

## Notice from the Division of Research

The Division of Research handles external funding applications including Grants-in-Aid for Scientific Research (hereafter KAKENHI), research fund-related accounting, and industry-academia-government collaborative projects.

Please refer to the Division of Research website (<https://www.ritsumei.ac.jp/research/member/>) (Japanese/English) on Ritsumeikan University website for important information and procedures related to research activities at the University.



The following are the procedures to follow when you arrive at Ritsumeikan University. The forms must be submitted by e-mail by the prescribed deadline below.

### <Main procedures at your arrival>

#### 1. e-Rad (Cross-Ministerial R&D Management System) Registration Request Form

Submission deadline: Friday March 7, 2025 \*To be strictly observed.

This form is necessary for registration procedures at the University related to the e-Rad (also known as the Cross-ministerial R&D Management System), which is concerned with applications for national competitive funds including KAKENHI, as well as for AY2025 KAKENHI applications and status confirmation procedures. The information required for the transfer procedures of KAKENHI will also be verified. Please download the registration request form from the URL listed in 4. below, fill it out, and submit it via e-mail.

\*When a researcher transfers to another institution, it is necessary to register on the e-Rad with the new institution and go through transfer procedures at the departing institution.

\*Note that applications submitted after the deadline (variable depending on the fund offered) of the relevant institution will not be accepted.

[e-Rad (Cross-Ministerial R&D Management System)]

[http://www.ritsumei.ac.jp/research/member/research\\_grant/rg06.html/](http://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/) (mostly in Japanese only)



#### 2. Researcher Database Registration Request Entry deadline: By the end of May 2025 \*To be strictly observed.

There are positions for which registration is required and those for which registration is optional. Please refer to the following URL for each of these positions. After your arrival date, the relevant Research Office will contact you when the page for each individual has been prepared, so please enter your information by the prescribed deadline above.

[Ritsumeikan University Researcher Database]

[https://www.ritsumei.ac.jp/research/member/researcher\\_login/index.html/](https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/) (mostly in Japanese only)



#### 3. If you need to transfer external funds other than KAKENHI

Please consult the relevant Research Office at each campus in 5. below.

#### 4. Division of Research English Website for Newly Appointed Researchers

Please refer to the following page for information on the procedures required at your arrival. Please also check the information on “Compliance Education” and “Research Ethics,” and respond as required. For information on where to submit documents (including the e-Rad Registration Request Form), please refer to the documents and other information related to each procedure.

[Division of Research English Website for Newly Appointed Researchers]

[https://www.ritsumei.ac.jp/research/member/researcher\\_appointment/ra03\\_2.html/](https://www.ritsumei.ac.jp/research/member/researcher_appointment/ra03_2.html/)



#### 5. Division of Research Contacts

Kinugasa/Suzaku Campuses	Biwako-Kusatsu Campus	Osaka Ibaraki Campus
Research Office at Kinugasa Campus TEL: 075-465-8224 <a href="mailto:db-krsc@st.ritsumei.ac.jp">db-krsc@st.ritsumei.ac.jp</a>	Research Office at Biwako-Kusatsu Campus TEL: 077-561-2631 For e-Rad: <a href="mailto:b-kaken@st.ritsumei.ac.jp">b-kaken@st.ritsumei.ac.jp</a> For Researcher Database: <a href="mailto:db-coor@st.ritsumei.ac.jp">db-coor@st.ritsumei.ac.jp</a>	Research Office at Osaka Ibaraki Campus TEL : 072-665-2570 <a href="mailto:oicro@st.ritsumei.ac.jp">oicro@st.ritsumei.ac.jp</a>

\*For inquiries regarding the documents and where to submit them, please contact the person in charge listed on each document.