



Research Budget Management System (BCM: Budget Cycle Management) Frequently Asked Questions (FAQs)

**Division of Research,
Ritsumeikan University**



Table of Contents

I. How to use the BCM	Page 4
II. Ordering and Purchasing Supplies	Page 9
III. Application for Business Trip	Page 21
IV. Hourly Employment, Remuneration and Honorariums	Page 25
V. Others (general questions)	Page 28

Q101. Where do I log in to the BCM from?

The BCM can be accessed from the Ritsumeikan University Division of Research website under the ‘Research Budget Management’ menu, and can also be accessed from the CAMPUS WEB page; however, it is strongly recommended accessing from the [Division of Research website](#) since the Research Fund Spending Guidebook and the BCM Operation Manual are also available there.



The screenshot shows the website header with the Ritsumeikan University logo and navigation tabs. The 'Research Budget Management' menu is highlighted with a red circle. A callout box points to this menu.

The ‘Research Budget Management’ page is under the ‘Proper Execution of Research Funds’ menu.

Q102. Where is the BCM menu displayed?

When you log in to the CAMPUS WEB, you will see the ‘Research Funds Operation Menu/List of Research Funds’ menu in blue. Click here to view the BCM menu.



研究費操作メニュー・研究費一覧

- 1. 業者などから物品を購入する、役務の提供を受ける
 - (1) 1件/1組 10万円未満（研究者発注が認められている）
 - [【WEB購買】発注・契約](#)
 - [立替精算](#)
 - (2) 1件/1組 10万円以上（研究者発注が認められていない=事務局発注）
 - [発注・契約申請](#)
- 2. 国内・国外に出張する
 - [出張申請](#)
 - [出張報告](#)
- 3. 個人に業務を依頼する
 - (1) 時間管理に基づく業務：時間雇用職員（RU/APU学生アルバイト）
 - [雇用申請](#)
 - (2) 個人宛業務依頼（成果物等）／講演、専門的な指導・助言等／被験者、アンケート・聞き取り調査等
 - [依頼申請](#)

個人宛業務依頼（成果物等）のみ
[完了（作業実績検取）](#)

年度に保有している研究費の一覧は以下の通りです。
 下すると、当該研究費の最新の収支状況詳細を確認することができます。

(全 1 件)

事業年度	大分類名称	中分類名称	BCM予算コード	BCM予算コード名称	代表者氏名	研究開始年度	研究終了年度	科研費繰越年度	担当区分	担当者氏名	
確認	2023	科学研究費助成事業	特別推進研究	23AAA010001	科研費（テスト）	高儀 智和	2023	2023		代表者	高儀 智和

The menu above is displayed on the top page of the CAMPUS WEB. Log in here to view the BCM menu and the status of your research fund execution.



I. How to use the BCM

Q103. The BCM menu does not appear.

If you do not see the ‘Research Funds Operation Menu/List of Research Funds’ menu in blue after logging into the CAMPUS WEB, your ID may not have been authorized to use the BCM. If this is the case, please contact the BCM Help Desk by e-mail.

[BCM Help Desk E-mail address]

mlst-rgm-adm@ml.ritsumei.ac.jp (Please provide your name and RAINBOW ID when sending inquiries)

Q104. Is there any period of time when the BCM becomes unavailable?

Due to scheduled maintenance, the BCM is not available during the following hours.

- From 4:30 AM to 5:30 AM every day (from 2:00 AM to 6:30 AM during the course registration period)
- From 7:30 PM on Wednesday to 9:00 AM the following morning every week
- Summer and winter vacation periods at the office

If the BCM is expected to become out of service for a long period of time, you will be notified thereof by e-mail or other means.

Q105. Can I use the BCM for laboratory fees?

For AY2024, the BCM is not available for laboratory fees.

Q106. How can I make the BCM available to my secretary?

In order for your secretaries to be able to view and operate faculty members' research funds on the BCM, 'registration as proxy applicant' is required. (A RAINBOW ID is required.)

(1) For registration as proxy applicant, the faculty member himself/herself must apply using the form below.

<https://forms.office.com/r/PtK9ueeH5r>

**Registration as proxy applicant allows the secretary to view and operate all research funds of the applying faculty member.*

**Registration as proxy applicant is required for each academic year. Please submit a new application even if you are continuing from the previous year.*

Please note that 'registration as proxy applicant' may take some time depending on the status of your ID. If you wish to register, please apply as soon as possible.

(2) In addition to the above, you must also register a 'proxy' for the university-sponsored travel binder.

The BCM travel application binder queries the faculty members' 'regular information' from the university-sponsored travel application binder (a binder that was also used for research fund-sponsored travel until last year).

