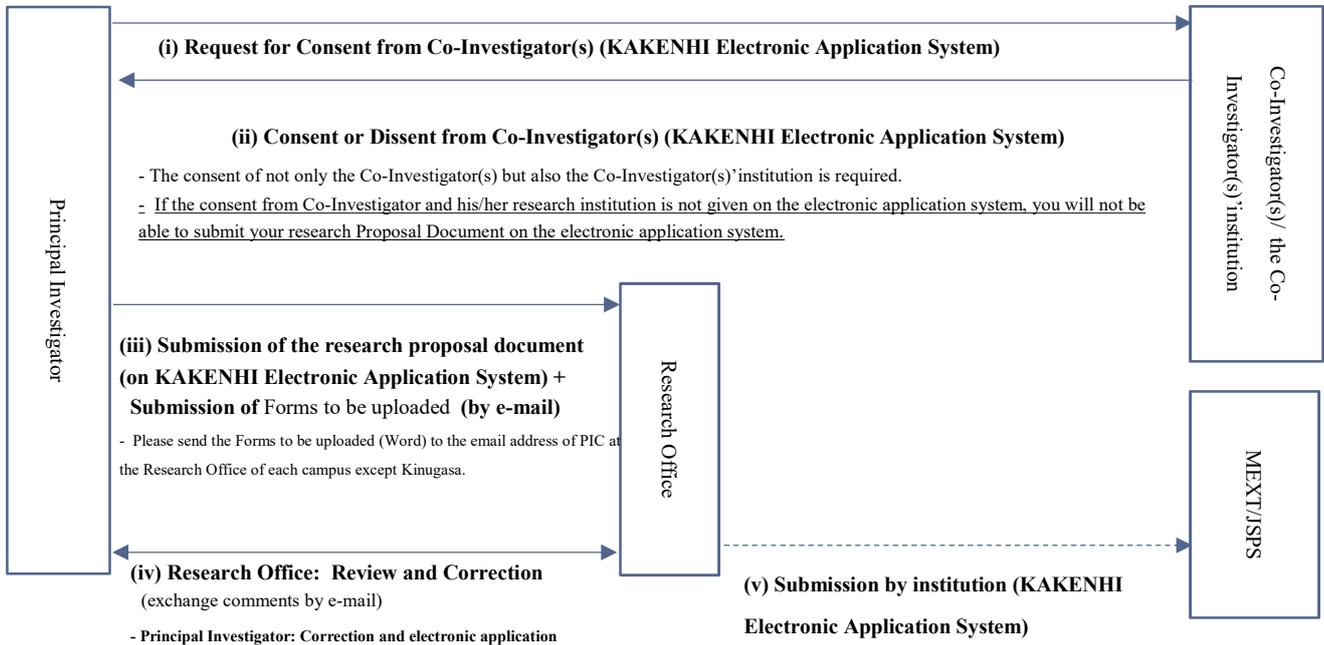
< Grant-in-Aid e-Application system >

Items to be entered in Website
<b>Forms to be uploaded</b>
<b>Letter of Intent</b>

Once all the contents are integrated in the system, the application forms (Research Proposal Document) is completed by 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 Ritsumeikan University) and shall not be sent directly to the MEXT or JSPS.



-Research Offices review the Research Proposal Document submitted by the internal deadline (**Noon, Thursday, 18<sup>th</sup> of April**), following the entry guidelines and other relevant information.

(a) After its review, Research Offices send a request for modification or correction if needed by e-mail.

The Principal Investigator needs to submit the application on Electronic Application System (+ register the Items "Forms to be uploaded") again.

(b) After the review, if no corrections are needed (or if the requested corrections have been made in (a)), the Principal Investigator will be notified thereof via email. The Research Office will take the next procedures.

### ■ 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 item appears at the top of the page.

- Please do not exceed the maximum number of pages specified for each item (no additional pages allowed). In case you have blank pages by following the instructions for each item, please do not delete them and leave them blank as it is.

- Do not change the margin setting of the forms (set with upper 20 mm, lower 20 mm, left 25 mm, right 25 mm), because there is a risk of missing characters, etc. at printing if you change the margin settings.

