February 2024

To Faculty/Researchers

Division of Research
Ritsumeikan University

Request for Submission of "Request for Resignation / Transfer Procedures for e-Rad"

We would like to ask faculty and researchers who have registered for the Cross-ministerial R&D Management System (e-Rad) and meet either of the categories below to follow the procedures for a change of employer or resignation.

Completing the procedures with your University organization allows you to make new applications for competitive grants through e-Rad at the new organization you will work for. Those who meet the conditions below are required to follow the procedures for an e-Rad status update following a change of main employer within this academic year to apply for the grants at another organization in early April.
Please submit the *"Request for Resignation / Transfer Procedures for e-Rad"* if applicable by the due date to complete the procedures at Ritsumeikan University thoroughly.

Individuals needing to transfer FY2024 *Kakenhi* for new themes or continuing themes after selection to the institution to which they are transferring must obtain the information for the destination institution and enter it on the form.

Further, the login information (login ID and password) currently in use will not change even after resignation or transfer. After registering at the institution to which you have transferred, the login information currently in use will be required for login, so please be sure to keep a copy on hand.

In order to conduct the procedures without omission, we request the cooperation of applicable persons in submitting the *" Request for Resignation / Transfer Procedures for e-Rad"* by the submission deadline.

1. Applicable to:

Faculty or researchers who meet either of the following conditions

(1) Those who leave Ritsumeikan University and will not be employed at other organizations

*If you leave Ritsumeikan University and withdraw your e-Rad registration (and do not register for e-Rad with another organization), your status will be "Resigned."

*If you are employed as Tokubetsu Ninyo Teaching Staff by Ritsumeikan University in FY2024, you are not required to submit the document.

(2) Those who will be employed full-time at another organization

*If you leave Ritsumeikan University and register for e-Rad with another organization, your status will be "Transfer"

*You are required to submit the *"Request for Resignation / Transfer Procedures for e-Rad"* if you will be newly employed full-time at another organization, even if you are employed part-time by Ritsumeikan University in FY 2024. If you need to register for e-Rad with Ritsumeikan University even after being employed full-time at another organization, please consult with Research Office personnel.

2. Form to Be Submitted

"Request for Resignation / Transfer Procedures for e-Rad"

Please download the form from the following webpage.

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

3. Deadline:

Deadline: Friday, March 1, 2024

Please submit the *"Request for Resignation / Transfer Procedures for e-Rad Status"* by e-mail to the following personnel on your campus.

4. Contact/ submission

Kinugasa/Suzaku Campus

Research Office at Kinugasa	E-mail	db-krsc@st.ritsumei.ac.jp
Contact (e-Rad): Ms. Imai or Mr. Sato	TEL	075-465-8224 (Ext. 511-2398)
Contact (*Kakenhi*): Ms. Eda, or Mr. Shimoi	TEL	075-465-8163 (Ext. 511-2812/2381)

Biwako-Kusatsu Campus

Research Office at BKC	E-mail	b-kaken@st.ritsumei.ac.jp
Contact (e-Rad): Ms. Hayashi or Ms. Saito	TEL	077-561-2802 (Ext. 515-6549)
Contact (*Kakenhi*) : Mr.Fujisawa	TEL	077-561-5025 (Ext. 515-6000)

Osaka Ibaraki Campus

Research Office at OIC	E-mail	oicro@st.ritsumei.ac.jp
Contact (e-Rad): Ms. Kudo or Mr. Ayagi	TEL	072-665-2570 (Ext. 513-2948)
Contact (*Kakenhi*): Mr. Matsumoto	TEL	072-665-2570 (Ext. 513-3521)