For this reason, please also register a 'proxy' for the university-sponsored travel binder.

→Refer to the 'Travel Expense System User Manual (for RU/APU faculty members): New Business Trip Application'

**Travel applications cannot be submitted by proxies for undergraduate students/graduate students.*

(3) When setting up the shipping address for Amazon Business, enter the name of your secretary in the 'proxy' field.

Q107. How do I enter a ‘office contact person for budget management’?

On the BCM, office contact persons for budget management are designated when the SmartDB workflow is circulated. The office contact person for budget management has been assigned for each campus and each research fund. Please check the ‘List of Office Contact Persons for Budget Management’ before entering the information.



予算管理窓口担当者
Office Contact Person for Budget Management

高儀

高儀 智和 (BKCRサーチオフィス)

The relevant office contact person for budget management and his/her affiliation will be displayed when a portion of the person’s name is entered.

● Link for Office Contact Persons for Budget Management

[Suzaku/Kinugasa Campus](#)

[Biwako-Kusatsu Campus](#)

[Osaka Ibaraki Campus](#)

The list of office contact persons for budget management is available from the ‘Research Budget Management’ page of the Ritsumeikan University Division of Research website.

予算管理窓口担当者一覧 (2024/6/13 更新)

各キャンパスの予算管理窓口担当者一覧です。申請時に「予算管理窓口担当者」欄に該当する担当者を入力してください。

[朱雀・衣笠キャンパス](#)

[びわこ・くさつキャンパス](#)

[大阪いばらきキャンパス](#)

II. Ordering and Purchasing Supplies

Q201. What can the BCM do for ordering and purchasing supplies?

Regarding the ordering and purchasing of supplies, what should be handled on the BCM includes web purchasing (currently for Amazon Business only), advance reimbursement, and order/contract applications at 100,000 yen or more. For other purchasing methods, please provide the office contact person for budget management with the details. Please submit those issued in paper form by vendors, etc. in paper form, and those issued in data form in data form.

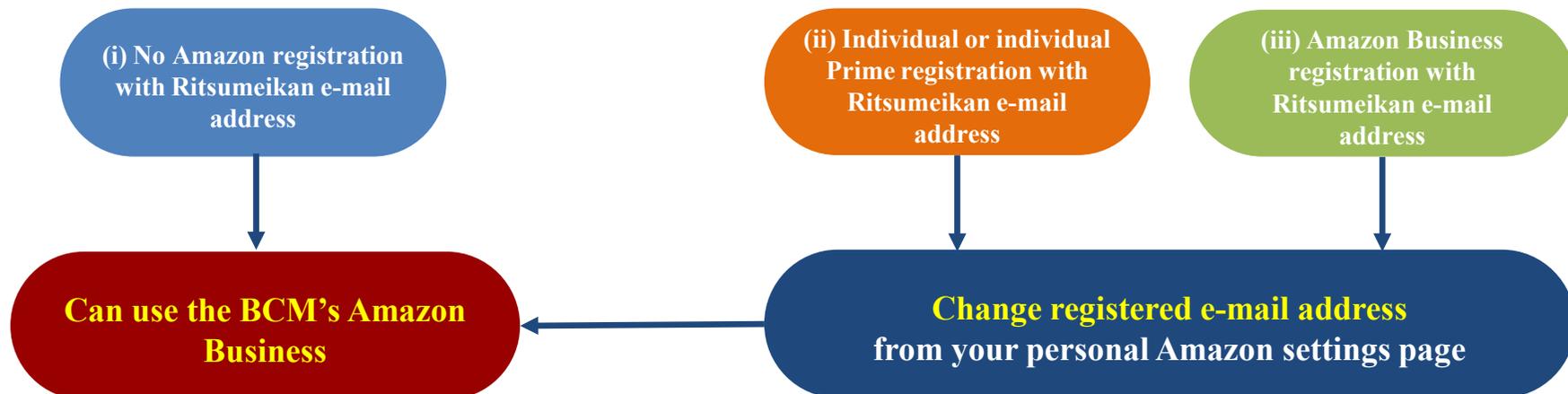
Amount	Purchasing method	Procedures
Purchase of goods and outsourcing of work less than 100,000 yen per case	Web purchasing (Amazon Business)	BCM
	Replacement reimbursement (receipt)	BCM
	Invoice payment (delivery slip/invoice)	Submission at the counter
	Prescribed form	Submission at the counter
Purchase of goods and outsourcing of work at 100,000 yen or more per case	Order/contract application	BCM

II. Ordering and Purchasing Supplies

Q202. Do I need to create an account to use the BCM's Amazon Business?