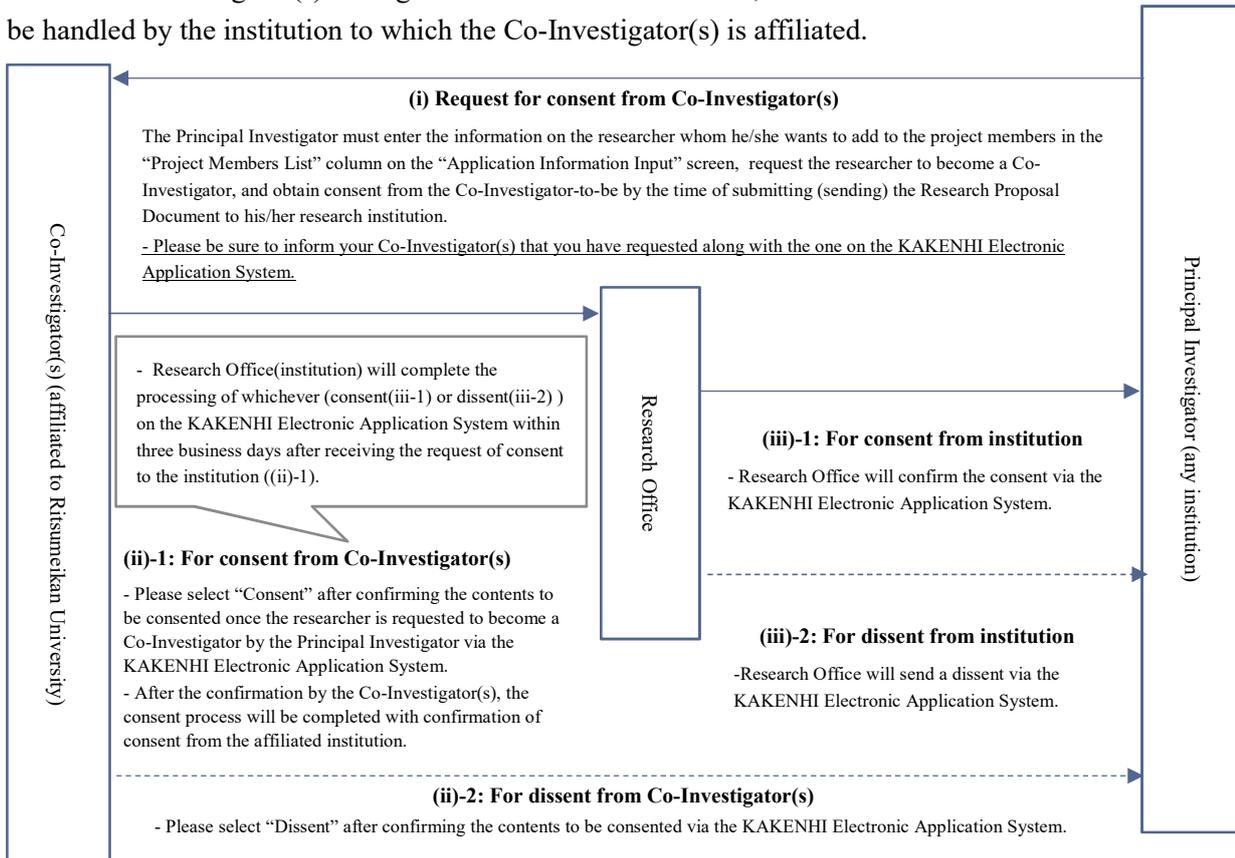
- Reviewers will view the submitted Research Proposal Documents (PDF files) in electronic form on the KAKENHI Electronic Application System to conduct reviews. Research Proposal Documents using colored figures and text will be used as they appear in the review.

## 6.About the Consent Process of Co-Investigator(s)

Even when the Principal Investigator and the Co-Investigator(s) belong to 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 Ritsumeikan University (the Co-Investigator(s) affiliated with Ritsumeikan 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 are completed, since eligibility for application will be confirmed only after the internal approval.

If the Co-Investigator(s) belongs to other 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).

