How to Use the Cross-ministerial R&D Management System (e-Rad) for Your Application

The Cross-ministerial R&D Management System (e-Rad)

The Cross-ministerial R&D Management System (e-Rad) brings a series of processes in relation to the management of call-for type research systems (accepting applications > selection > adoption > management of the adopted problems > accepting the registration of research results and accounting results, etc.) online, which is managed by each governmental body.

1. Points to Note with Regard to Submission via the Cross-ministerial R&D Management System (e-Rad)

Calls for research proposal applications are made via the e-Rad (https://www.erad.go.jp/en/) system. Please pay attention to the following points in particular.

- Please submit your applications via e-Rad.
  If you have not finished your application steps from e-Rad before the deadline, your application, regardless of the reason, will not be accepted as a subject of our examination. A proposal using a non-standard form may also be rejected.
- Log in to e-Rad; recommended movement environment
  The recommended movement environment of e-Rad is IE, Firefox, Chrome, Safari. (https://www.e-rad.go.jp/en/operating_environment.html)
- Applicant's institution and applicant registration are required in advance.
  For details, please refer to 4.1.
- Please allow several days or more after the application deadline for inputting information into e-Rad.
  Input of information into e-Rad takes a minimum of around 60 minutes. Furthermore, on the day of the application deadline, there is a risk that the e-Rad system may be crowded, and inputting may take a long time. Please allow ample time before the application deadline to commence inputting information into e-Rad.
- It is possible to temporarily save input information.
  It is possible to discontinue input of and temporarily save application information part way through. For details, please refer to the 'Saving and Reassessing your Application Information' section under '4.4 Entering the Required Information into the e-Rad System' and/or 'Operation Manuals (for researchers)' (https://www.erad.go.jp/en/manual/for_researcher.html) or 'Frequently Asked Questions' sections on the e-Rad portal site.
- 'Retraction' is possible, even after the research proposal has been submitted.
  Up to and including the day prior to the application deadline, it is possible for applicant to retract and re-edit their research proposals. For details, please refer to the 'Amending Submitted Application Information: 'Retraction'' section under '4.4 Entering the Required Information into the e-Rad System' and/or 'Operation Manuals (for researchers)' section on the e-Rad portal site.
  Do not 'retract' research proposals on the day of the application deadline. On the day of the application deadline, there is a risk that the e-Rad system may be crowded and re-editing the proposal after retraction may take a very long time.

2. Flow of Application Process Using e-Rad

(1) Enter information on the applicant's institution and applicant
Applicants who do not have a login ID or password must request the administrative section of their research institution to register the institution in the e-Rad system. It should be noted that the registration process can take more than two weeks. For more details, please refer to 4.1.

(2) Obtain application requirements and research proposal forms
Check the list of current calls for research proposal applications on the e-Rad portal site and download the application requirements and research proposal forms. For more details, please refer to 4.2.

(3) Prepare a research proposal (maximum file size of 3 MB)
For more details, please refer to 4.3.

(4) Enter the application information into the e-Rad system
Enter the required information into the e-Rad system. Input takes around 60 minutes. For more details, please refer to 4.4.

(5) Submit the research proposal
Submit your research proposal by uploading it. For more details, please refer to 4.5.

3. System Availability and Where to Direct Questions

3.1 How to use the e-Rad system

The manual for e-Rad operation may be seen in or downloaded from e-Rad portal site (https://www.e-rad.go.jp/en/). Apply upon agreeing to the rules of use. Please check (https://www.e-rad.go.jp/en/operating_environment.html) before using the e-Rad system.

3.2 Where to direct questions on how to use the e-Rad system

Questions regarding JST's systems and programs should be directed to JST. Questions on how to use the system should be directed to the e-Rad helpdesk. Please read carefully the explanation of the application process contained in this chapter, and the contents of the e-Rad portal site, before submitting a question. **No answer is given to questions concerning the review or adoption of a proposal**.

Questions regarding matters like systems and programs, preparation of documentation for submission, and submission procedures	Department of Moonshot Research and Development Program, JST	<Make sure to use email for your inquiries (unless urgent)> E-mail:moonshot-koubo@jst.go.jp Phone Number: 03-5214-8419 Office hours: 10 AM – 5 PM *Except for Saturdays, Sundays, national holidays, and year-end new-year holidays [We may ask you to email if you call to make an inquiry.]
Got questions regarding use of the e-Rad system	e-Rad Help Desk	Phone Number: 0570-066-877 (Navigation Dial) Office hours: 9 AM – 6 PM *Except for Saturdays, Sundays, national holidays, and year-end new-year holidays

- The website for this call (https://www.jst.go.jp/moonshot/en/application/202009/index.html)
- e-Rad portal site (https://www.e-rad.go.jp/en/)

3.3 e-Rad system availability

Monday to Sunday 0:00-24:00 Available 24 hours a day, 365 days a year. Maintenance and inspection schedules are announced ahead of time on the portal site.

