

AY2025 Guidance for Research Organization Research Professors and Research Staff: Distribution of Materials and Video Viewing (Information)

To: Research Organization Research Professors and Research Staff Newly Appointed (Employed) for AY2025

The Research Office at [Kinugasa/BKC/OIC] Ritsumeikan University will provide you with the necessary information and procedures to comfortably pursue your research activities at the University.

Please read the details below, refer to the guidance materials, and watch the videos on the Division of Research website.

1. Guidance materials and videos

Ritsumeikan University disseminates various information related to research through the [“Ritsumeikan University Division of Research” website](#) for researchers within the University. Please refer, by all means, to the guidance materials and video, which have been made available [here](#).

In addition, the functions of the “Ritsumeikan University Division of Research” website will be transferred to the [“Faculty Portal”](#) in stages, and it is expected that the integration of functions will be completed after June 2025. The “Faculty Portal” is designed to allow researchers to quickly access the tools and information pages they need for their research activities. As various announcements from the Division of Research will be posted on the Faculty Portal, please access it on a daily basis.

[AY2025 Guidance Materials and Video for Research Organization Research Professors and Research Staff]

Please refer to the materials posted on our website below and follow them to watch the video.

https://www.ritsumei.ac.jp/research/member/researcher_appointment/ra02/english.html/

◎Materials

These will be made available on the Division of Research website from today (March 24) onward.

◎Video

It will be made available on the page above from April 1 onward.

[Faculty Portal]

<https://www.ritsumei.ac.jp/faculty-portal/>

It will be accessible from April 1 onward. The RAINBOW user ID and password are required to log in.

*About RAINBOW user ID

Please use the temporary ID that is included in your arrival documents to register while referring to the URL below.

[Registering a proper RAINBOW user ID – Ritsumeikan IT Support Site](#) (available only in Japanese)

If you do not know your RAINBOW user ID/password, please see the URL below.

[When you do not know your RAINBOW user ID – Ritsumeikan IT Support Site](#) (available only in Japanese)

- Other inquiries regarding the Faculty Portal: *After April 1, 2025

<Regarding Rainbow ID>

[RAINBOW Service Desk – Ritsumeikan IT Support Site](#) (available only in Japanese)

<Regarding the Faculty Portal site in general>

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2. Research Fund Spending Guidebook/Research Ethics Handbook/Operation Manual for the Research Budget Management System (BCM: Budget Cycle Management)

These booklets will be posted in the faculty mailboxes of the Host Researchers by the end of March, so please keep them handy and refer to them on a daily basis.

*If you have any questions, please contact the Research Office at [Kinugasa/BKC/OIC]

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[Division of Research website]

<http://www.ritsumei.ac.jp/research/member/>