There is no need to create a new Amazon Business account in order to use the BCM's Amazon Business; the BCM registers faculty members to an Amazon Business account created specifically for Ritsumeikan University BCM.

Amazon has a 'one account per e-mail address' principle: the BCM's Amazon Business identifies users by their Ritsumeikan domain, so if you have your Ritsumeikan e-mail address tied to another Amazon account, you must delink it. Please change the e-mail address on your other Amazon account to a non-Ritsumeikan e-mail address (e.g. Gmail) before using the BCM's Amazon Business. Otherwise, the duplicate e-mail address error will occur and you will not be able to use the BCM's Amazon Business.



Q203. The screens below have been displayed on the BCM's Amazon Business. (Part 1)

If you are logging in to the BCM's Amazon Business for the first time, you will see the screen on the left. This is for registering as a member by linking your user name and e-mail address, so please enter your full name and press the 'Start Shopping' button.

Besides, when you try to view your order history on the Amazon Business website, you will see the screen on the right. When it says 'Reset Password,' it means to reset the password from the one automatically registered at the first login to the one to be used by the user himself/herself. Once you have set a password of your choice, you will be able to view your order history.





II. Ordering and Purchasing Supplies

Q204. The screen below has been displayed on the BCM's Amazon Business. (Part 2)

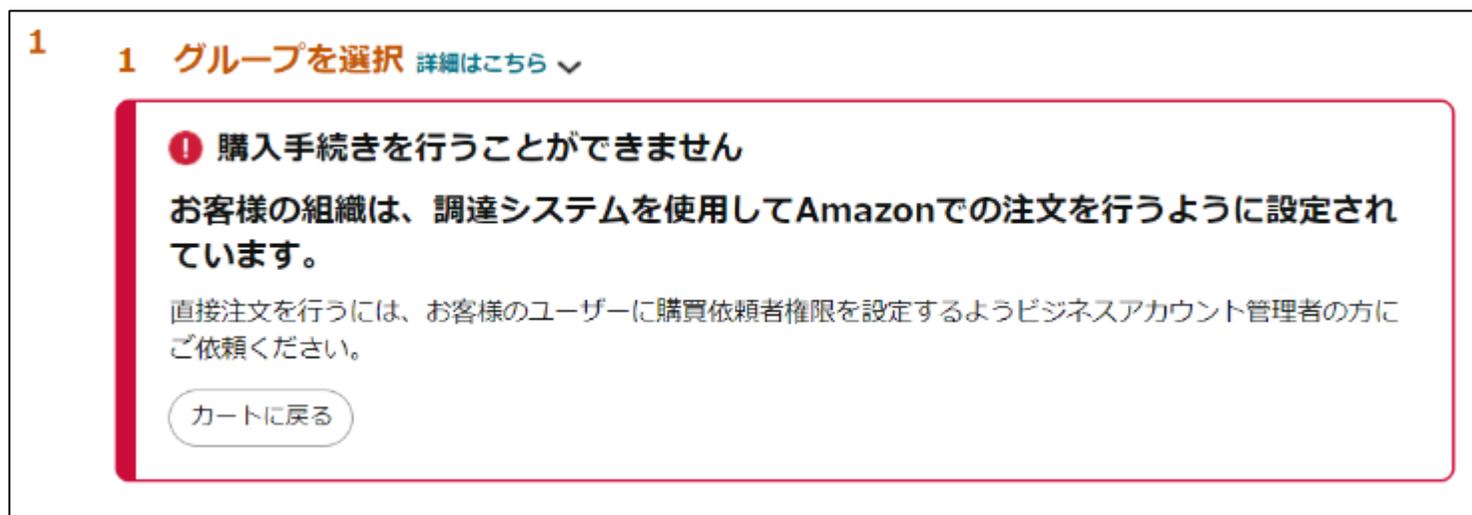
12930-183-20450379-188263551: Error in equipment purchase request processing on Amazon

If you see the message above, your Ritsumeikan e-mail address may be tied to an Amazon account other than the BCM's Amazon Business. This is a duplicate e-mail address error message. Here are some duplicate examples that have been seen in previous inquiry consultations.

- (A) Ritsumeikan e-mail address being used for personal Amazon Prime account
- (B) Ritsumeikan e-mail address being used for personal Amazon Business account
- (C) The user has been registered as a member of Amazon Business which is jointly used at the affiliated College
- (D) The Amazon account that is thought to have been deleted years ago was still active
- (E) The same e-mail address has been registered twice due to a system error on Amazon's side

Since most cases involve Ritsumeikan e-mail addresses being tied to more than one accounts, you will be required to change them to non-Ritsumeikan e-mail addresses.

