

Submission of Documents for AY2023 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.)

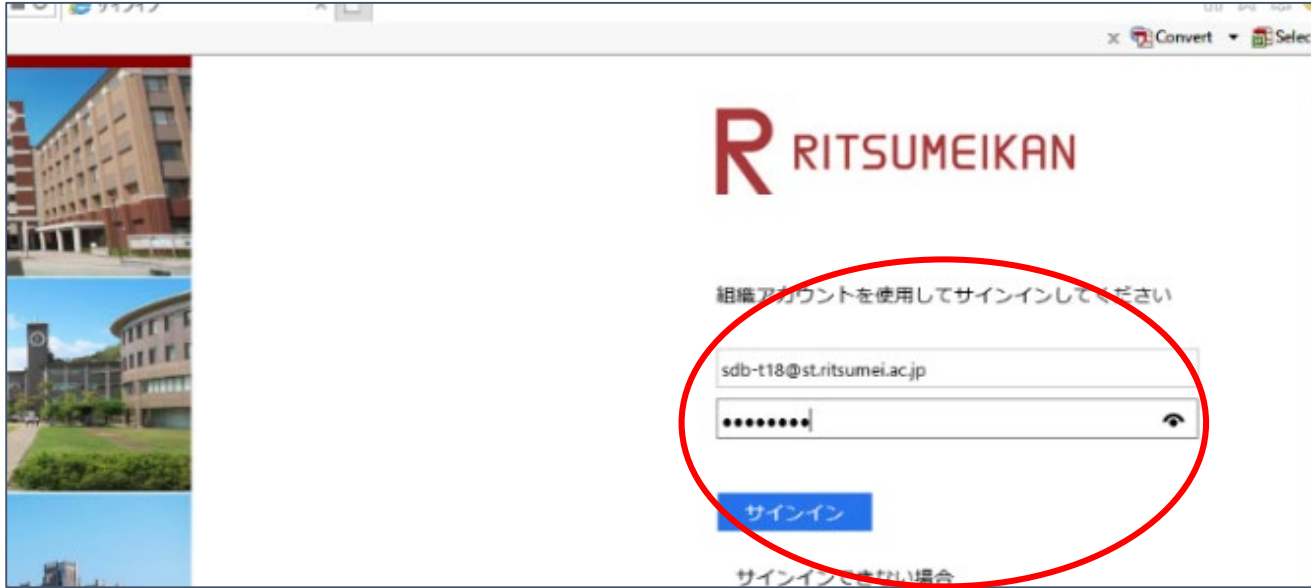

Please follow the instructions below to fill in and submit the required documents.

1. Submission period: February 1 (Wed.) - March 3 (Fri.), 2023
*If you will be appointed on April 1 (Sat.), 2023, please submit by April 13 (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	<p>Please access the following URL. https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10269</p>
2	<p>The sign-in screen will be displayed. Enter your webmail address and password to sign in.</p> 
3	<p>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.”</p> 

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】

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	<input checked="" type="radio"/>	OICリサーチオフィス
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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	<input type="radio"/>	OICリサーチオフィス(OIC Research Office)
2	<input type="radio"/>	衣笠リサーチオフィス
3	<input checked="" type="radio"/>	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.)