4. Detailed Submission Instructions and Precautions

4.1 Entering information on applicant's institutions and applicants

Applicant's institutions need to be registered in e-Rad before application. They are requested to select an office representative concerning e-Rad, who downloads a registration form for applicant's institutions from the e-Rad portal site (referred to as 'portal site' hereafter) to apply for registration. (In case of an applicant who belongs to an institute outside Japan or does not belong to any institute, the applicant shall apply yourself.)

Applicants must first register applicant information as information on the researcher and obtain an e-Rad login ID and password. (If registration via a system or program of another ministry or other government organization has already been completed, doing so once again is not required.)

The following registration procedures are required. **Please allow two weeks or more for completing procedures**. For details, please refer to the 'Registration and Procedures' or 'Frequently Asked Questions' sections on the e-Rad portal site.

Person responsible for e-Rad registration: Administrator at the institution

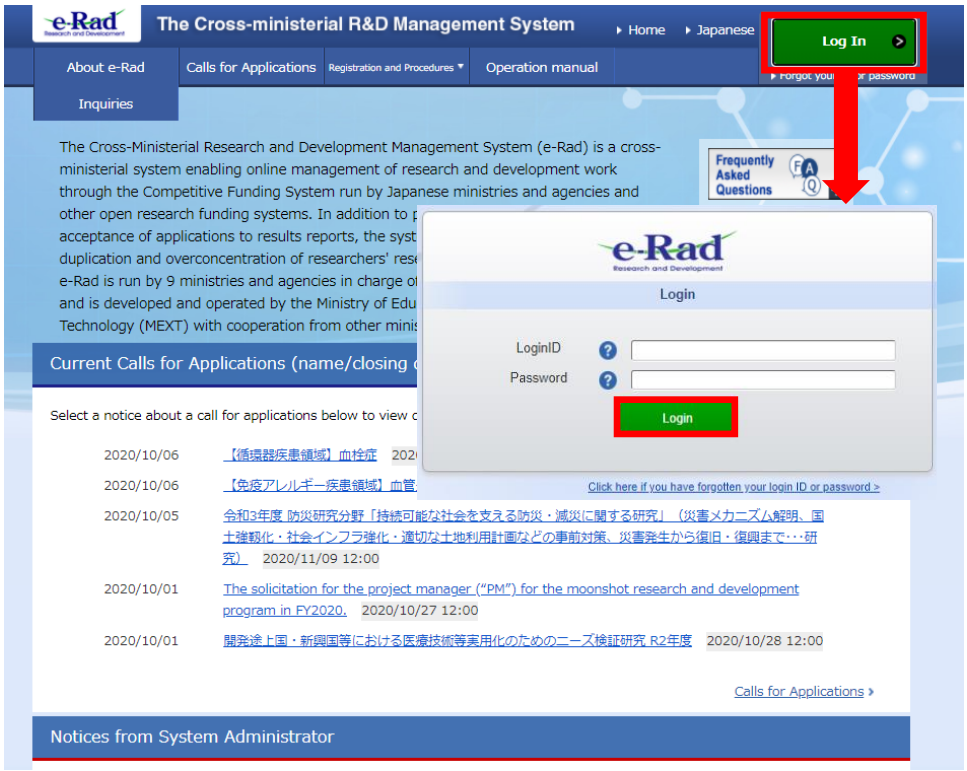
Registration items: Information regarding the institution and applicant

4.2 Obtain application requirements and research proposal forms

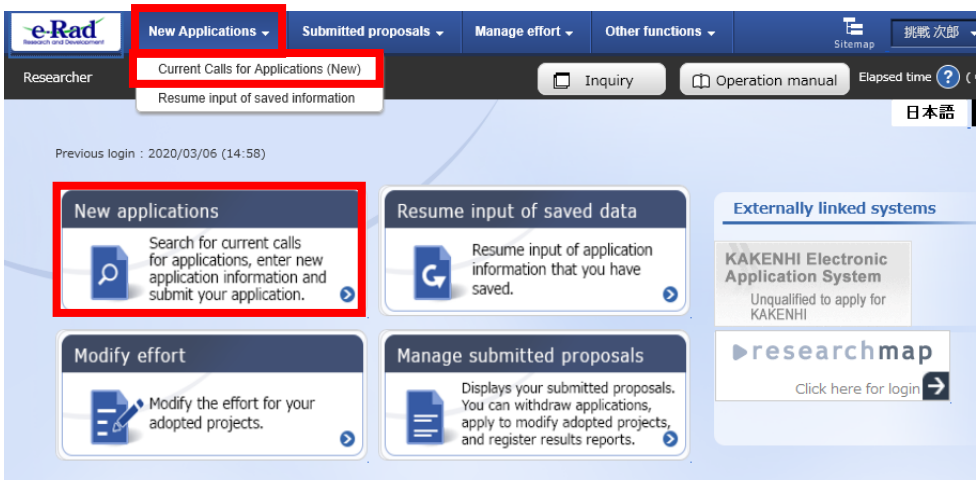
(1) Click "Log In" on the portal site.