Q205. The screen below has been displayed on the BCM's Amazon Business. (Part 3)



You are not recognized as a member of the BCM's Amazon Business because you did not access the Amazon Business website from the ' [Web Purchasing] Orders/Contracts ' menu on the CAMPUS WEB, but directly from Google or other search sites. You must access it through the 'Amazon Purchase Button' in the shipping address list below through the CAMPUS WEB menu. This will identify you as a member of the BCM's Amazon Business and set up your shipping address information.



Q206. I placed an order on the Amazon Business website but have not received the product.

In the BCM's Amazon Business, after selecting an item on the site, proceeding from the cart to the checkout, and selecting a payment method (always choose the invoice payment option), you will see a button that says 'Request Approval.' Pressing this will take you from the Amazon Business site to the SmartDB screen, where you will select the budget to execute this purchase and designate an office contact person for budget management.

To place an official order with Amazon, simply clicking the 'Register' button on the SmartDB will not be sufficient to send the order information. Please be sure to click the 'Submit' button. Note that if your order goes through, you will receive a confirmation e-mail from Amazon.

Q2061. I would like to see Amazon business resolve the issues of contactless delivery and re-delivery.

[Added on September 24, 2024]

We have received a number of requests regarding issues related to Amazon Business' contactless delivery and re-delivery. Although it is not possible to set up a contactless delivery for each user, there have been cases where contactless deliveries are made by the courier without the user's permission. Another issue is that deliveries are made outside of office hours, resulting in re-delivery. We have requested Amazon to refrain contactless deliveries as well as deliveries outside of office hours. Amazon responded that it would implement measures to reduce the occurrence of these issues. The background for these issues is the labor shortage in the courier industry, and Amazon has indicated that it will make every possible effort to resolve the issues within its operations.

II. Ordering and Purchasing Supplies

Q207. I would like to cancel my Amazon Business order before it is placed.

As per the answer to Q206 above, the order to Amazon will not be submitted until the ‘Submit’ button is pressed. If you would like to cancel an order with a status of ‘Before Submission’ on the SmartDB, you can either cancel it in the order history of Amazon Business or leave it without clicking the ‘Submit’ button on the SmartDB, which means that the order will not be placed and will effectively be cancelled.

Q2071. Is there a deadline by which I can shop at Amazon Business?

[Added on September 24, 2024]

Research funds must be paid in full by the end of the relevant academic year; the BCM’s Amazon Business handles foreign books and other items shipped from overseas, some of which can take up to two months from order to delivery. Accordingly, in order to ensure that payments are completed by the end of the academic year, the BCM’s Amazon Business invoicing is set to **expire on December 25, 2024**; for Amazon usage after December 26, please use advance reimbursement and Amazon Business invoicing for personal accounts.

We will separately announce the deadline for the use of Amazon Business on the BCM in the following academic year and thereafter, and we ask for your understanding that the deadline will be set earlier because AY2024 is the first year of operation.

Q208. Acceptance inspection when invoices/delivery slips are issued in data format instead of paper format

Due to the revision of the Electronic Books Maintenance Act, vouchers issued in electronic data must be stored electronically. Electronic data cannot be stamped with an acceptance seal unlike paper documents, and some e-commerce sites, including Amazon, and some vendors issue invoices/delivery slips in data format. As a general rule, invoices/delivery slips issued electronically by vendors should be sent to the office contact person for budget management in data format, and paper ones should be sent to the same individual in paper format.

There are two ways to inspect invoices/delivery slips issued in electronic data: (1) print out the delivery slips as ‘proof of acceptance’ (or use the itemized invoice enclosed with the product), have it inspected over the counter, and scan it to PDF after the inspection, or (2) photograph the product as ‘image acceptance.’ The items to be sent to the office contact person for budget management for the cases (1) and (2) above are as follows.

- (1) When the acceptance inspection is carried out over the counter**
 - (i) Invoices/delivery slips issued by vendors in data format (as is)**
 - (ii) ‘Proof of acceptance’ (scanned data of documents after acceptance inspection seal is stamped)**
- (2) For image acceptance inspection**
 - (i) Invoices/delivery slips issued by vendors in data format (as is)**
 - (ii) Image data of products**

Q2081. What is the delivery confirmation and acceptance inspection method for Amazon Business?

[Added on September 24, 2024]

Researchers (including their proxy applicants) are kindly requested to operate the SmartDB for the following points regarding delivery confirmation and acceptance inspection when purchasing through the BCM's Amazon Business.