[Japan Society for the Promotion of Science (JSPS) KAKENHI (Grants-in-Aid for Scientific Research) Electronic Application System]

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

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

[https://www.shinsei.jstps.go.jp/kaken/docs/buntan\\_flow\\_D.pdf](https://www.shinsei.jstps.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.jstps.go.jp/kaken/docs/buntan\\_flow\\_B.pdf](https://www.shinsei.jstps.go.jp/kaken/docs/buntan_flow_B.pdf) (in Japanese only)

## 7. Documents to be submitted to Ritsumeikan University

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. <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>	Tuesday, 17:00 9 <sup>th</sup> April 2024
(ii)	Notification of Date of Acquisition of Doctoral Degree *A copy of the degree must be submitted.	[ Early-Career Researcher] - 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.	<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>	
(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	<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>	Thursday, 12:00 18 <sup>th</sup> April 2024
(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)	<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>	
(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	<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>	
(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: <a href="https://www.ritsumei.ac.jp/research/member/research_expenses/05.html/">https://www.ritsumei.ac.jp/research/member/research_expenses/05.html/</a> - 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>	
(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”	- <b>Faculty members/researchers who have not taken courses or submitted documents at the University since FY2021</b> * <b>Even if you attended the [eL CoRE] course before FY2020, you must take it again.</b>	- A guide to attending research ethics training courses: <a href="https://www.ritsumei.ac.jp/research/file/rinri_20210629-02.pdf">https://www.ritsumei.ac.jp/research/file/rinri_20210629-02.pdf</a> - 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>	

**(i) e-Rad Registration Request Form**

- Faculty members and researchers whose researcher information have not yet been registered on the e-Rad by Ritsumeikan 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 Early-Career Researcher)**

- 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**

- 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.

Please note this procedure is required not only as the Principal Investigator but also as a Co-Investigator.

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

- Please note this procedure is required not only as the Principal Investigator but also as a Co-Investigator.

**(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), Ritsumeikan University requires Principal Investigators and Co-Investigators for KAKENHI projects (Co-Investigators are affiliated to Ritsumeikan University) to attend compliance training and submit a written pledge regarding public research funds at Ritsumeikan 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 Ritsumeikan 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 Ritsumeikan 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/](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), Ritsumeikan 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 Ritsumeikan 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.

## 8. Research Integrity

In response to the “Policy on Measures to Ensure Research Integrity” (April 27, 2021, , Decision of Council for Science, Technology and Innovation)), 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 export 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 10 of the “Procedures for Preparing and Entering a Research Proposal Document (Items to be entered in the Website) for “Fund for the Promotion of Joint International Research (International Collaborative Research)”” FY2024 below.

[https://www.jps.go.jp/file/storage/kaken\\_35\\_04\\_renkei\\_2023/r6\\_en\\_renkei\\_proceduresforwebsite.pdf](https://www.jps.go.jp/file/storage/kaken_35_04_renkei_2023/r6_en_renkei_proceduresforwebsite.pdf)

Please note that if you make any inaccurate statements in your research proposal document, your research proposal may not be adopted, cancelled, 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://www.ritsumei.ac.jp/research/member/research_grant/rg06.html) (in Japanese only)

[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 research integrity at Ritsumeikan University.

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

## 9. Research Office Contacts

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

Affiliation	Email Address
Researchers affiliated with Colleges and Graduate Schools on the Kinugasa Campus and Suzaku Campus, Kinugasa Research Organization, R-GIRO, Ritsumeikan Asia-Japan Research Organization, special researchers, and researchers with affiliations other than those listed above	<a href="mailto:shinseik@st.ritsumeikan.ac.jp">shinseik@st.ritsumeikan.ac.jp</a>

For consultation and inquiries:

Inui , Ichikawa , Kasatani , Kanekiyo (Ext. 511-2383).

