RITSUMEIKAN

FY2025 Grants-in-Aid for Scientific Research—KAKENHI Specially Promoted Research, and Scientific Research (S) 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/
- Call for Proposals for Fund for the FY2025 Specially Promoted Research and Scientific Research (S)
https://www.jsps.go.jp/english/e-grants/grants09_toku_s.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 2025 (excerpt from the Application Procedures)

(1) Digitalization and Colorization of Review Materials

○Research Proposal Documents in color will be newly accepted for Grant-in-Aid for Transformative Research Areas (A/B) and Grant-in-Aid for Transformative Research Areas (A) (Publicly Offered Research).
Accordingly, the reviewers will view Research Proposal Documents in color (PDF files) on the electronic application system to conduct reviews (Research Proposal Documents will no longer be printed out in monochrome (grayscale) and mailed to the reviewers). (Refer to III. Instructions for Prospective Applicants 3. Preparation of the KAKENHI Application Form (Research Proposal Document), etc. (3) (iv))

[Research Categories Already Subject to Digitalization and Colorization of Review Materials] *

・Specially Promoted Research, Scientific Research (S), Research Activity Start-up, International Collaborative Research, Fostering Joint International Research, and Home-Returning Researcher Development Research

*For the review of other research categories, Research Proposal Documents printed out in monochrome will continue to be used as review materials. Please note, however, that JSPS plans to expand research categories subject to digitalization and colorization of review materials based on the review situation in the future.

(an omission)

(4) Research Integrity

○In line with the "Policy on Measures to Ensure Research Integrity" (April 27, 2021, Decision of Council for Integrated Innovation Strategy), etc.,
JSPS has taken necessary measures to ensure the transparency of research activities.
Starting from the FY2025 call for proposals, research integrity information registered in e-Rad will be linked to the KAKENHI electronic application system, and you will be requested to enter the necessary information in your Research Proposal Document based on the e-Rad registered research integrity details.
Please note, in particular, that you cannot make application if the Principal Investigator and/or Co-Investigators have not registered the status of pledge regarding their research integrity information for their affiliated institution. Therefore, please make sure to confirm the registration status of the relevant information in advance. (Refer to III. Instructions for Prospective Applicants 2. and IV. Instructions for Administrative Staff of Research Institution 3. Issues that Need to Be Verified When Compiling the Application Forms (Preparing the Research Proposal Document), 2)

(5) Development of Security Export Control Systems

○Researchers who conduct KAKENHI-funded research activities and plan to export (provide) technologies restricted under the Foreign Exchange and Foreign Trade Act (Act No. 228 of 1949) are required to fully confirm security export control systems, response measures, and other matters, in accordance with the said Act and the rules and regulations of their affiliated research institution.
Starting from research projects to be funded in FY2025, JSPS will, by the time of official grant decision, confirm whether the provision of goods and technologies subject to export controls under the Foreign Exchange and Foreign Trade Act is planned in the relevant research projects and, if there is an intent to provide them, whether the research institution has developed a control system.
In the case that the provision is planned, it is necessary to establish a control system. Therefore, research institutions must develop a system necessary to properly conduct the relevant affairs and make sure to register the status of establishment in e-Rad. (Refer to IV. Instructions for Administrative Staff of Research Institution 2. Issues to Be Completed Beforehand by the "Research Institution" 10 and V. Other Relevant Issues 7. Security Export Control Policy (Coping with Technology Leakage Overseas)

(6) 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. (Refer to I. Outline of the Grants-in-Aid for Scientific Research -KAKENHI-6. Dissemination, Etc. of Research Achievements Supported by KAKENHI 4)

[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 researchers' 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.

(1) Specially Promoted Research: KAKENHI (Series of Single-year Grants)

A) Funding target:

Outstanding and distinctive **research plan, conducted by a single or a relatively small number of researchers**, is expected to yield excellent research results and to open up a new scientific field

B) Range of total budget (total budget throughout the research period: The same applies below.):
200 million to 500 million yen

The upper limit of the total budget per research project is set at 500 million yen. If truly needed, however, application exceeding this upper limit is not excluded.

* Handling of research projects with a total budget exceeding 500 million yen
The reason why such a budget is needed should be stated in detail in the appropriate column of the research proposal document. The necessity of the budget will be scrutinized.

C) Research period: 3 to 5 years
* If it is truly needed, application with a longer research period (up to 7 years) is possible.