(2) Log in using the applicant's Login ID and Password

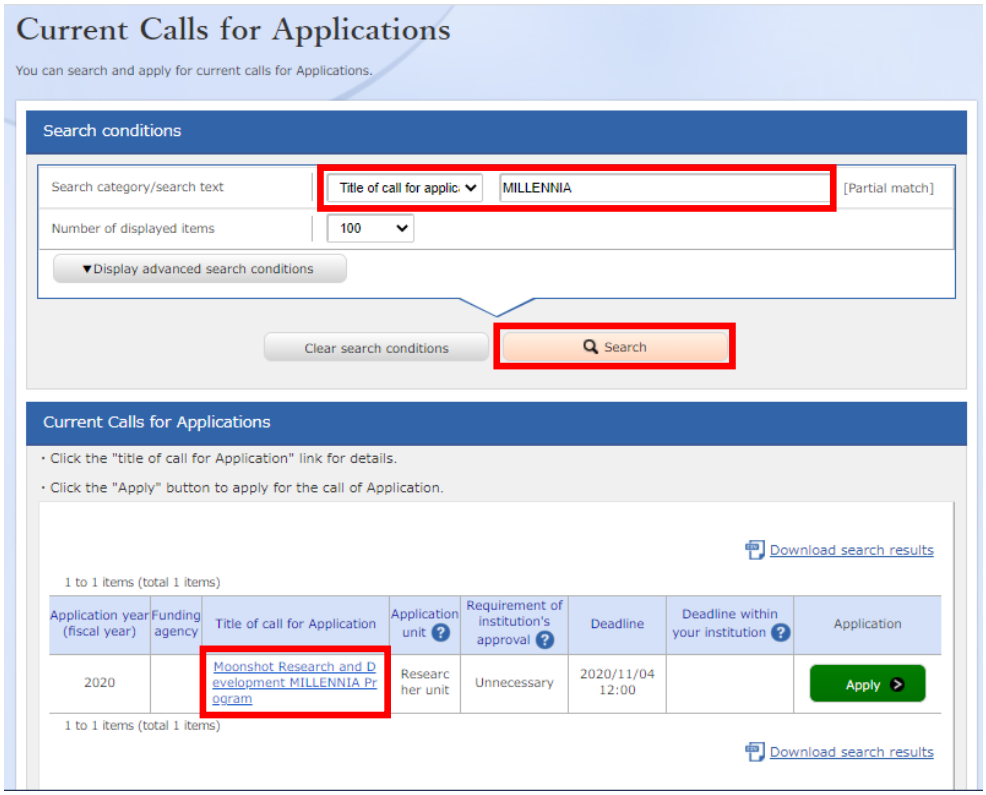
Once this is done, information on the applicant who has logged in will be automatically displayed in areas showing information on the Researcher. For first-time logins, it is necessary to enter initial settings.



(3) Hover the mouse over ‘New Applications’ on the top menu and then click ‘Current Calls for Applications (New)’ or alternatively click ‘New applications’ icon in the middle of the page.



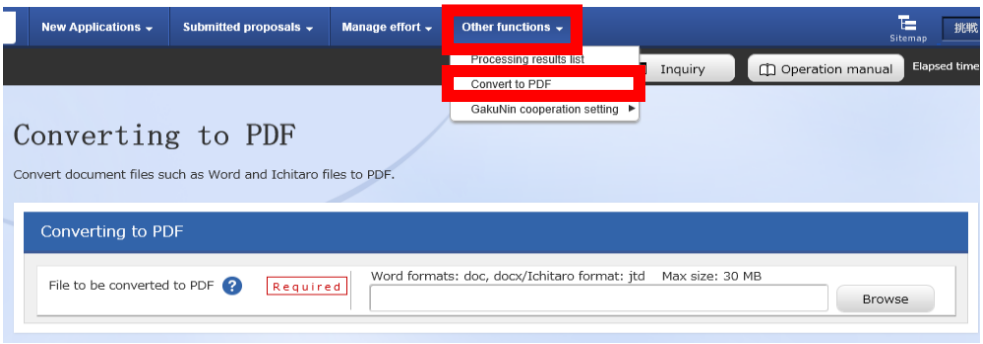
(4) In ‘Search conditions,’ select ‘Title of call for application,’ type in ‘MILLENNIA’ in the search box and click ‘Search’ to find the MILLENIA Program. Click ‘Moonshot Research and Development MILLENNIA Program’ in the search result to move onto the download page.



(5) Click ‘URL for Application Guidelines – Moonshot Research and Development | MILLENNIA Program Webpage’ or ‘Application form: URL - Moonshot Research and Development | MILLENNIA Program Webpage’ to download the Application Guidelines as well as the Application Form. (Either procedure will take you to the same page.)

4.3 Preparing a Research Proposal

- Make sure that application requirements are understood before preparing a research proposal.
- A Research proposal (doc format) must be converted to the PDF format before uploading to the e-Rad system. PDF conversion can be performed using the menu that appears after login.