When you click the '[Web Purchase] Order/Contract' button on the CAMPUSWEB, a list of registered shipping address information will be displayed. Clicking the 'List' button under 'Purchase History' in this list will display the binders currently on order in the 'Delivery/Acceptance Waiting' view (tab).

📁 文書一覧/Document list

承認待ち | 処理中 | 承認済 | **納品・検収待ち** | 出金依頼待ち(納品・検収済) | 出金依頼済 | すべて【WEB購買 (Amazon)】 | 送信中&エラー

When you open the relevant binder, you will find a list of items in the 'Details' section. When an item is delivered, press the 'Edit' button in the 'Details' section, press the radio button for 'Done/Not Applicable' in the 'Delivered to Faculty/Confirmation of Contents' field and enter the date. Then press the 'Register' button.

2件中 1~2件を表示しています。

操作	番号	注文番号	商品名	ASIN	数量	単価(税抜)	税率	単価(税込)	小計(税込)	配送料(税込)	事務局による検収	教員への引渡/内容確認	出金依頼ステータス
1 <input type="button" value="編集"/>	23M02510000005-	355-2311182-020 9815646,2	[ETERNYA]【メーカー開発者・推奨】USB C ケーブル【2本セット・1M】タイプc 充電ケ	B0CPKFM1WK	1	1,255 円	10 %	1,380 円	1,380 円	0 円	未	未	未
2 <input type="button" value="編集"/>	23M02510000005-	355-2311182-019 9815646,1	Anker PowerLine III Flow USB-C & USB-C ケーブル Anker絡	B093L5CMMT	1	1,373 円	10 %	1,510 円	1,510 円	0 円	未	未	未

教員への引渡/内容確認

未 済・不要

---- 年 -- 月 -- 日 📅

Q2081. What is the delivery confirmation and acceptance inspection method for Amazon Business? (continued)

[Added on September 24, 2024]

There are two types of acceptance inspection methods for Amazon Business.

(1) Proper acceptance inspection

If you have already completed acceptance inspection at the designated acceptance inspection site with the merchandise and a printed-out delivery slips or delivery statement enclosed with or attached to the merchandise, please attach a scan of the delivery slip or other voucher with an acceptance stamp in the ‘Image Files for Acceptance Inspection’ field.

(2) Image acceptance inspection

Please attach an image of the merchandise (showing an overall view and details such as model number) as well as the delivery slip to the ‘Image Files for Acceptance Inspection’ field.

検収用画像添付欄 Image Files for Acceptance Inspection	 ファイルをドロップ または クリックしてファイルを選択
請求書添付欄 Column attached to the invoice	 ファイルをドロップ または クリックしてファイルを選択
補足資料添付欄 Attachment Files for Supplementary Material	 ファイルをドロップ または クリックしてファイルを選択

After attaching the image(s), press the ‘Register’ button.

II. Ordering and Purchasing Supplies

Q209. Is there anything I should be aware of regarding the Electronic Books Maintenance Act (EBM Act)?

[Added on September 24, 2024]

The Electronic Books Maintenance Act (EBM Act) has been revised and the vouchers to be submitted are categorized as follows. The majority of vouchers used in the execution of research funds will be subject to the EBM Act.

Documents	Important documents	Invoices, delivery slips, and receipts
	General documents	Quotations and purchase orders

Please note the following points when you submit vouchers.

(1) Handling of vouchers issued electronically (see Q208 above)

Processing of vouchers transferred electronically is not permitted. For example, a delivery slip issued in PDF format, printed out, signed and stamped, scanned, and converted back to PDF format cannot be treated as a delivery slip. Please be sure to send the data to the office contact person for budget management via e-mail without processing.

(2) Handling of invoices, delivery slips, and qualified invoices issued on paper (see Q208 above)

Vouchers issued on paper for invoice payment shall be sent in paper form to the office contact person for budget management. At this time, signatures or seals may be affixed to confirm acceptance inspection or delivery. However, please submit the voucher promptly (**generally within one month**) after issuance. Invoices, delivery slips, and qualified invoices that have not been addressed should be requested to be reissued.

Q209. Is there anything I should be aware of regarding the Electronic Books Maintenance Act (EBM Act)? (continued)

(3) Points to note for converting to electronic data

The following requirements are demanded for vouchers to be converted to electronic data under the EBM Act.

- Please save the image with a resolution above a certain level (200dpi or higher).**
- Please save the image in color.**
 - *Please save the image in color even if the original voucher is in black-and-white.**
- All documents must be oriented in such a manner that the text can be read.**
- Please make sure that the entire image is included in the file.**
- Image data taken with smartphones or other devices must also meet the above requirements.**

III. Application for Business Trip

Q301. I don't know the SmartDB binder to apply for business travel on the BCM.