D) Number of research projects to be adopted: Around 10 in total

E) Review Section and Review Method:

Review Section: Either of "Humanities and Social Sciences," "Science and Engineering"and "Biological Sciences"
Review Method: Comprehensive Review (Document Review and Panel Review)

* Review comments written by a few nominated researchers (domestic and overseas) in the field of specialization are utilized. Interview of the applicant will be conducted at the final review stage.

(See "II. Call for Proposals 4. Review Panels and Other Matters (2) Review Methods and Other Matters" for Review Method)

* The applicant should select one of the three categories; "Humanities and Social Sciences," "Science and Engineering" and "Biological Sciences" as a suggested category for review of his/her research proposal.

F) Objectives of the research category:

Starting from the FY2018 call for proposals, the positioning of Grant-in-Aid for Specially Promoted Research has been redefined as "an outstanding and distinctive research plan that opens up new scientific fields." Emphasis is placed on supporting a "challenge" towards the development of new academic research aiming at breakthrough beyond conventional research activities, rather than merely supporting continuation and development of "current world leading research." The objective and basic idea of the reframing of this research category is described in "Strengthening of Support for Challenging Research through KAKENHI" (December 20, 2016, Subdivision on Grants-in-Aid for Research, Science Division, Council for Science and Technology). Applicants are advised to read this report carefully before preparing the research proposal.
URL: https://www.mext.go.jp/a_menu/shinkou/hojyo/1284543.htm

G) Important points:

- From the FY2018 call for proposals on, restriction on repetitive receipt of the grant in this category is enacted, so as to give many researchers the opportunity of challenge.
  Acquisition of the grant in this category as PI is limited to once in his/her lifetime.
  However, if the research theme is totally different, exceptional receipt is not excluded(*1).
- Allocation of the grants to the adopted proposals will be made with utmost consideration of the requested budget.

Ⅱ. Call for Proposals

- For each adopted research project, an interim assessment will be conducted around the middle of the research period(*2). An ex-post assessment will be conducted in the fiscal year following the end of the research period. On the basis of the interim assessment, adjustment of grant allocation for the subsequent years, cancellation of the project or other measures may be taken as needed.

Notes:

*1: ・Acquisition of a Specially Promoted Research grant prior to FY2018 is not counted for this restriction.
‣From FY2018 on, if an adopted Specially Promoted Research project is withdrawn from the formal grant delivery application or is abolished in the middle of the research period it will be counted for the restriction.

*2: ・An interim assessment will be conducted in the 2nd year for research projects with 3-year research period, in the 3rd year for research projects with 4- or 5-year research period, and in the 4th year for research projects with 6- or 7-year research period.

(2) Scientific Research (S): KAKENHI (Series of Single-year Grants)

A) Funding target:

Research plan conducted by a single or a relatively small number of researchers that aims at achieving a major development in creative and pioneering research

B) Range of total budget: 50 million to 200 million yen

C) Research period: 5 years as a general rule

* As an exception, the research period may be set at three or four years, in case any of the researchers are expected to leave the research institution, due to reaching retirement age, or for any other reason.

D) Review Section and Review Method:

Review Section: Broad Section

Review Method: Comprehensive Review (Document Review and Panel Review)

* Review comments written by a few domestic researchers in the field of specialization are utilized. Interview of the applicant will be conducted at the final review stage.

(See “Attached Table 2 Grants-in-Aid for Scientific Research-KAKENHI- “Review Section Table”” for Review Section and “II. Call for Proposals 4. Review Panels and Other Matters (2) Review Methods and Other Matters” for Review Method)

* The applicant should select one of the review sections from “Attached Table 2 Grants-in-Aid for Scientific Research-KAKENHI- “Review Section Table”” as a suggested review section for his/her research proposal.

E) Important points:

- The restrictions on parallel grant application to “Early-Career Scientists (Second Time)” and “Scientific Research (S)” is relaxed from the FY2020 call for proposals. For details see the” Attached Table 1 Table of Restriction on Parallel Grant Application/Receipt”.
- An interim assessment will be conducted at the mid-term of the research period. An expost assessment will be conducted in the fiscal year following the end of the research period. Based on the results of the interim assessment, an increase or a reduction of the research budget, cancellation of the research, or other measures may subsequently be implemented, if the need arises.