Precautions:

- Please confirm the recommended operating environment in advance to log in the e-Rad system. The recommended operating environment is IE, Firefox, Chrome, or Safari.
- Research proposals converted to the PDF format should be no larger than 3MB. Files exceeding 10MB cannot be uploaded to the e-Rad system.
- Delete change history.
- When creating PDF files, do not set a password for the research proposal.
- Make sure that page numbers have been attached to the file converted to PDF format.
- Confirm the creating PDF files. Following mis-conversion could happen.

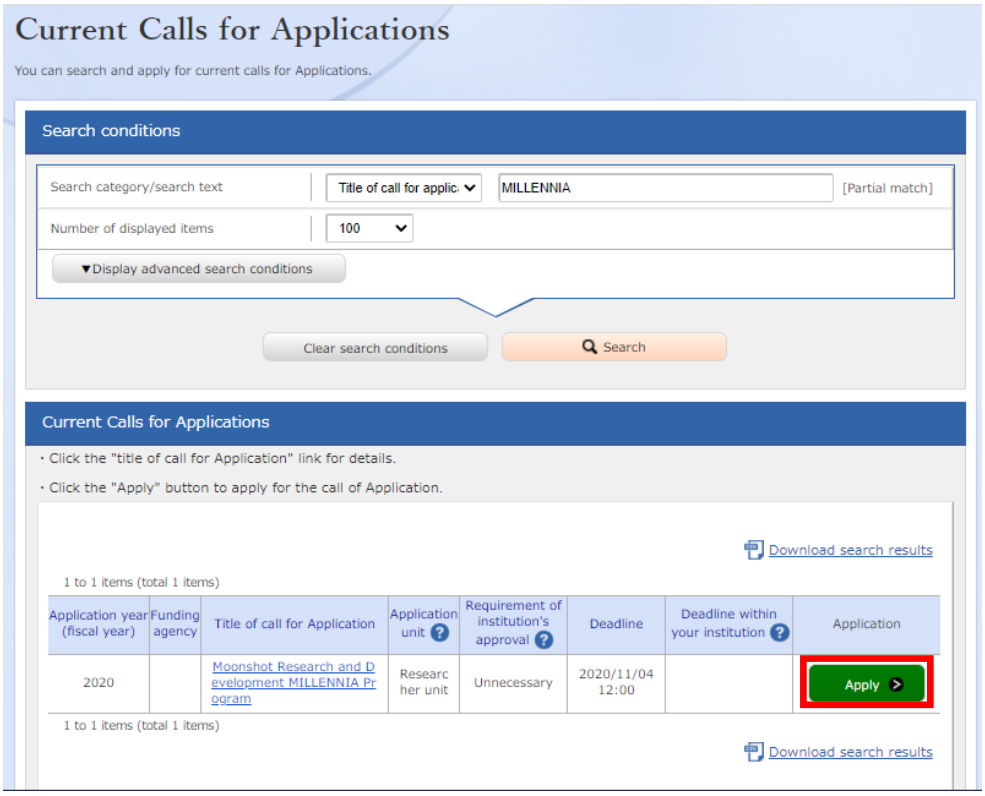
  * In the process of conversion, characters, such as those used in certain languages and special characters, may not be rendered correctly. It is necessary, therefore, to check all PDF files within the system. For more information on characters available for use, please refer to the " Operation Manuals (for researchers)" (downloadable from the e-Rad portal site).

4.4 Entering the Required Information into the e-Rad System

For details on how to log in and search for calls for proposals, see 4.2 'Obtain application requirements and research proposal forms.'

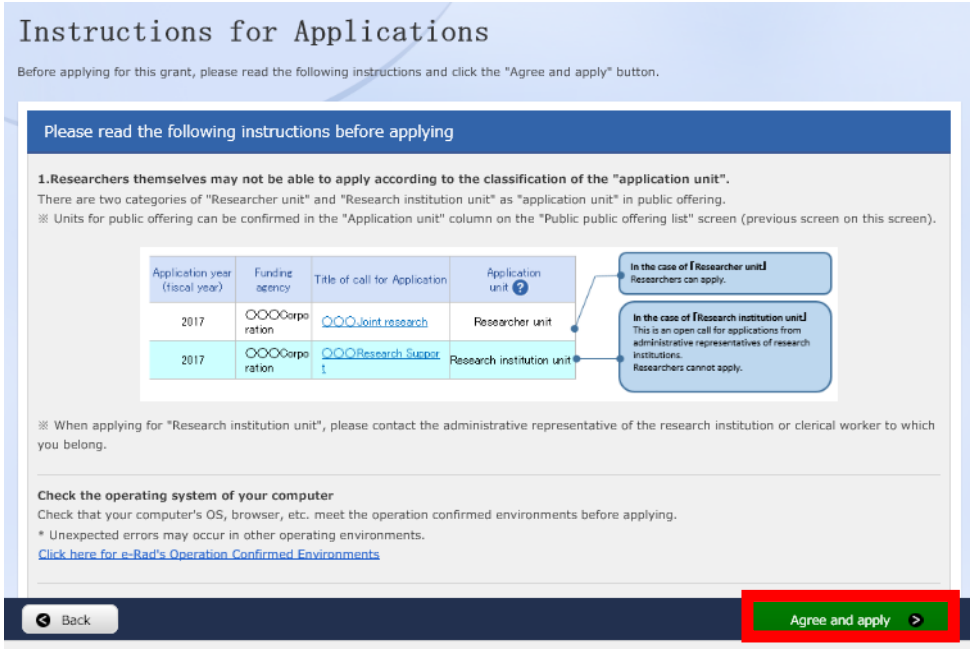
(1) Search for calls for proposals

Click on 'Apply' button for the proposals you want to apply.



