**Submission of Documents for
AY2024 Individual Research Allowance
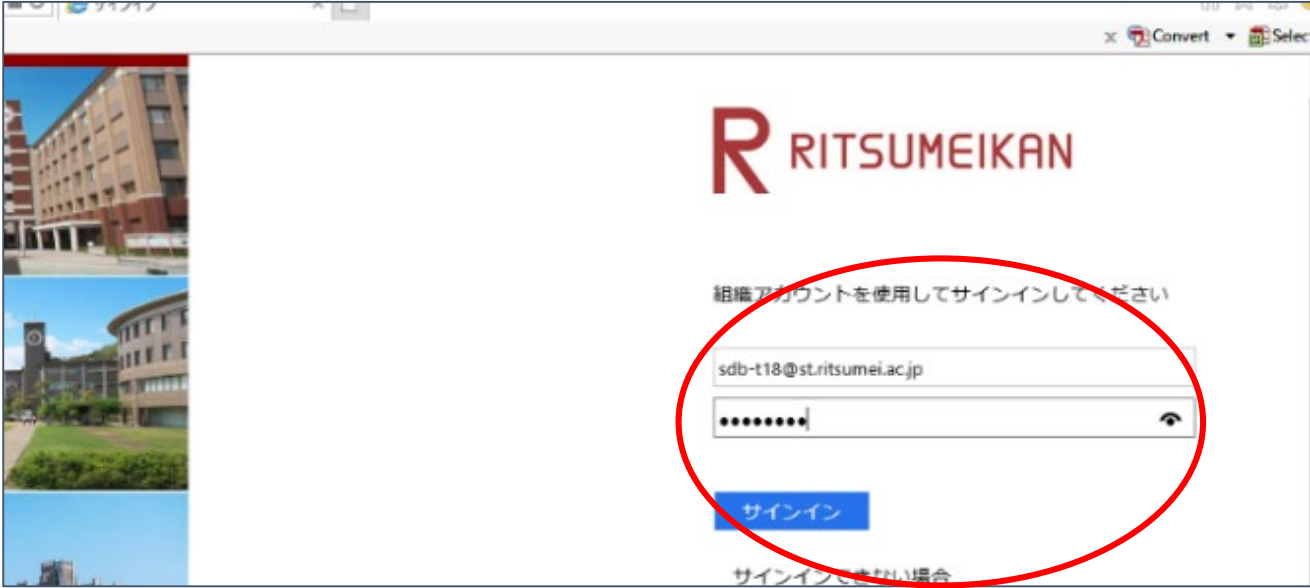(Sm@rtDB Input Manual)**

Division of Research, Kinugasa Research Office/BKC Research Office/OIC Research Office

Online submission of the Report and Plan for Individual Research Allowance was introduced in AY2021, which can be made through an online application via Sm@rtDB. (It has been available at OIC since AY2020 ahead of other campuses.)
Please follow the instructions below to fill in and submit the required documents.

1. Submission period: February 1 (Thu.) - March 1 (Fri.), 2024
   *If you will be appointed on April 1 (Mon.), 2024, please submit by April 11 (Thu.).

2. Amount of allowance: 390,000 yen

3. How to submit: Online application via Sm@rtDB
   - The following screenshots have been created using a dummy ID for testing. They may therefore be different from the actual pages to be displayed.

1	Please access the following URL. https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10269
2	The sign-in screen will be displayed. Enter your webmail address and password to sign in.
3	The input screen will be displayed. When successfully logged in, the name of the applicant will appear in the upper right-hand corner. First, click on the "Submit to/Contact information" button. *If you would like to refer to your application in the previous year, please refer to "List."

4	A separate screen will launch. Specify the Research Office at your campus and click "Select." *This is the process to specify where to submit documents on the system. (Mandatory) 現在の検索条件の差分　　　　　　　　　　　　　　　【差分のクリ 教員申請者所属　　　[G] 政策科学部（教員） 1件中 1～1件を表示しています。 提出先／問合せ先 1 ◉ OICリサーチオフィス キャンセル　　選択を解除　　選択 Note: For those who are affiliated with a research organization, the three campuses may be displayed in some cases. Please specify the Research Office at your campus, and then click the "Select" button. 3件中 1～3件を表示しています。 提出先／問合せ先 1 ○ OICリサーチオフィス(OIC Research Office) 2 ○ 衣笠リサーチオフィス 3 ◉ BKCリサーチオフィス(BKC Research Office) キャンセル/Cancel　　選択を解除/Deselect　　選択/Select
5	Return to the original screen. Please specify the date of submission and enter the required information in the Research Progress Report, Research Plan, and Research Achievements fields. *Although a word count is not configured in the system, please fill in each field with no more than 350 characters and write down the most recent achievements in no more than 10 lines. *For research achievements, please open the Researcher Database on a separate screen and copy and paste only those from the previous academic year. (Input is optional.) *From the viewpoint of raising awareness for the proper execution of research funds, a questionnaire on the prevention of misuse of public research funds is attached to the end of the "Report and Plan." Your kind cooperation and reconfirmation would be much appreciated. [Researcher DB research achievement list export page]: https://researchdb.ritsumei.ac.jp/ritap/P300 [How to export the research achievement report]: https://www.ritsumei.ac.jp/research/member/file2016/003/033/033-p02.pdf 研究報告年度　AY for Research Progress Report 研究報告を行う年度を選択してください。 Please select the academic year for your research progress report. 2023年度 2023年度研究報告　Research Progress Report AY2023 （必須項目） 350文字以内でご記入お願いいたします。字数制限を超えた場合、承認手続きの過程で文章を省略させていただく場合があります。 Please fill in the space within 350 words. In case you exceed the character count limitation, a part of your text might be omitted during the approval process. Fill in the field with no more than 350 characters. 2024年度研究計画　Research Plan AY2024 （必須項目） 350文字以内でご記入お願いいたします。字数制限を超えた場合、承認手続きの過程で文章を省略させていただく場合があります。 Please fill in the space within 350 words. In case you exceed the character count limitation, a part of your text might be omitted during the approval process. Fill in the field with no more than 350 characters. *If you are retiring at the end of the current academic year, you can indicate it in the form. 2023年度研究業績　Research achievements AY2023 （任意項目） 研究者DBに登録されている2023年度の研究業績情報を、10行以内にまとめてご記入お願いいたします。行数制限を超えた場合、承認手続きの過程で業績を省略させていただく場合があります。 Please fill in research achievements only in AY2023 that have been entered in the Ritsumeikan University Researcher Database within 10 lines. Fill in the most recent research achievements in no more than 10 lines. *The part exceeding the designated number of lines may be omitted.