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

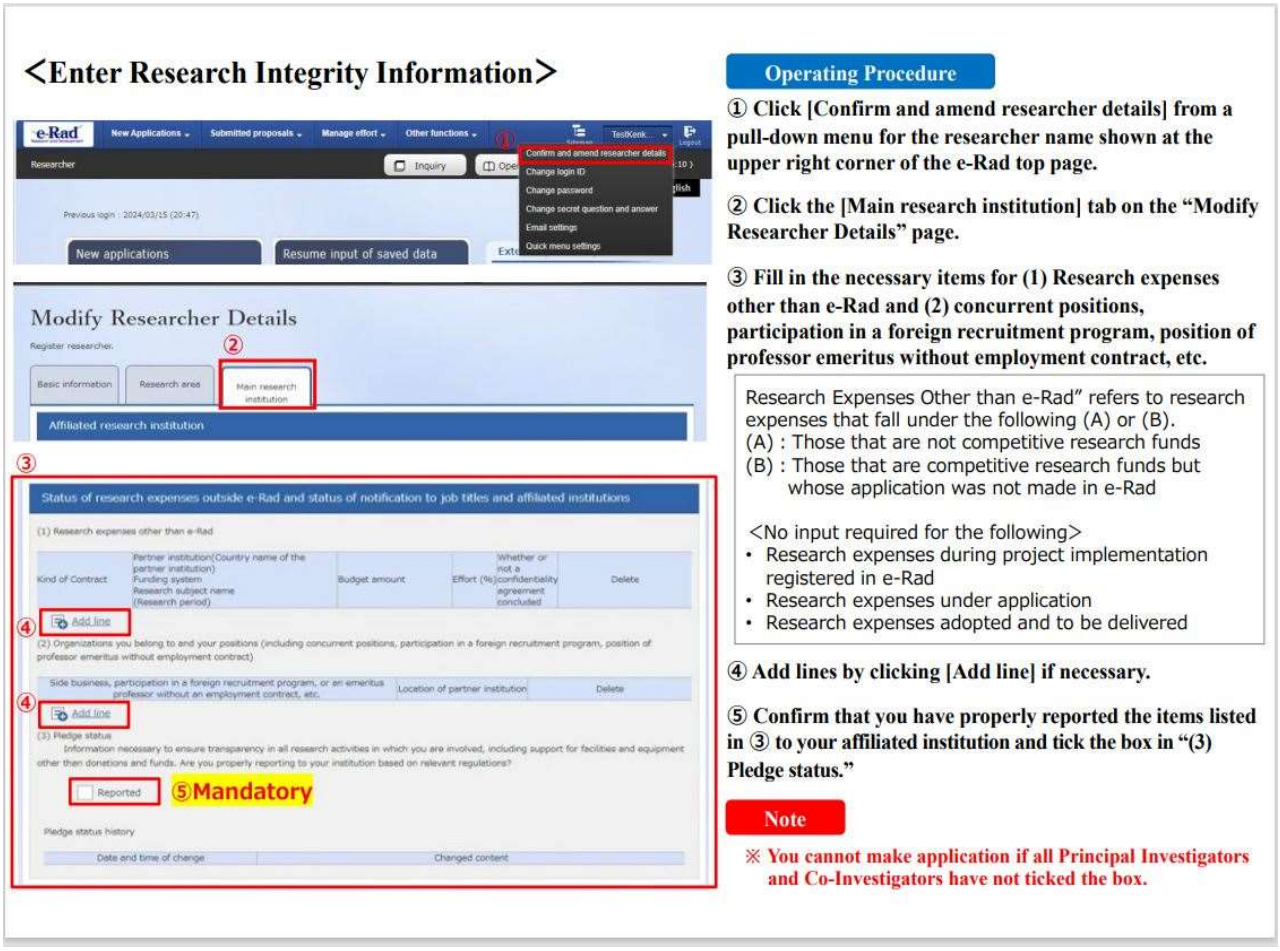
■【Important notification】About the registration of the information of research integrity in e-Rad

In line with the “Policy on Measures to Ensure Research Integrity” (April 27, 2021, Decision of Council for Integrated Innovation Strategy), etc., JSPS has taken necessary measures to ensure the transparency of research activities.

Starting from the FY2025 call for proposals, research integrity information registered in e-Rad will be linked to the KAKENHI electronic application system, and you will be requested to enter the necessary information in your Research Proposal Document based on the e-Rad registered research integrity details.

Please note, in particular, that you cannot make application if the Principal Investigator and/or Co-Investigators have not registered the status of pledge regarding their research integrity information for their affiliated institution.