(2) Instructions for Applications

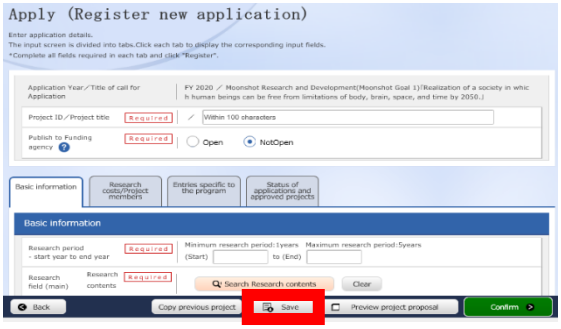
After reading instructions, click on 'Agree and apply' button on the below right portion of the screen.



Saving and Reassessing your Application Information

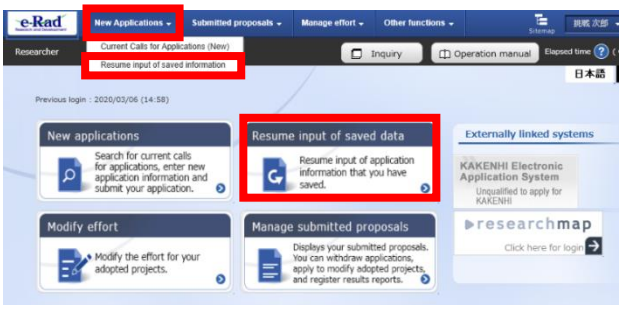
(1) Saving Information Temporarily

In the case that you wish to temporarily store application information during input, please click 'Save' at the below of the screen.



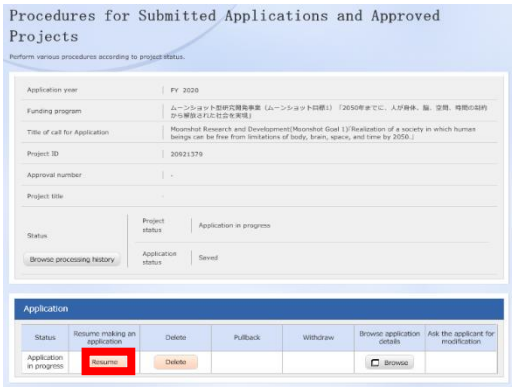
(2) Resumption your Application Information

Hover the mouse over 'New Applications' on the top menu and click 'Resume input of saved information' or alternatively click 'Resume input of saved information' icon in the middle of the page.



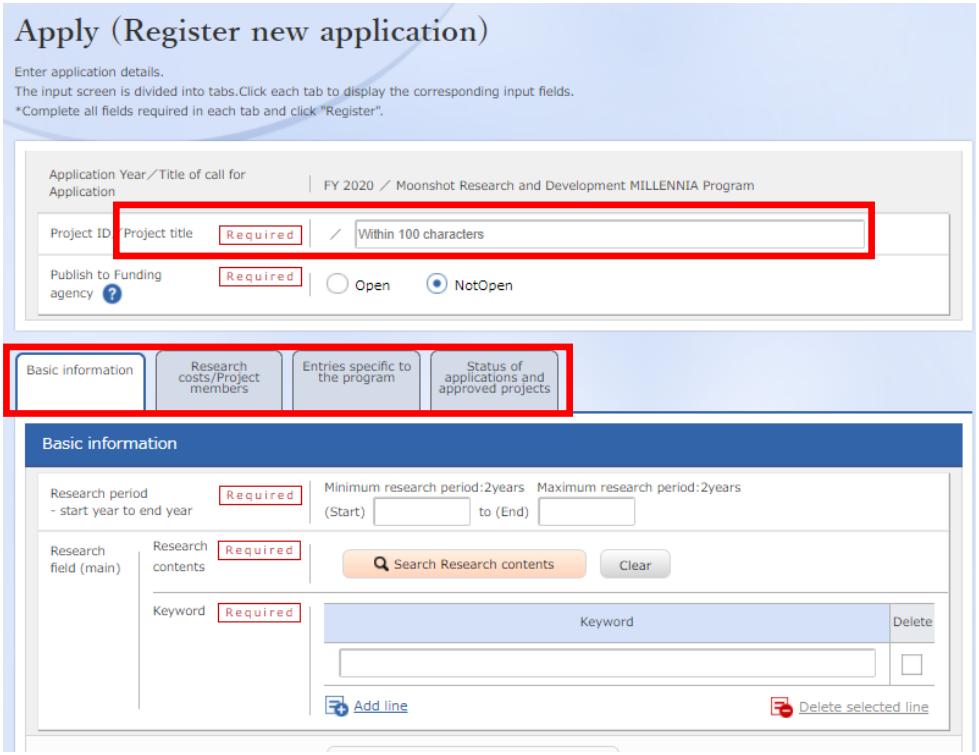
Search by inputting Project year (2020) or Moonshot goals in "Search condition"

Click "List" and the 'Procedures for Submitted Applications and Approved Projects', which will be displayed. After confirming Application proposal information, please click on 'Resume' button.



