RITSUMEIKAN

FY2024 Grants-in-Aid for Scientific Research—KAKENHI (Research Activity Start-up) 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 Research Activity Start-up, 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/
- Research Activity Start-up
https://www.jsps.go.jp/english/e-grants/grants09_startup.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 in the Call for proposals for Fiscal Year 2024 (excerpt from the Application Procedures)

(1) Relaxation of Application Requirements to Promote Gender Equality

○ In order to create an environment that enables early-career or child-raising researchers to more actively return to or participate in research activities, the period of raising preschooler(s), in addition to the period of maternity or childcare leave, will newly be taken into consideration under the application requirements of Grant-in-Aid for Research Activity Start-up and Grant-in-Aid for Early-Career Scientists. Starting from the FY2024 call for proposals for Grant-in-Aid for Research Activity Start-up and the FY2025 call for proposals for Grant-in-Aid for Early-Career Scientists, the application requirements will change as follows. Please refer to the respective Application Procedures for Grants-in-Aid for Scientific Research for details.

【FY2024 Grant-in-Aid for Research Activity Start-up】

A) An individual who obtains eligibility for KAKENHI application on or after September 20, 2023, and has not submitted an application under the call for proposals for the following research categories(*1) announced by MEXT and JSPS.

B) An individual who has not submitted an application under the call for proposals for the following research categories(*1) announced by MEXT and JSPS because he/she was on maternity leave or was raising a preschooler(*2) in FY2023.

(*1) FY2024 Grants-in-Aid for Specially Promoted Research, Transformative Research Areas, Scientific Research, Challenging Research, and Early-Career Scientists
(*2) Including the period of childcare leave.

【FY2025 Grant-in-Aid for Early-Career Scientists (call for proposals to be started in mid-July 2024)】

Researchers who are less than eight years after the acquisition of their Ph.D. as of April 1, 2025 (*)
(*) Eligible researchers include the following:

・Those who are expected to acquire their Ph.D. by April 1, 2025

・Those who are deemed less than eight years after the acquisition of their Ph.D. by exempting the period of maternity leave or the period of raising preschooler(s) following their Ph.D. acquisition

(2) 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 an effort to disseminate their KAKENHI-funded research achievements aggressively to the international society.

(3) Changes to the Review Method of Grant-in-Aid for Research Activity Start-up and Grant-in-Aid for Encouragement of Scientists

○ Starting from FY2024, the review method of Grant-in-Aid for Research Activity Start-up and Grant-in-Aid for Encouragement of Scientists has changed from a two-stage document review to a one-stage document review to make adoption/rejection decisions. This will allow for early notice of review results, and those whose research proposals were not adopted under Grant-in-Aid for Research Activity Start-up will be able to secure sufficient preparation time needed for the application for Grant-in-Aid for Scientific Research, etc. upon receiving the notice.

(4) Changes to the Schedule for Grant-in-Aid for Research Activity Start-up after Submitting Application Documents

○ With the changes to the review method of Grant-in-Aid for Research Activity Start-up starting from FY2024, the schedule after the submission of application documents will change.

Grant-in-Aid for Research Activity Start-up	
May-July 2024	Review
Late July	Notice of review results / Provisional grant decision
Late July	Disclosure of review results
Middle of August	Formal application for grant delivery
Late September	Official grant decision
Late September	Grant delivery

* The notification of review results of Grant-in-Aid for Research Activity Start-up will be given on the same day as the provisional grant decision.

(5) 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 researchers' 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.

i) Funding target:

A research plan to be conducted by a single researcher who was who has been newly hired by a research institution, or who has returned from his/her maternity leave or from the nursing of his/her preschool child(ren). The research plans should contain excellent concepts that could lead to future research advances if provided grant support for the launch of research activities

.

ii) Range of total budget: 3 million yen or less

1.5 million yen or less if the research period is 1 year.

iii) Research period:

1 to 2 years

vi) Important points:

Applicants must satisfy one of the following two requirements, A) or B), besides meeting the application eligibility requirements. (See page 33-39)

A) An individual who obtains eligibility for KAKENHI application on or after September 20, 2023, and has not submitted an application under the call for proposals for the following research categories (*1) announced by MEXT and JSPS.

B) An individual who has not submitted an application under the call for proposals for the following research categories (*1) announced by MEXT and JSPS because he/she was on maternity leave or was raising a preschooler(*2) in FY2023.

(*1) Pertinent FY2024 Grants-in-Aids: “Grant-in-Aid for Specially Promoted Research”, “Grant-in-Aid for Transformative Research Areas”, “Grant-in-Aid for Scientific Research”, “Grant-in-Aid for Challenging Research”, and “Grant-in-Aid for Early-Career Scientists”.