The BCM travel application binder is different from the one used in the past years. When you click on 'Travel Application' from the BCM menu on the CAMPUS WEB, you will see an application button on the '[RU] Research Budget Management' tab (view). Next to this is the '[RU/APU Faculty Member] Travel Order Decision' tab (view), which is the travel application binder used up to last year. This is currently being used for business trips sponsored by non-research funds.

The BCM travel application binder is available from the '[RU] Research Budget Management' tab (view).



Q302. I cannot enter transportation, per diem, and accommodation expenses in the BCM travel application binder.

In the BCM travel application binder, the secretariat is responsible for calculating the route of transportation expenses and entering all per diem and accommodation expenses. Accordingly, it is not necessary for you to enter transportation, per diem, and accommodation expenses on your screen.

Instead, 'Principal Business,' 'Principal Travel Destination (country/prefecture),' and 'Principal Travel Destination (place of visit)' selection fields have been added. This is to collect necessary data for the 'Survey on International Research Exchange' conducted by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT). Your cooperation would be appreciated.

Q303. Where can I view the travel application data that I have entered and registered in part?

After entering the BCM travel application binder in part, press the ‘Register’ button to temporarily save the form. Pressing the ‘Travel Report’ menu on the CAMPUS WEB displays a list of forms that have been entered. Select the ‘Processing’ tab from the tabs (views) displayed above the list to see the forms that have not yet been submitted.



Q304. The SmartDB does not appear even when I press ‘Travel Application’ on the CAMPUS WEB.

The ‘Travel Application’ button on the CAMPUS WEB accesses a launcher binder that records ‘commuter pass information’ (i.e. whether or not commuting allowances are provided and the commuting route) in order to take the commuter pass information into account in the transportation expense calculation. For those who do not have the ‘commuter pass information’ due to their job category or employment conditions, an error message will be displayed because the launcher binder does not exist for them.

In such cases, access the [‘Link for Travel Application for Visiting Faculty Members, Student Fellows, etc.’](#) posted on the [‘Research Budget Management’](#) page of the Ritsumeikan University Division of Research website to display the travel application screen.

III. Application for Business Trip

Q305. I have submitted my application using the travel application binder used until last year. Is that OK?

[Added on September 24, 2024]

In the business travel application binder (currently, the university-sponsored business travel application binder) that was used until last year, it will no longer be possible to select research funds (**switchover at 9:00 am on September 26**). For research trips, please use the business travel application binder on the BCM.

Q306. What should I do if I apply for travel on research funds other than my own?

[Added on September 24, 2024]

In the business travel application binder on the BCM, the researcher's own research funds are displayed in the 'BCM Budget Selection' button. We have modified the 'Budget Execution' field of the binder so that you can enter budgets that are not displayed in the 'BCM Budget Selection' (e.g. research funds other than your own) (see the dotted frame area below). You are required to either select the budget using the 'BCM Budget Selection' button or enter a budget name other than those shown in the 'BCM Budget Selection' button.

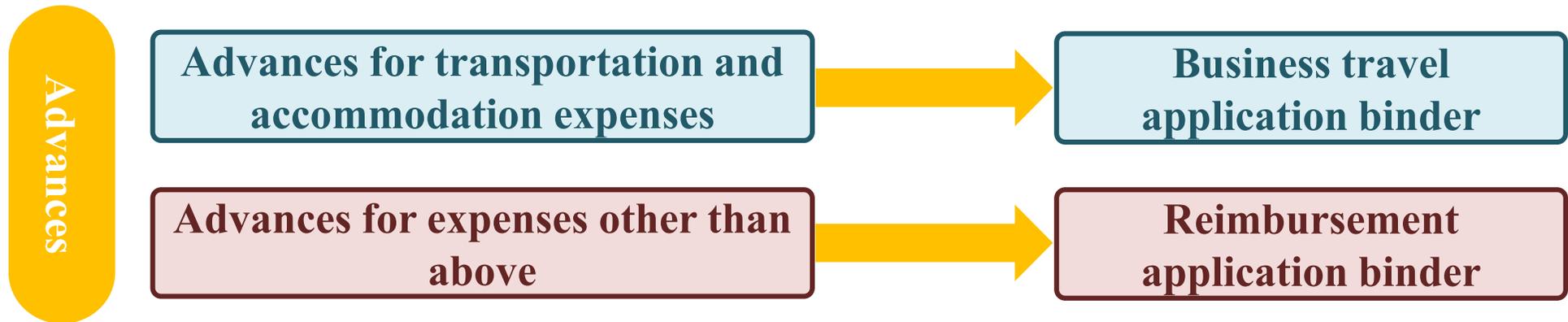
執行予算	BCM予算コード名称 *	BCM予算コード	残高 0円	研究開始日	BCM予算選択
執行予算の選択画面に表示されない研究費で執行する場合	<input type="checkbox"/> 下記予算で執行を希望する（以下記入欄に執行予算名等詳細を記入してください）。				
	<div style="border: 1px solid gray; height: 40px;"></div>				

