

To New Faculty and Researchers AY 2014

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.e-Rad Registration Request Form – Application Form 1-e-Rad

Deadline: March 19 (Wed), 2014 17:00

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 2014, please submit the registration documents by March 19 (university deadline). Application qualifications for Assistant Researchers and TAs may depend on their contract, so please confirm this beforehand.**

We will register your information when you begin employment, so all members must submit the **e-Rad Registration Request Form - Application Form 1-e-Rad**. 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-e-Rad(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 has been completed, an e-mail notification will be sent from the e-Rad system and the Research Office Secretariat (Until middle of April)

The login ID and password will be automatically sent directly by the e-Rad system only to the researcher. The registrant will be notified by the Research Office Secretariat of his/her "First-time login verification code."

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

2). AY 2014 Grants-in-Aid for Scientific Research (Kakenhi) Status Confirmation

Applicable to: Everyone

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.

In order to implement AY2014 Kakenhi as the Principal Investigator or Co-Investigator, please submit the e-Rad Registration Request Form required for advance information consolidation. Please be sure to submit the form to the correct person in charge, since they are different for each campus.

(1) When implementing Kakenhi as the Principal Investigator

- ① [Grant category (New/Continuing), Fund category (New only), Partial fund category (New/Continuing)] Kakenhi cannot be received for this academic year unless the grant application to JSPS is completed by the latter half of April without delay. Specific grant application procedures will be formally sent out in or after April.

* Beginning in April, please contact directly the research institute from which you have transferred for the results of selection of new Kakenhi applications from fall of last year and notify the University's person in charge of Kakenhi.

② [All categories] Research may commence for new themes on the date of selection, and research for continuing themes may commence on April 1.

However, actual payments to businesses or expense adjustments for the researcher will begin around May for both new themes and continuing themes.

③ [Fund category (Continuing only), Partial fund category (Continuing only)] The requested payment amount for AY2014 and the unused amount from AY2013 (only when generated) must be remitted to the University by the research institute from which you have transferred.

(2) When implementing Kakenhi as the Co-Investigator (All categories)

When the Principal Research Institute is Ritsumeikan University

① [All categories] Research may commence for new themes on the date of selection, and research for continuing themes may commence on April 1. However, actual payments to businesses or expense adjustments for the researcher will begin around May for new themes and on April 1 for continuing themes.

* If you are being added as a Co-Investigator beginning in AY2014, be sure to note that research may not commence until the date of approval by the JSPS (the grant issue date).

② [Fund category (Continuing only), Partial fund category (Continuing only)] If an unused amount from AY2013 is generated, that amount must be remitted to the University by the research institute from which you have transferred.

When the Principal Research Institute is not Ritsumeikan University

① [All categories] Research may commence for new themes on the date of selection, and research for continuing themes may commence on April 1. However, actual payments to businesses or expense adjustments for the researcher will start after the co-investigation share amount has been remitted to the University by the principal institute. (The period for remittance to the University varies depending on the principal institute, but recently it has most often been around August.)

* When payments to businesses or expense adjustments to researchers are absolutely required prior to remittance of the co-investigation amount to the University by the principal institute, please submit either of the following documents to the University's person in charge of the Kakenhi. Exceptional payments are approved on or after the date of submission.

- The original "Co-investigation amount distribution notice" officially issued by the principal institute (A copy is also acceptable.)

- A copy of the "Grant application," "Payment request," and other applicable forms (Pages specifying the co-investigation distribution amount for AY2014 will be verified.)

* If you are being added as a Co-Investigator beginning in AY2014, be sure to note that research may not commence until the date of approval by the JSPS (the grant issue date).

② [Fund category (Continuing only), Partial fund category (Continuing only)] If an unused amount from AY2013 is generated, it must be remitted to the University by the research institute from which you have transferred.

3) .Contact/submission

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

■ Kinugasa/Suzaku ⇒ db-krsc@st.ritsumei.ac.jp

<Contact> Div. of Research Research Office(Kinugasa):

(e-Rad):Imai/Araki (TEL):075-465-8224 (ext.511-2398)

(Kakenhi): Sakuma /Nishimoto/Tanaka

(TEL) 075-465-8163(ext) 511-2817

■ BKC ⇒b-kaken@st.ritsumei.ac.jp

<Contact> Div. of Research Research Office (BKC):

(e-Rad):Fujioka/Hirata/(Ishii) (TEL)077-561-2802(ext.515-6549)

(Kakenhi):Taniguchi/Miyamoto(TEL) 077-561-5025 (ext 515-6558)

2. Registration to Researcher's Database

Applicable: Professor/Associate Professor, Teaching Staff, Fixed-term Teaching Staff (Professor/Associate Professor/Lecture/Assistant Professor)
[Registration recommended]: Eminent Research Professor/Research Professor

[New set up possible with application]: Fixed-term teaching Staff (Tokubetsu Ninyo, Tokumei, Tokubetsu keiyaku, Tokubetsu Shohei, Tokunin Assistant Professor)/Assistant/Visiting Research Professor/Affiliate Research Professor/Visiting Teaching Staff/Senior Researcher/Researcher

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 University, the secretariat will support you when you assume your post by

Message from the Division of Research
Ritsumeikan University

entering your profile information on your behalf. After receiving the "Researcher's Database Profile Registration Request," the secretariat will enter the data on your behalf, and will let you know when it has been completed and the new page has been set up. After the page has been set up, we request the researcher to enter his/her latest information, such as research achievements, on his/her own.

*RU states Researcher's Database as official information source, and obligates faculty to store and update Researcher's Database.

*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/>)

* In the case of individuals in a position such as Shokutaku Lecturer that is not included above, please use the ReaD&Researchmap.

Researcher's Database Profile Registration Request

- Application forms 3-db1, 3-db2

Deadline: May 7 (Wed), 2014 17:00

For new set up, **"Researcher's Database Profile Registration Request" - Application forms 3-db1 and 3-db2** must be submitted without fail.

Also, a RAINBOW user ID must be obtained for page set up. Please note that a researcher database page will not be set up with a temporary ID.

[Individuals in positions for which registration is required]

- When a RAINBOW user ID has been obtained by March 31, 2014

-> Page set up on April 1, 2014

- When a RAINBOW user ID has been obtained on or after April 1, 2014

-> Page set up 3 days after acquisition (excluding Saturdays, Sundays, and holidays)

※ Please obtain a RAINBOW user ID prior to the deadlines for the documents above.

[Individuals in positions for which registration is encouraged/for which new set up is possible with an application]

Page set up 3 days after receipt of the above "Profile Registration Request" (excluding Saturdays, Sundays, and holidays).

Please be sure to submit the form to the correct person in charge, since they are different for each campus.

Message from the Division of Research
Ritsumeikan University

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/Araki
db-krsc@st.ritsumei.ac.jp (TEL) 075-465-8224 (ext)511-2398

BKC ⇒ div. of Research Research Office (BKC) : Inoue/Yasukawa
db-coor@st.ritsumei.ac.jp (TEL) 077-561-2802 (ext)515-6567

(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 「3. 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.

Message from the Division of Research Ritsumeikan University

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 top right. If you do not click 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” (public page preview) → “日本語公開画面プレビュー表示” (Japanese public page preview display) “英語公開画面プレビュー表示(English public page preview display)”.

(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

3. 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

Message from the Division of Research
Ritsumeikan University

<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)