(*2) Including the period of childcare leave.

v) Review sections and review methods:

Review sections:“Research Activity Start-up FY2024” Review Section

Review methods: Document Review

(See page 84 and 86 for Review Section and page 33 for Review Method)

※ Please refer to Attached Table1 “ Grants-in-Aid for Scientific Research-KAKENHI-“Research Activity Start-up FY2024” Review Section Table” for the Review Section and to II. Call for Proposals 3. Review Panels and Other Matters (2) Review Methods and Other Matters for the review method.)

※Table 2 “Research Activity Start-up FY2024 Review Section Table, Examples of Related Research Content” is provided to assist you in understanding the content of the screening categories. Please check it when necessary. However, it does not exclude proposal of contents other than if applicants’ contents are not included the examples.

※ Starting from the FY2024 call for proposals, the review method will change from a two-stage document review to a one-stage document review to make adoption/rejection decisions. Please refer to “II. Call for Proposals 3.
Review Panels and Other Matters (2) Review Methods and Other Matters.”

■Regarding Eligibility and Application Requirements

To apply for Grants-in-Aid for Scientific Research, you must be eligible to apply for Grants-in-Aid for Scientific Research from Ritsumeikan University. (Please refer to the "Ritsumeikan University Grants-in-Aid for Scientific Research Eligibility Table" (p. 5), which lists eligibility by position, etc.). **In addition, if you fall under requirement B), your institution must prepare a "Background Description Regarding the Eligibility for Grant-in-Aid for Research Activity Start-up" in advance and submit it to JSPS, so please contact the Grant-in-Aid Application Section of the Research Office at your campus as soon as possible.**

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 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,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	×	

【※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.)

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).

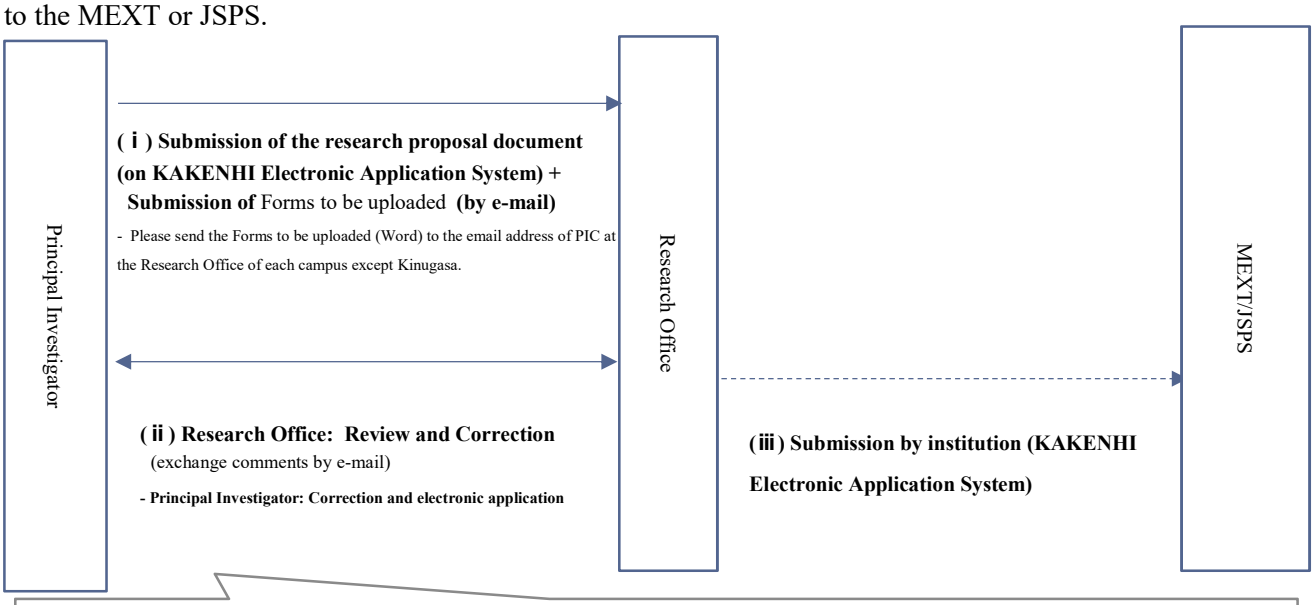
When preparing the research Proposal Document, please be sure to check the “Instructions for Preparation and Entry of Research Proposal Document” for each research category.