III. Application for Business Trip

Q307. What are the procedures for reimbursement for business trips?

[Added on September 24, 2024]

Regarding the procedures for reimbursement of expenses advanced at a business trip destination, transportation and accommodation expenses can be reimbursed if the necessary documents such as receipts are attached to the business trip report section of the business travel application binder. On the other hand, if you have made advances for other expenses, please submit a separate application for reimbursement using the reimbursement application binder.

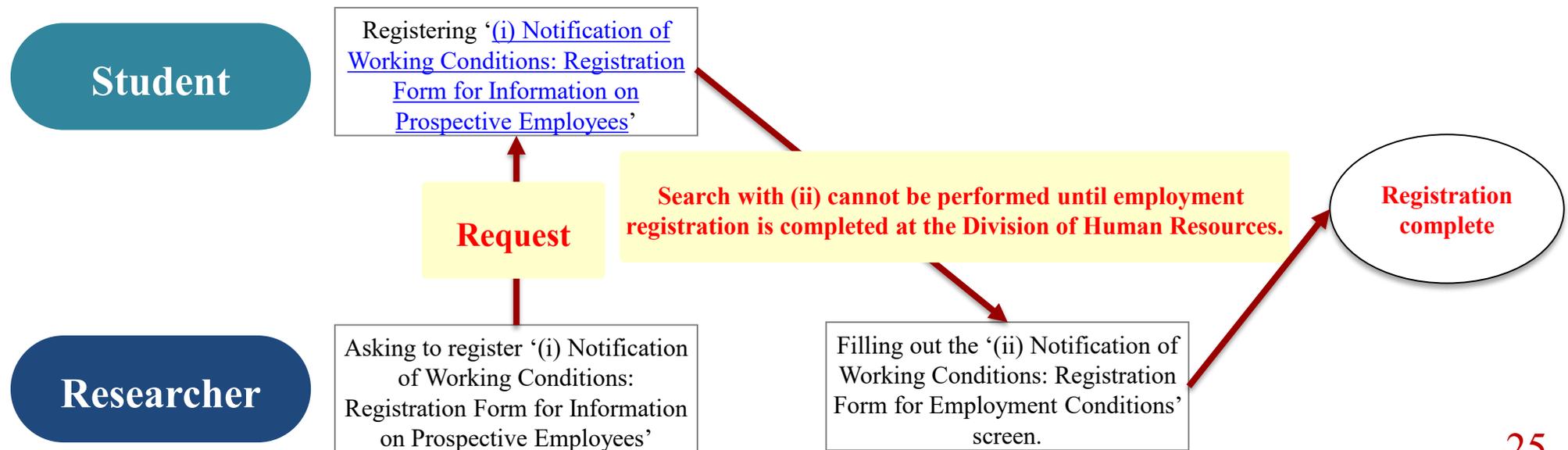


Q401. I don't understand the process of hiring student part-timers.

The process of hiring student part-timers on the BCM has changed from the previous years. Until last year, all information, including student information, was entered in the 'Notification of Working Conditions' form. Since there are cases where students are hired by multiple researchers, however, in order to centralize the management of employment information, the registration of information on prospective student employees and the registration of employment conditions by researchers are now separated. Accordingly, the flow of hiring one student part-timer is as follows.

[Research Budget Management Page on the Division of Research Website](#)

Please refer to the section entitled 'Be sure to confirm this when you hire a student part-timer from either APU or the University.'



Q402. A student says he/she has registered ‘(i) Information on Prospective Employees,’ but I cannot find it.

Either of the following is a possibility:

- (1) When the student entered ‘(i) Information on Prospective Employees,’ the student in question pressed the ‘Register’ button, but did not press the ‘**Submit**’ button, so registration has not been put through.
- (2) The student has completed the entry, but the approval and registration have not been completed at the Division of Human Resources.

Please take the following actions for each.

- (1) The student has not pressed the ‘**Submit**’ button.

Instruct the student to follow the steps below to press the ‘**Submit**’ button.