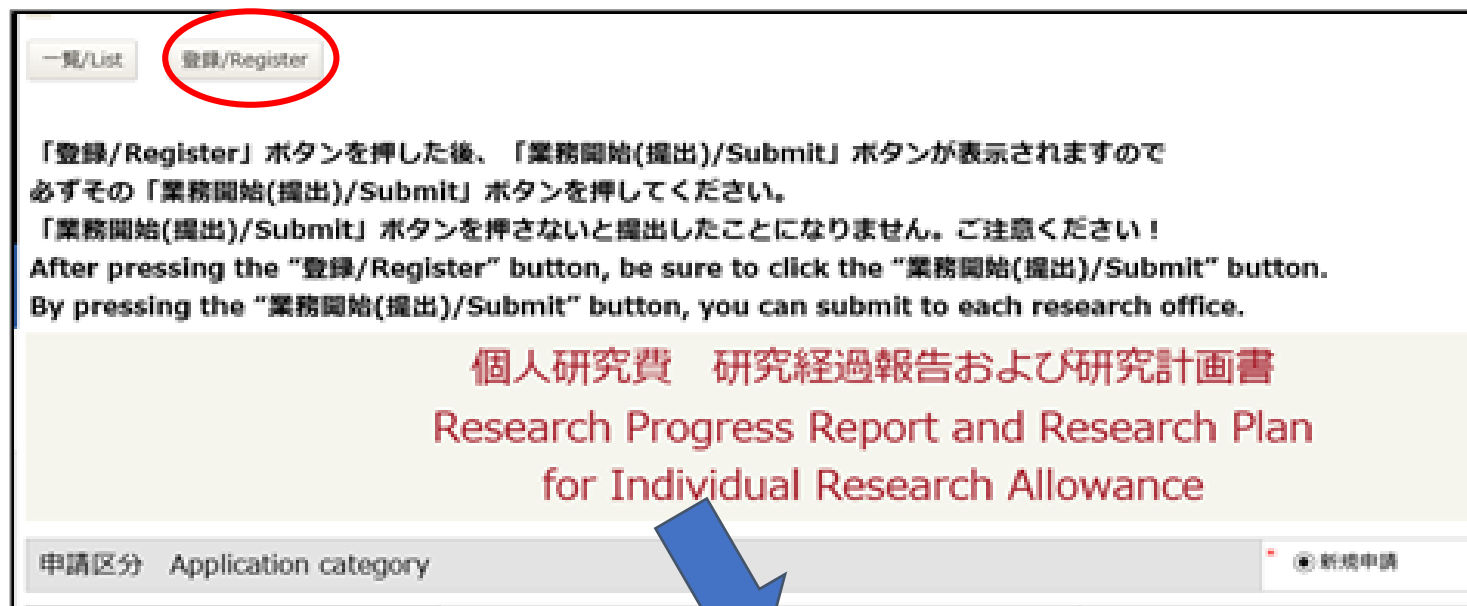
*From the viewpoint of raising awareness for the proper execution of research funds, a questionnaire on the prevention of misuse of public research funds is attached to the end of the “Report and Plan.” Your kind cooperation and reconfirmation would be much appreciated.

[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>

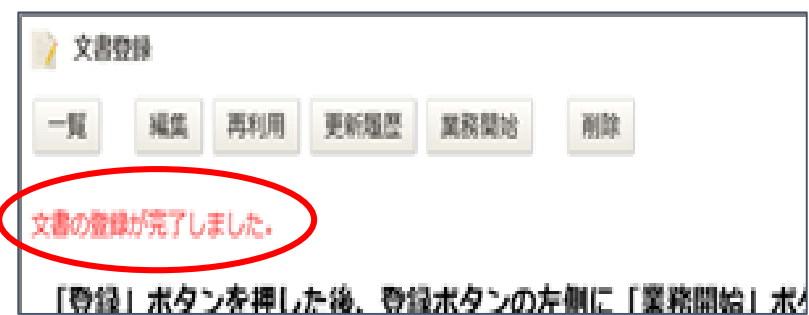
年度 AY	2020年度 ▼				
研究報告 Research Progress Report (必須項目)	350文字以内でご記入をお願いします。字数制限を超えた場合、承認手続きの過程で文章を省略させていただく場合があります。Please fill in the space within 350 words. In case you exceed the character count limitation, a part of your text might be omitted during the approval process. * <div style="border: 1px solid red; padding: 5px; text-align: center;">Fill in the field with no more than 350 characters.</div>				
研究計画 Research Plan 翌年度 (必須項目)	350文字以内でご記入をお願いします。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. * <div style="border: 1px solid red; padding: 5px; text-align: center;">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.</div>				
前年度研究業績 Research achievements (任意項目)	研究者DBに登録されている前年度の研究業績情報を、10行以内にまとめてご記入をお願いします。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 the previous fiscal year that have been entered in the Ritsumeikan University Researcher Database within 10 lines. <div style="border: 1px solid red; padding: 5px; text-align: center;">Fill in the most recent research achievements in no more than 10 lines. *The part exceeding the designated number of lines may be omitted.</div>				
<table border="1" style="margin-left: auto;"> <tr> <td>所属長印</td> <td>研究部長印</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>		所属長印	研究部長印		
所属長印	研究部長印				