■Page for downloading grant application guidelines and application forms

https://www.jsps.go.jp/j-grantsinaid/22_startup_support/download.html

■ 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, 18th 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.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 Ritsumeikan 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, 17:00 9th April 2024**
(ii)	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	**Thursday, 12:00 18th April 2024**
(iii)	Confirmation of Application Eligibility (Part-time Lecturer / Jyugyo Tanto Koshi (Lecturer in charge of a class))	- Part-time Lecturer - Jugyo Tanto Koshi(Lecturer in charge of a class)	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10715	
(iv)	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	
(v)	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	
(vi)	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"	- **Faculty members/researchers who have not taken courses or submitted documents at Ritsumeikan University since FY2021** *Even if you attended the [eL CoRE] course before FY2020, you must take it again.	- A guide to attending research ethics training courses: https://www.ritsumei.ac.jp/research/file/rinri_20210629-02.pdf - 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 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)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.

(iii) 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.

(iv) 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.

(v) 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/
RAINBOW User ID and Password must be entered to watch the training video.

(vi)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.

7.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 7 of the “Procedures for Preparing and Entering a Research Proposal Document (Items to be entered in the Website) for “Research Activity Start-up”” FY2024 below.
https://www.jsps.go.jp/file/storage/kaken_22_koubo_2024_kensuta/r6_kensta_webyoryo_e.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/(in Japanese only)
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)

8.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	shinseik@st.ritsumei.ac.jp

□ 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	b-kaken@st.ritsumei.ac.jp

□ 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

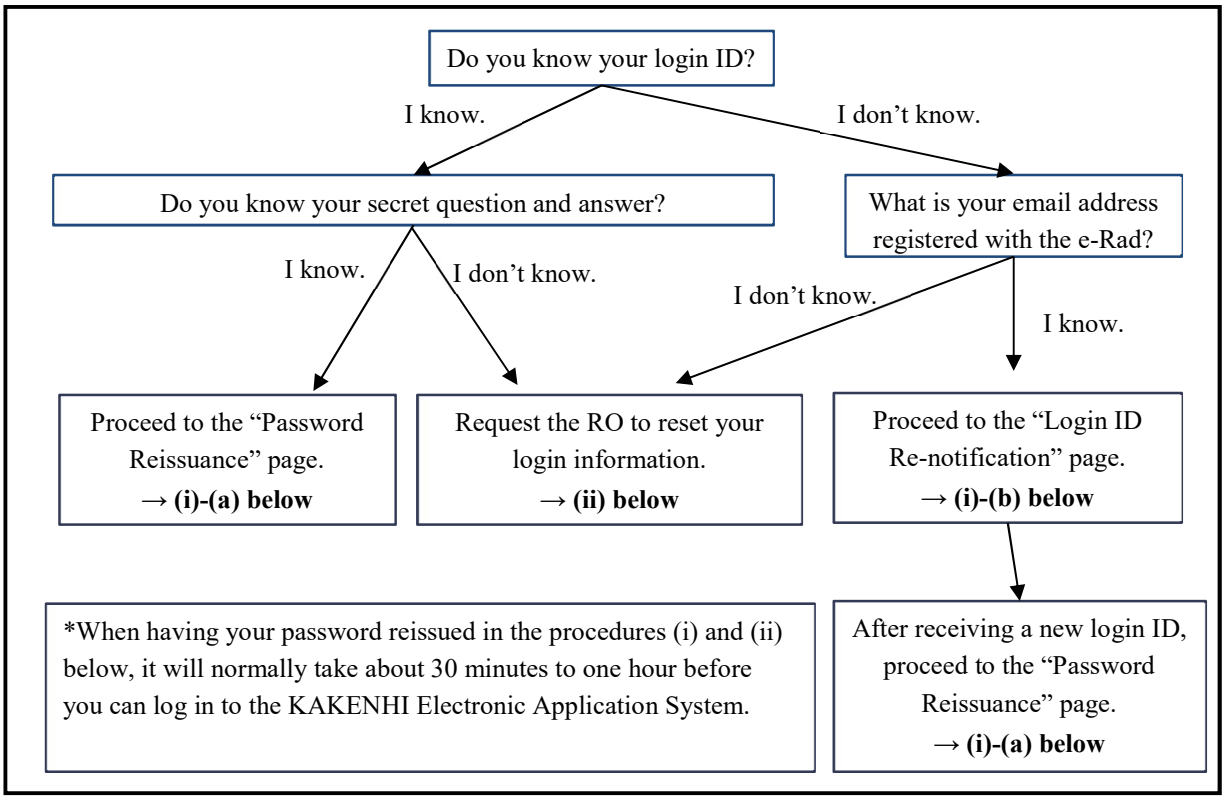
Affiliation	Email Address
Colleges and Graduate Schools at Osaka Ibaraki Campus, Research Organization of Open Innovation & Collaboration, Ritsumeikan Global Innovation Research Organization (R-GIRO), Ritsumeikan Asia-Japan Research Organization, and affiliations other than those listed above	o-kaken1@st.ritsumei.ac.jp

□ 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/ (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 , 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

<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 (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 , M.Yamasaki , Ayagi (TEL) 072-665-2570 (Ext. 513-2948)