- Access the new application page of ‘(i) Information on Prospective Employees’ again.
- Press the ‘List’ button in the upper left corner.
- Select the ‘Before **Submit**’ tab (view) from the tabs (views) on the list screen.
- Press the ‘Edit’ button of the relevant binder and press the ‘**Submit**’ button.



- (2) Approval and registration have not been completed at the Division of Human Resources.

The Division of Human Resources checks the workflow relatively promptly after it is circulated from students.

If the content is inadequate, it will be returned to the relevant student, which will take some time. If there are no problems, however, it is approved and, after overnight batch processing, it becomes available for retrieval the following day.

IV. Hourly Employment, Remuneration and Honorariums

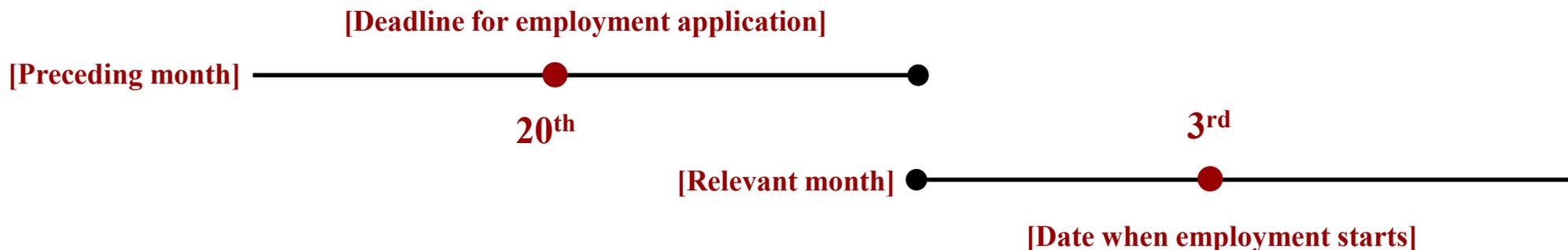
Q403. Is there a deadline for the hiring process for hourly employees?

[Added on September 24, 2024]

The current edition of Research Fund Spending Guidebook states that the documents must be submitted by the end of the month preceding the month in which employment begins. However, this means, in the extreme case, that the document submission for employment starting on the 1st of the relevant month is acceptable at the end of the preceding month, which is just a day before. Having said that, since the actual hiring process takes at least one week, the deadline is not realistically set in time.

Therefore, in order to ensure a realistic processing time for the employment procedures for hourly employees (part-time students and part-time staff (research assistants or faculty secretaries)), the deadline for employment applications will now be revised to **‘by the 20th of the month preceding the month in which employment begins.’**

Also from the viewpoint of proper execution of research funds, it is necessary to complete the employment procedures before the start of employment, and we appreciate your understanding and cooperation.



Q501. Even when I press the ‘Select Budget’ button, the selected research funds do not appear.

For some reason, the relevant research funds are not registered as a budget on the BCM, which is why they do not appear under the ‘Select Budget’ button. The main reasons why the funds are not registered are considered to be as follows; however, since each situation is unique, please contact your office contact person for budget management first.

- (A) Budget not yet registered due to incomplete settlement of accounts, e.g. carryover from the previous year, etc.
- (B) Budget not yet registered because the budget amount has not been finalized before the decision to issue grants or contract signing.
- (C) Secretariat does not keep track of information on acquisition of research funds

Q502. I cannot fill in the SmartDB.

Have you pressed the ‘Edit’ button? You need to press the ‘Edit’ button to enter information, the ‘Register’ button to register content, and the ‘Submit’ button to circulate the workflow. Please note that we receive many inquiries from users who forget to press these buttons.

Q503. When entering information as a proxy applicant, research funds do not appear in the ‘Select Budget’ field.

Is the ‘Applicant’ field on the SmartDB set to the name of your secretary? Change it to the researcher’s name and you will be able to see the options.

Q504. Can the proxy applicant see the binder drafted by the researcher?**[Added on September 24, 2024]**

Even if a proxy applicant is registered, the proxy applicant cannot view or manipulate the binders that have been drafted by the researcher. On the other hand, a researcher can view and manipulate the binders that have been drafted by the proxy applicant.

If a proxy applicant is entered in the ‘Additional Viewing Rights’ field of each binder, the proxy applicant will be able to view the binders that have been drafted by the researcher.

■閲覧権設定用ブロック

追加閲覧権

Additional Viewing Rights

※追加で閲覧権が必要な場合は設定してください。

検索範囲内のアカウントの検索

高儀 智和

Enter proxy applicant in ‘Additional Viewing Rights’ field