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
Researchers affiliated with Colleges and Graduate Schools on the BKC Campus, Research Organization of Science and Technology, R-GIRO, and researchers with affiliations other than those listed above	<a href="mailto:b-kaken@st.ritsumeikan.ac.jp">b-kaken@st.ritsumeikan.ac.jp</a>

For consultation and inquiries:

Iwai , Saito , Matsubara , A. Hayashi , Enami (Ext. 515-7546)

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

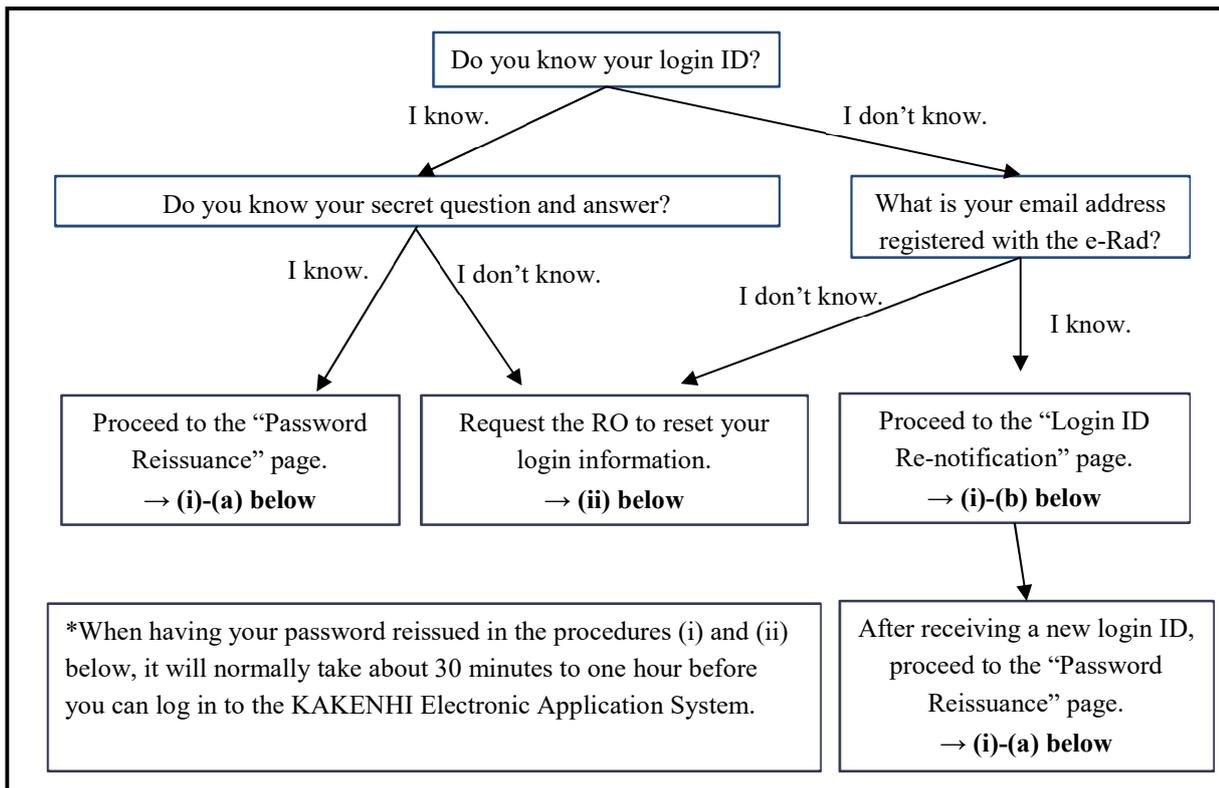
### ■ For those affiliated with Osaka Ibaraki Campus: Research Office at Osaka Ibaraki Campus

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	<a href="mailto:o-kaken1@st.ritsumeikan.ac.jp">o-kaken1@st.ritsumeikan.ac.jp</a>

For consultation and inquiries:

Okamoto ,Uji , Ayagi , M.Yamasaki, Horita (Ext. 513-3508)

TEL: 072-665-2570, FAX 072-665-2579 (Ext. 513-3519)

**(Reference) 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/](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](mailto:db-krsc@st.ritsumei.ac.jp)

<Contact> Staff in charge of the e-Rad: Imai , Ichikawa (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](mailto: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 , Saito , Enami , Matsubara (TEL) 077-561-2802 (Ext. 515-6549)

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

■ For researchers affiliated with Osaka Ibaraki Campus

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

<Contact> Staff in charge of the e-Rad: Kudo , M.Yamasaki , Ayagi (TEL) 072-665-2570 (Ext. 513-2948)