

## To New Faculty and Researchers AY 2012

The Division of Research manages external funding applications such as Grants-in-Aid for Scientific Research (Kakenhi), accounting related to research fees, and collaborative projects between industry, academia, and government.

Please review items 1-4 below, containing important information from the Research Division.

### 1. Registration to Cross-Ministerial R&D Management System (e-Rad)

#### **Applicable to: Everyone (Except for Part-time Lecturers)**

e-Rad is part of a competitive funding system introduced in 2008 by eight government ministries (the Cabinet Office, the Ministry of Internal Affairs and Communications, the Ministry of Education, Culture, Sports, Science and Technology, the Ministry of Health, Labour and Welfare, the Ministry of Agriculture, Forestry and Fisheries, the Minister of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism, and the Minister of the Environment). Researchers who will apply for competitive funding (including Kakenhi) are required to register with their current organization.

In the event of transfer, transfer procedures must be taken at the organization you are transferring from, as well as the new organization.

**\*If you do not register to e-Rad at the university by the organization deadline (deadline varies), your application for the competitive funding will not be accepted. For those who wish to receive funding for Kakenhi research in AY 2012, please submit the registration documents by April 4 (university deadline). Application qualifications for RAs and TAs may depend on their contract, so please confirm this beforehand.**

**\*As of AY 2012, Kakenhi procedures will change to an online application system using e-Rad. If you made a new application for AY 2012 last fall from a previous organization, or if you will have continuing research project in AY 2012, you must submit the following documents by the university deadline.**

#### **e-Rad Registration Request Form - Application Form 1-eRad**

**Deadline: April 4 (Wed), 2012 17:00**

We will register your information when you begin employment, so all members must submit the **e-Rad Registration Request Form - Application Form 1-eRad**. The submission office differs by campus. Please submit it to the proper location.

### 1) Process after submission

The registration process after submission is as follows.

Submission of e-Rad Registration Request Form - Application Form 1-eRad(Must absolutely be submitted by the deadline)

↓The information will be registered to e-Rad at the offices of the Division of Research.

After registration, contact individually (send e-Rad login information form)(Until middle of April)

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Log in to e-Rad individually and check registered information---Application to competitive funding now possible.

### 2) Contact/submission (university e-Rad office)

To prevent errors when transferring information, **please submit by e-mail.**

Kinugasa/Suzaku Div. of Research Research Office (Kinugasa): Imai / Saitou  
[db-krsc@st.ritsumei.ac.jp](mailto:db-krsc@st.ritsumei.ac.jp) (TEL) 075-465-8473 (ext) 511-2398

BKC Div. of Research Research Office (BKC): Morioka / Aoyagi  
[b-kaken@st.ritsumei.ac.jp](mailto:b-kaken@st.ritsumei.ac.jp) (TEL) 077-561-2802 (ext) 515-6563

## 2. AY 2012 Grants-in-Aid for Scientific Research (Kakenhi) Status Confirmation

**Applicable to: Those who made a new application for AY 2012 last fall from a previous organization**

In accordance with the Kakenhi usage rules, the university manages Kakenhi (including clerical procedures for support fund management, application, update forms, and achievement reports).

Kakenhi comes from public funding, so it is not only subject to the usage rules, but to the university regulations as well, and it must be carried out properly. We have procedures in place so that you may conduct research without breaking rules in relation to Kakenhi.

### AY 2012 Grants-in-Aid for Scientific Research Status Confirmation Form - Application Form 2-kaken

**Deadline: April 4 (Wed), 2012 17:00**

To act as the representative in Kakenhi research, you must complete the applications on time in late April (excluding certain research types). In order to collect information

for that purpose in advance, you must submit the AY 2012 Grants-in-Aid for Scientific Research Status Confirmation Form - Application Form 2-kaken. The submission office differs by campus. Please submit it to the proper location.

### 1) Process after submission

The application process after submission is as follows.

**Submission of AY 2012 Grants-in-Aid for Scientific Research Status Confirmation Form**(Must absolutely be submitted by the deadline)

↓The Division of Research office will inform representatives whose new research was selected or who are continuing research of specific application procedures.

↓\*Please check the selection results for new research with your organization. After you learn the results, please inform the office in charge of Kakenhi below.\_

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**Electronically submit application (electronic submission using e-Rad) (Through late April).**

↓A transfer report is required from your previous organization to MEXT/JSPS.

**Kakenhi payment begins (Starting mid-May)**

### 2) Partner of Kakenhi research whose representative is from outside the university

If you are a partner of Kakenhi research whose representative is from outside the university, you will receive a portion of the funds from the representative's organization. The distribution period differs according to research project.

### 3) Contact/submission (University Kakenhi office)

To prevent errors when transferring information, **please submit by e-mail.**

Kinugasa/Suzaku Div. of Research Research Office (Kinugasa): Takahashi / Tanaka  
[k-kaken@st.ritsumei.ac.jp](mailto:k-kaken@st.ritsumei.ac.jp) (TEL) 075-465-8163 (ext) 511-2817

BKC Div. of Research Research Office (BKC): Murai / Takano  
[b-kakenz@st.ritsumei.ac.jp](mailto:b-kakenz@st.ritsumei.ac.jp) (TEL) 077-561-5025 (ext) 515-655

## 3. Registration to Researcher's Database

**Applicable:** Professor/Associate Professor, Assistant Professor, Tokumei Professor, Tokubetsu Keiyaku Professor/Associate Professor, Tokubetsu Shohei Professor/Associate Professor, Tokubetsu Ninyo Professor \*These refer to full-time (sennin) faculty.