(3) Enter application details

Enter the various types of information required to apply.

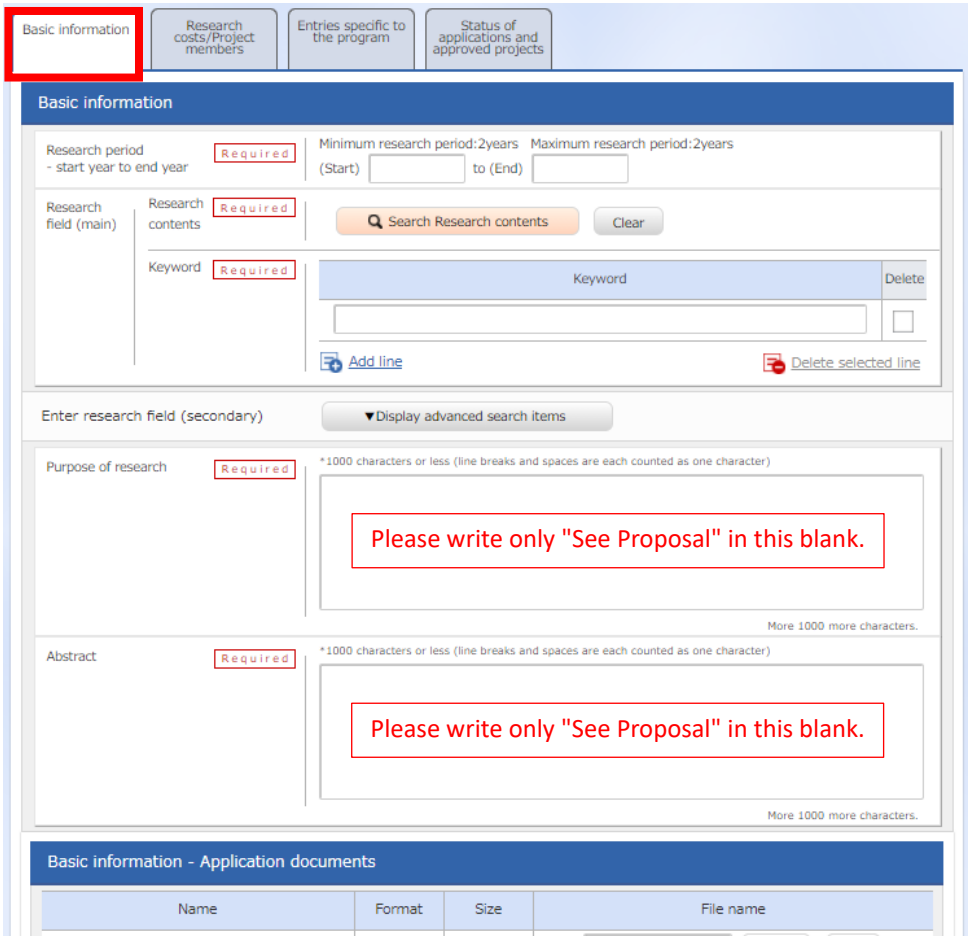


In the space labeled ‘Project title’, enter the ‘Catchphrase (within 25 words)’ described in ‘Overview’ in Form 1.

This Project title will be disclosed when making an announcement of adopted teams.

This page is tab configuration. By clicking the 1-4 name of tabs shown below, a related screen for data entry will be displayed.

1. Basic information tab



■ Basic information

Research period (Start): 2020(Fiscal year)

Research period (End): 2021(Fiscal year)

Research field (main / secondary) / Research Contents:

Click ‘Search Research Contents’ and use the new screen to perform a detailed search for the research field/ Research Contents that apply to the proposed research. Select the appropriate Research field (Main / Secondary) from the list.

Research field(main / secondary) / Keywords:

Enter one keyword per line. Add line as needed.

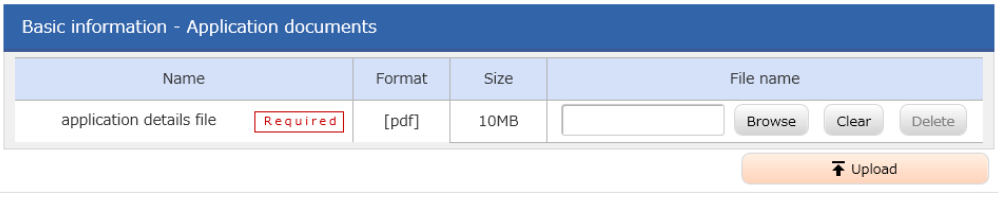
Purpose of research / Abstract:

Please enter ‘refer to Proposal’ in both fields.

