

January 2025

To Faculty/Researchers

Division of Research
Ritsumeikan University

Request for Submission of “Request for Resignation / Transfer Procedures for e-Rad”

If you have registered for the Cross-ministerial R&D Management System (e-Rad) as a researcher of Ritsumeikan University and fall into one of the categories below, you are required to submit the "Request for Resignation / Transfer Procedures for e-Rad" (hereinafter referred as the “Request Form”) to the Research Office.

In order to apply for new competitive research grants from ministries and related organizations, such as the Grant-in-Aid (Kakenhi), you must be registered as a researcher of your new affiliation with e-Rad.

If you have Kakenhi funded projects, including newly selected projects starting from FY 2025, and wish to transfer the funds to your new affiliation, please provide the details of your new affiliation in the Request Form.

As you will need to complete the necessary procedures via e-Rad and the Kakenhi Electronic Application System in April to receive Kakenhi funding for FY2025 at your new affiliation, please make sure that you will submit the Request Form to Ritsumeikan as soon as possible.

Your current ID and password for logging into e-Rad and the Kakenhi Electronic Application System will remain the same at your new affiliation.

In order to change your e-Rad registration without delay, please submit the Request Form by 4 March. Your cooperation is appreciated.

1. Submit the Request Form if you are a faculty or researcher who meets one of the following conditions:

- (1) Those who are leaving Ritsumeikan University and will not be affiliated with other organizations.
 - ※ If you will leave Ritsumeikan University and withdraw your e-Rad registration and will not register for e-Rad with another organization, please select “Resigned” in the Request Form.
 - ※ If you will be employed as a Fixed-Term Teaching Staff (特別任用教員/Tokubetsu Ninyo Teaching Staff) by Ritsumeikan University in FY2025 you do not need to submit the Request Form.
- (2) Those who will be employed full-time by another organization
 - ※ If you will leave Ritsumeikan University and register with e-Rad as a researcher of another organization, please select “Transfer” in the Request Form.
 - ※ Please submit the Request Form if you will be employed full-time by another organization, even if you will be working part-time for Ritsumeikan University in FY 2025.
 - ※ If you need to register for e-Rad with Ritsumeikan University even if you will be employed full-time by another organization, please contact the Research Office.

2. Form to be submitted

“Request for Resignation / Transfer Procedures for e-Rad” can be download the form from the following website.

http://www.ritsumei.ac.jp/research/member/researcher_appointment/ra04.html/

3. Submission Deadline:

Tuesday, 4 March, 2025

Please email the Request Form to your campus Research Office.

4. Contact/ Submission

Kinugasa/Suzaku Campus

Research Office at Kinugasa	E-mail	db-krsc@st.ritsumei.ac.jp
Contact (e-Rad): Ms. Imai or Ms.Hitomi	TEL	075-465-8224 (Ext. 511-2398)

Biwako-Kusatsu Campus

Research Office at BKC	E-mail	b-kaken@st.ritsumei.ac.jp
Contact (e-Rad): Ms. Inoue or Ms.Saito	TEL	077-561-2631 (Ext. 515-6549)

Osaka Ibaraki Campus

Research Office at OIC	E-mail	oicro@st.ritsumei.ac.jp
Contact (e-Rad): Ms.Usami or Ms.kato	TEL	072-665-2570 (Ext. 513-3502)

Enquiries about the funding and expenditure of your Grant-in-Aid project

Research Grant Accounting and Administrative Center	TEL	077-561-5025 (Ext. 515-6002,515-6028,515-6555)
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