Researcher's Database, published and managed by RU, is a place where each individual researcher has a page of their own. It can be accessed from the RU website home page, and is looked at by many people from various corporations, research

organizations, countries, and local governments. At our office, we help register information so that your profile may be available on your employment starting date.

\*RU considers registration and updating of the profile to be the researcher's own responsibility.

\*The most recent five years of research achievements registered in Researcher's Database are considered in the university's evaluation of its research advancement.

\*A few times a year, data from Researcher's Database registered information is provided to [Read&Researchmap](http://researchmap.jp/) (<http://researchmap.jp/>)

### Researcher's Database Profile Registration Request

#### - Application forms 3-db1, 3-db2

Deadline: May 7 (Mon.), 2012 17:00

If you acquire your RAINBOW user ID by the end of March, your page on the Researcher Database will be available for use on April 1st. If you acquire your RAINBOW user ID after April 1st, your page on the Researcher Database will be available for use approximately 3 days later (excluding Saturdays, Sundays, and national holidays). If you only have a temporary ID, you will not have use of a page in the Researcher Database. Please obtain a RAINBOW ID by the deadline for Researcher's Database Profile Registration Request - Application forms 3-db1, 3-db2 (Monday, May 7, 2012 17:00). Those eligible must submit **Researcher's Database Profile Registration Request** - Application forms 3-db1, 3-db2. The submission office differs by campus. Please submit it to the proper location.

#### 1) Researcher's Database Public Page

Please access the public page for your reference.

1. Access using URL

<http://research-db.ritsumei.ac.jp/scripts/websearch/index.htm>

2. Access from the RU Japanese home page

On the RU home page, click on “研究者データベース” on the left column.

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Enter search keywords for the Researcher's Database

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Search for a researcher

#### 2) How to update

1. Access using URL

<https://researchdb.ritsumei.ac.jp/scripts/update/index.htm>

## 2. Access from the RU home page

\*To access the Division of Research website, please refer to 4. The Division of Research Website (Japanese Only).

“立命館大学研究部（研究部ホームページ）”（Ritsumeikan University Division of Research home page）

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“研究者学術情報データベース【登録・更新】”（Researcher's Database [Register/Update]）

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“1登録・更新ログイン”（Register/Update Login）

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Researcher's Database login screen “情報の新規登録・更新をする”（Register new information/ Update）

Please login to Researcher's Database using your RAINBOW user ID and password. After logging in, click on the field you want to update on the left to open a registration window. For more detailed registration instructions, please refer to 3) Registration Manual below.

### \*Important information\*

1. After you enter information, you must click the “登録”（register） button on the bottom right. If you do not press the button and open a new screen, you will lose the information you entered.

2. Public information is refreshed every day after 2 AM. Information will not be made public immediately after it has been registered.

After corrections are made, please check the following: “公開プレビュー/データ出力”（publish preview/data export）→ “公開画面プレビュー”（public page preview）→ “日本語公開画面プレビュー表示”（Japanese public page preview） “英語公開画面プレビュー表示”.

### 3) Registration Manual (in Japanese)

○The operations manual is listed at under each registration item as “（PDF）記入例・注意事項へ”（[PDF] entry example and remarks）.

○“オペレーション・マニュアル”（The Operations Manual） and “一括登録マニュアル”（the Comprehensive Registration Manual） are listed on the Division of Research Home page.

[http://www.ritsumei.ac.jp/kenkyu/2database/2\\_2.html](http://www.ritsumei.ac.jp/kenkyu/2database/2_2.html)

#### 4 ) Contact/submission (University Researcher's Database office)

To prevent errors when transferring information, **please submit by e-mail.**

Kinugasa/Suzaku Div. of Research Research Office (Kinugasa): Imai / Saitoh  
[db-krsc@st.ritsumei.ac.jp](mailto:db-krsc@st.ritsumei.ac.jp) (TEL) 075-465-8473 (ext) 511-2398

BKC Div. of Research Research Office (BKC): Kitagawa / Mineyama  
[db-coor@st.ritsumei.ac.jp](mailto:db-coor@st.ritsumei.ac.jp) (TEL) 077-561-2802 (ext) 515-6546

#### 4. The Division of Research Website (Japanese Only)

##### Applicable to: Everyone

This website contains a wide-variety of important information supporting research activities. The following information is provided for your convenience:

- RU research policies and plans
- Kakenhi information
- e-Rad registration and usage information
- Researcher's Database information
- Forms and university rules regarding Kakenhi
- Information regarding various systems for research promotion and support

##### How to access Division of Research campus-only page

\*RAINBOW User ID and (the section of your e-mail campus address before @) and password are required

###### 1. Access using URL

<http://www.ritsumei.ac.jp/kenkyu/index.html>

###### 2. Access from the RU home page (first method)

“教職員ページ” (Staff/faculty page)

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“教員” (Faculty) on the upper left

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“立命館大学研究部 (研究部ホームページ)” (RU Division of Research Homepage) in the “教育・研究” column

###### 3. Access from the RU home page (second method)

“研究・産学官連携” (research/ industry-academia-government collaboration) tab

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“学内の皆さまへ” (to campus individuals) on the bottom of the page

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“立命館大学研究部 (研究部ホームページ)” (RU Division of Research Homepage)