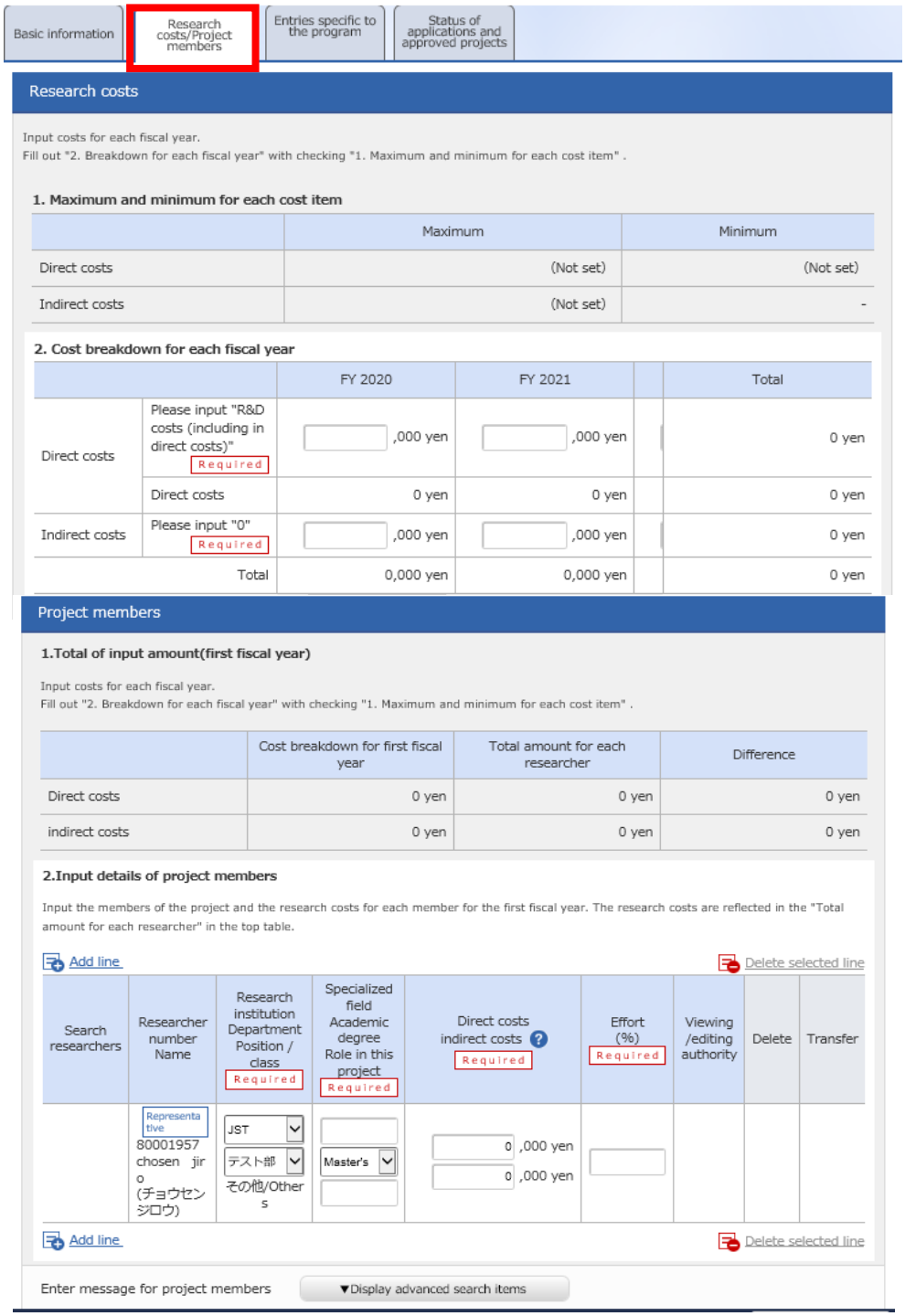
■ Basic information - Application documents

After clicking ‘Browse’ in line of ‘application details file’, please select the proposal in PDF format. Then click on ‘Upload’ button.

Please make sure that the proposal contains all Forms from 1 to 6.



2. ‘Research costs/Project members’ tab



■ Research costs

Please fill out ‘2.Cost breakdown for each fiscal year’ below. **If not entering first ‘Basic information / Research period’ in ‘Basic information’ tab, you can’t enter research costs for each fiscal year in ‘2.Cost breakdown for each fiscal year.’**

Direct costs:

Please match the total value of 2020 and 2021 with the ‘Estimated total research costs’ in Form 1, including indirect costs. (1,000 yen unit per each fiscal year)

Indirect cost:
Input ‘0’ (1,000 yen unit) in all years, due to the system limitations. In principle, indirect cost is 30% for universities, etc. and 10% for others of direct costs (20% for small and medium enterprises (SMEs)). (* Judgment will be made based on the situation of research institutions at the time of adoption in accordance with the 'Small and Medium-sized Enterprise Basic Act - CHAPTER I GENERAL PROVISIONS, Article 2: Scope of SMEs and Definitions.') For details, please refer to ‘3.3 Funds’ and ‘3.3.2 Indirect Cost’ in Application Guidelines as well as Errata on the MILLENNIA Program website (https://www.jst.go.jp/moonshot/en/application/202009/index.html).