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.)



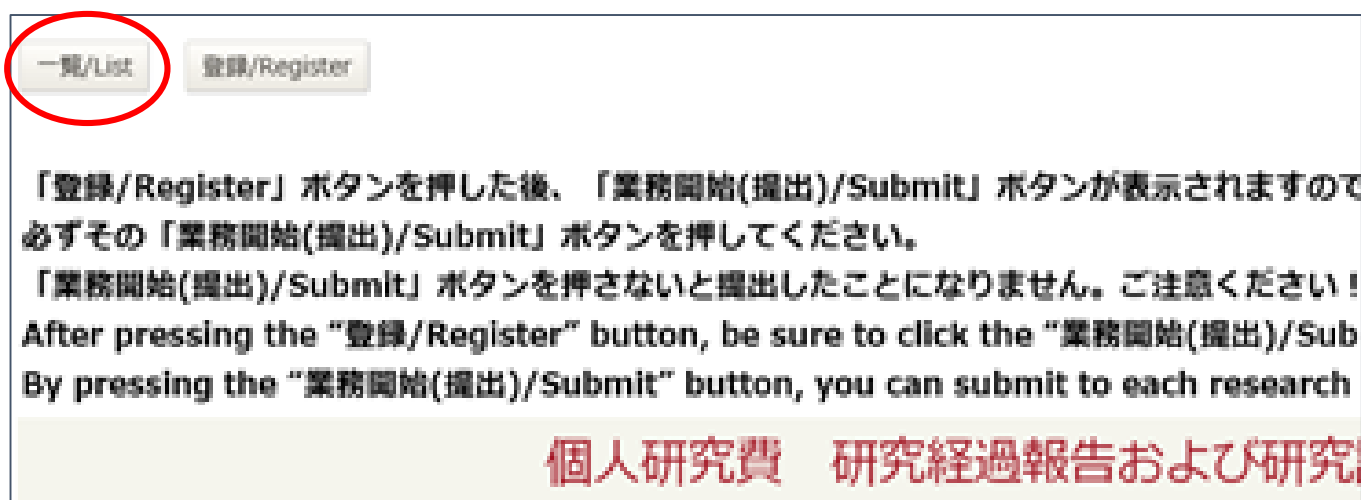
“The document has been registered” will be displayed in red.

- 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.



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.

申請番号	年度	申請日	教職員番号	所属(学部)	職位	申請者氏名	編集
1206	2019年度	2020/08/04		理工学部(教員)		【検証用】教員O(理工学部)	編集/Edit

8

- Submitting the completed data
After confirming the message “The document has been registered” in red, click on the **“Start Work” button.**

**Note: Once you click the “Start Work” 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		
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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

sdb-no-reply@st.ritsumei.ac.jp
2019/11/28 (木) 9:19
sdb-t18(sdb-t18) 宛

[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.ritsumeai.ac.jp/hibiki/BRDDocumentList.do?func=list&binderId=10269&recordId=0&popup=false>



ステータス	申請番号	年度	申請日	教職員番号	所属(学部)	職位	申請者氏名	編集
1 受理済	00604	2020年度	2021/02/28		学部(教員)	教授		編集/Edit

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.



文書登録/Document registration

一覧/List 登録/Register

「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す。ご注意ください！
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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
Research Progress Re

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.