| 6 | When you have finished filling out the form, click the "Register" button on the screen. (The "Register" button is also located at the bottom of the screen. You can click either button.)

"The document has been registered" will be displayed in red.

- If you want to save for the time being and modify the file, please proceed to 7.
- If you wish to complete and submit your work as is, please proceed to 8.

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| 7 | - In case you want to modify the registered data later
There are two ways of recalling the registered data.

(i) Click the "List" button to bring up the list screen on the new registration screen.
https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10269

(ii) Enter the list screen URL below.
https://sdb.ritsumei.ac.jp/hibiki/BRDDocumentList.do?func=list&binderId=10269

The following screen will be displayed when you perform either (i) or (ii) above.
Clicking on the "Edit" button on the far right enables you to resume editing.

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8	- Submitting the completed data After confirming the message "The document has been registered" in red, click on the **"Submit" button.** *Note: Once you click the "Submit" button, the submission will be complete and the document can no longer be modified. 文書登録/Document registration 一覧/List　編集/Edit　再利用/Reuse　更新履歴/Update history　業務開始(提出)/Submit　削除/Delete 文書の登録が完了しました。 文書タイトル　個人研究費　研究経過報告および研究計画書 文書番号　255　更新　09:41　【検証用】教員K(法学部) 「登録/Register」ボタンを押した後、「業務開始(提出)/Submit」ボタンが表示されますので 必ずその「業務開始(提出)/Submit」ボタンを押してください。 「業務開始(提出)/Submit」ボタンを押さないと提出したことになりません。ご注意ください！ After pressing the "登録/Register" button, be sure to click the "業務開始(提出)/Submit" button. By pressing the "業務開始(提出)/Submit" button, you can submit to each research office. 個人研究費　研究経過報告および研究計画書 In case you need to revise something after you have clicked the "Start Work" button, please notify the relevant Research Office thereof.
9	When you see the message "Your Research Allowance Research Progress Report and Research Plan have been started," your submission is complete. Thank you. 一覧/List　編集/Edit　再利用/Reuse　更新履歴/Update history 文書タイトル　個人研究費　研究経過報告および研究計画書 文書番号　255　更新　09:41　【検証用】教員K(法学部) [個人研究費　研究経過報告および研究計画書]が開始されました。 「登録/Register」ボタンを押した後、「業務開始(提出)/Submit」ボタンが表示されますので 必ずその「業務開始(提出)/Submit」ボタンを押してください。 「業務開始(提出)/Submit」ボタンを押さないと提出したことになりません。ご注意ください！ After pressing the "登録/Register" button, be sure to click the "業務開始(提出)/Submit" button. By pressing the "業務開始(提出)/Submit" button, you can submit to each research office.
10	The Research Office will confirm your submission at a later date and send an automated message therefor to your webmail address. *You will not be able to reply to this email. 個人研究費　研究経過報告および研究計画書受理いたしました S　sdb-no-reply@st.ritsumei.ac.jp 2019/11/28 (木) 9:19 sdb-t18(sdb-t18) [G] 政策科学部（教員） [U]【検証用】教員M(政策科学部)先生 OICリサーチオフィスにて個人研究費　研究経過報告および研究計画書を受理いたしました。

<Reference> To check your application from the previous year

Your past applications can be viewed at the following URL.
https://sdb.ritsumei.ac.jp/hibiki/BRDDocumentList.do?func=list&binderId=10269&recordId=0&popup=false

Click on the number on the far left of the list to see the details of your application.
Alternatively, you can click on the "List" button at the top left of the screen to display the list above.

In case you are not certain about how to enter your information

(i) Application Procedure Instruction Video *Available only in Japanese
https://youtu.be/txgrjGUvWTs
- You will be connected to the YouTube channel of the Office of Research Planning and Development of Ritsumeikan University. (A soundless video will be played for approximately two minutes.)
- Please note that you may not be able to view the video due to the state of the Internet connection, the PC environment on the viewing side, etc.

*This video was produced at the time of the introduction of Sm@rtDB for the AY2021 application. They may therefore be different from the actual pages to be displayed.