Therefore, please make sure to confirm the registration status of the relevant information in advance



Please refer to the following URL for how to enter information regarding research integrity into the e-Rad.

https://www.ritsumei.ac.jp/file.jsp?id=618080

https://www.ritsumei.ac.jp/students/research/member/kakenhi/oubo/video_contents.html/#video3 (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)

■ Application forms (Research Proposal Document)

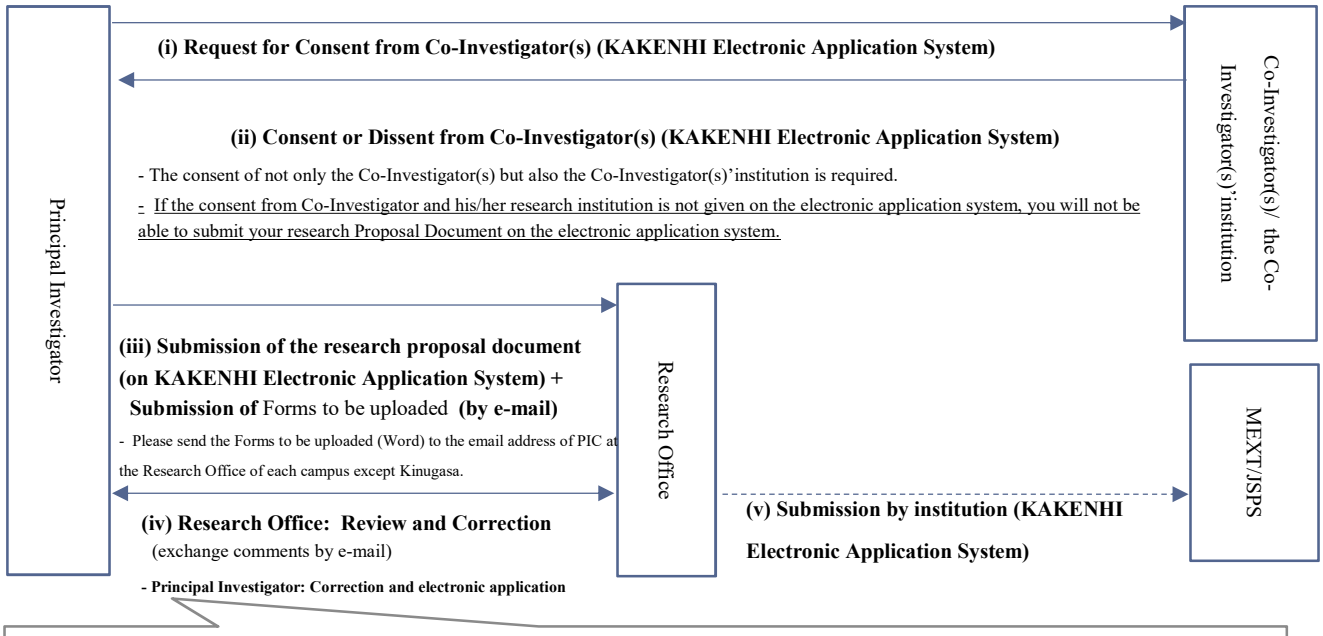
The Principal Investigator enters the “Items to be entered in Website” on the KAKENHI Electronic Application System and uploads the “Forms to be uploaded” (Word files) prepared separately, to complete the research Proposal Document (PDF).

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.mext.go.jp/a_menu/shinkou/hojyo/boshu/1397884_00011.htm

■ 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, Tuesday, 28th of May)**, 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)

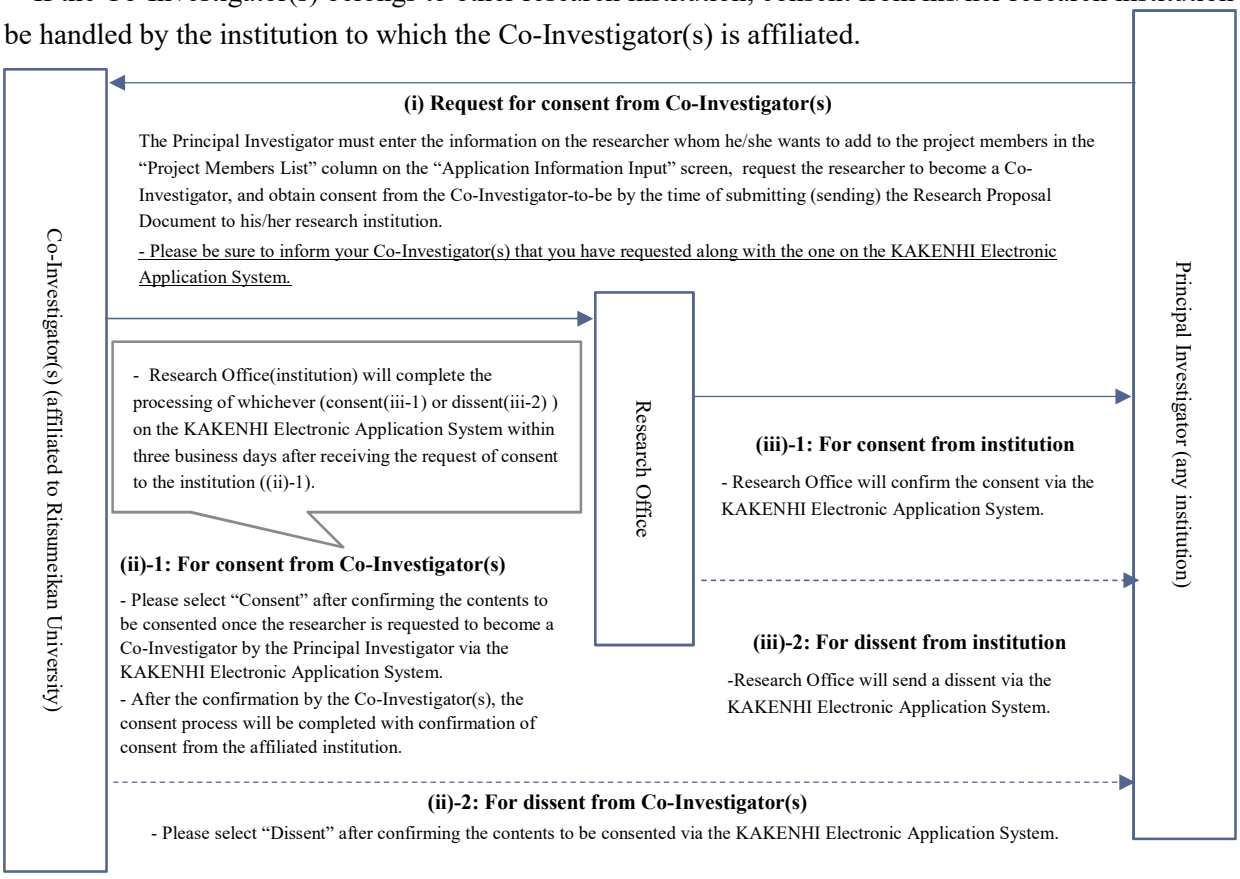
- Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used in the main text.
- Please make sure that the title of each item appears at the top of the page.
- Please do not exceed the maximum number of pages specified for each item (no additional pages allowed). 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.jsps.go.jp/kaken/docs/manual1ka-E.pdf

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

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

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

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

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. https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/	**Tuesday, 12:00 28th May 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.	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10707	
(iii)	Approval Request for Application *Approval documentation by the host faculty member is required.	- Senior Researchers and Researchers hired using external research funds - Assistant Researchers - Administrative Staff	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10764	
(iv)	Confirmation of Application Eligibility (Part-time Lecturer / Jyugyo Tanto Koshi (Lecturer in charge of a class)	- Part-time Lecturer - Jugyo Tanto Koshi(Lecturer in charge of a class)	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10715	
(v)	Application Form for Using Research Funding, Etc., During Maternity Leave, Childcare Leave, and Nursing Care Leave	- Faculty members/researchers who wish to apply for Grants-in-Aid for Scientific Research during the relevant leave	https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10701	
(vi)	Pledge in Public Research Funds *Required to attend lectures on Compliance training based on the revised "Guidelines for Management and Audit of Public Research Funds in Research Institutions"	(i) Newly appointed faculty members/researchers are required to take the course before receiving or applying for public research funds. (ii) Renewal course: Affiliated faculty members/researchers who have not taken the course and submitted the pledge form after FY2020 are required to take the course.	- How to take compliance training: https://www.ritsumei.ac.jp/research/member/research_expenses/05.html/ - To be submitted to: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=11163	
(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"	- **Faculty members/researchers who have not taken courses or submitted documents at the 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) Notification of Date of Acquisition of Doctoral Degree and degree certificate (copy) (for Early-Career Researcher) *Not applicable to applicants in this category

(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/
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 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:

Ichikawa ,O.Nakamura, Kasatani (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 , Tokuda , Enami (Ext. 515-7546)

Mail: TEL: 077-561-2631, FAX 077-561-2811 (Ext. 515-7509)

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

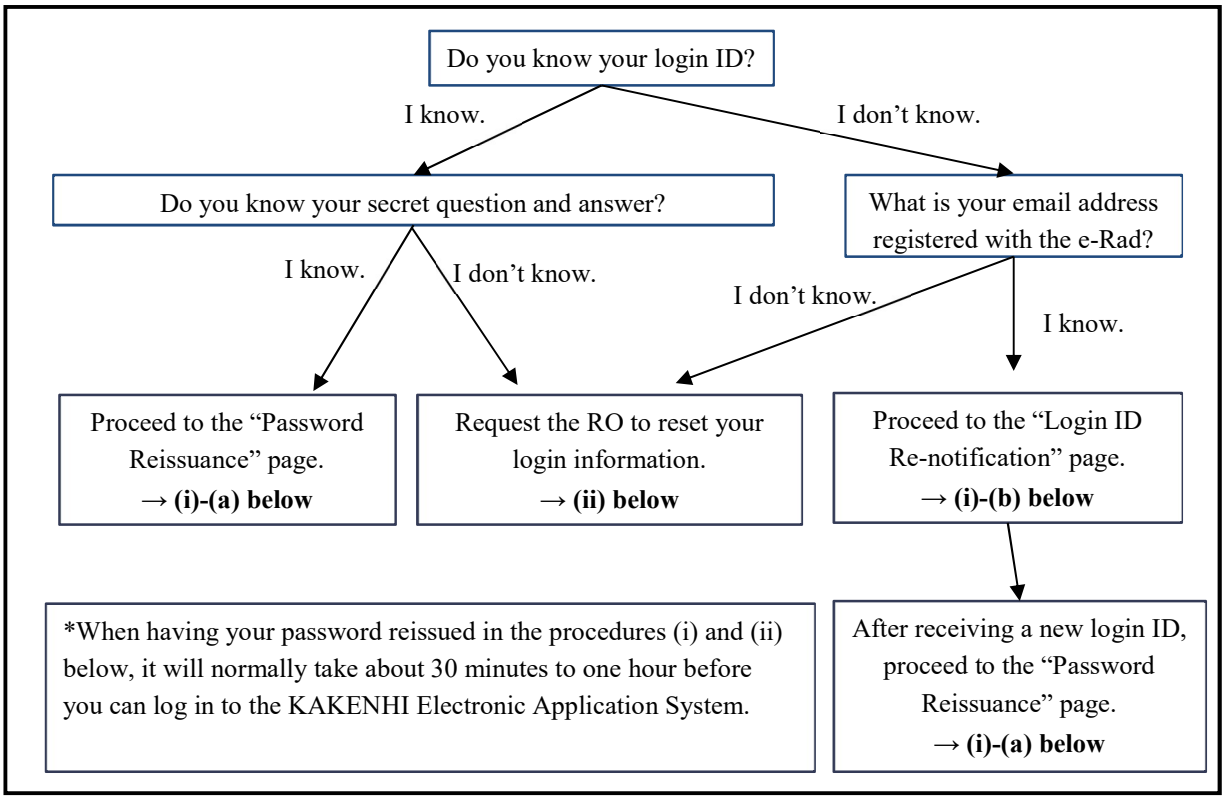
Affiliation	Email Address
Colleges and Graduate Schools at Osaka Ibaraki Campus, Research Organization of Open Innovation & Collaboration, Ritsumeikan Global Innovation Research Organization (R-GIRO), Ritsumeikan Asia-Japan Research Organization, and affiliations other than those listed above	o-kaken1@st.ritsumei.ac.jp

□ For consultation and inquiries:

M.Yamasaki, Uji, Ayagi, Ioi, Kudo, Sato,Syaryo, Horita, Ono (Ext. 513-2998)

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 : Tokuda , Saito , Enami , Matsubara (TEL) 077-561-2802 (Ext. 515-6549)

■ 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: Ikeuchi, Horita, Okamoto (TEL) 072-665-2570 (Ext. 513-3518)