Precautions:
The frame of ‘2.Cost breakdown for each fiscal year’ in ‘Research costs/Project members’ tab in upper figure is displayed depending on the research periods entered in ‘Basic information tab’ tab.

■ Project members

Research institution:
Select the institution where investigation research activities will be taken place in case of belonging multiple institutions.

Specialized field:
Enter as simple as possible.

Academic degree:
Select from pulldown list.

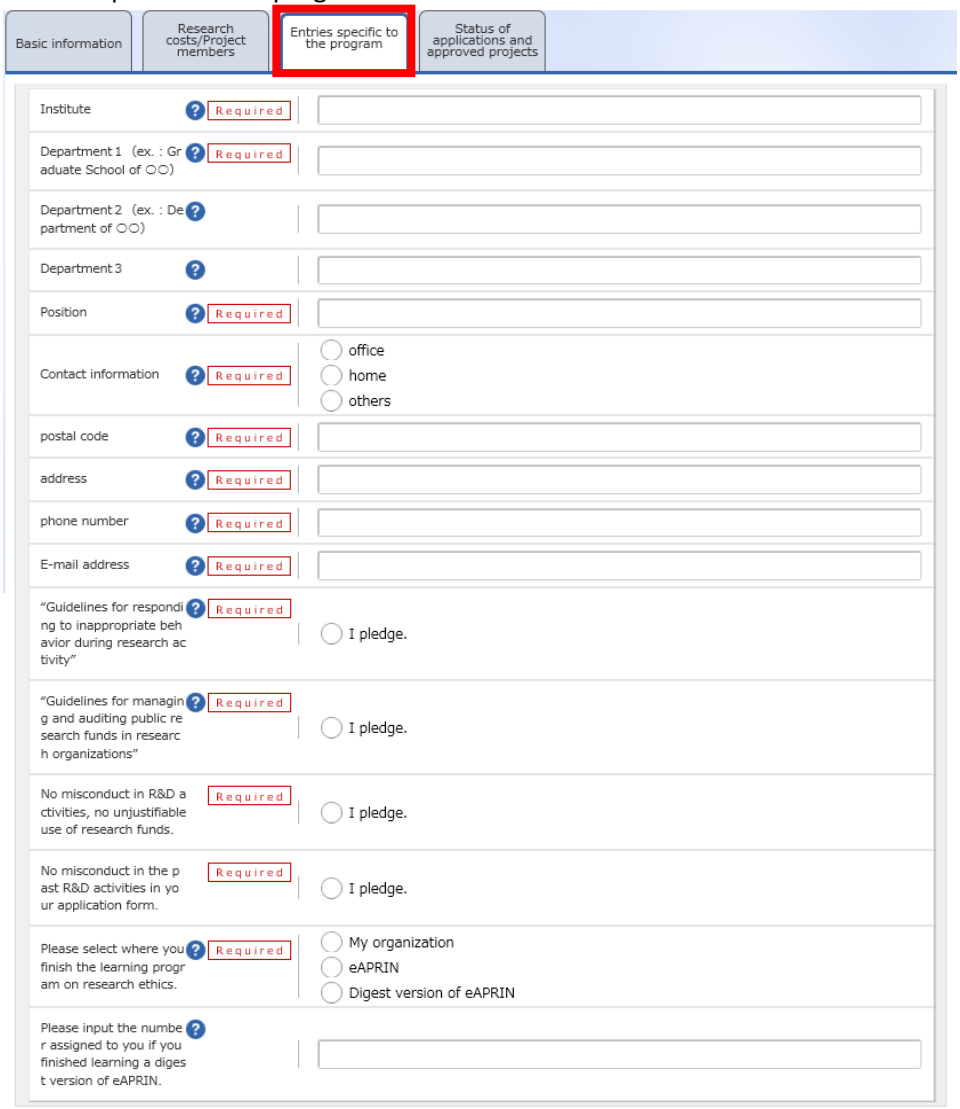
Role in this project:
Enter ‘Team Leader.’ (Enter ‘Sub-Leader’ when sub-leader is an applicant.)

Direct costs:
Research cost (including indirect cost) in first year (FY2020) in 1,000 yen unit.

Effort:
Enter the amount of effort in case of assuming that an applicant would be adopted. The amount of effort is the ratio of the time necessary to implement the investigation research activities with respect to 100 as the total time of the work of an applicant.

* Please enter only the information of an applicant in ‘Project members’ box, while information of other members needs to be filled in the ‘Entries specific to the program’ tab.

3. ‘Entries specific to the program’ tab



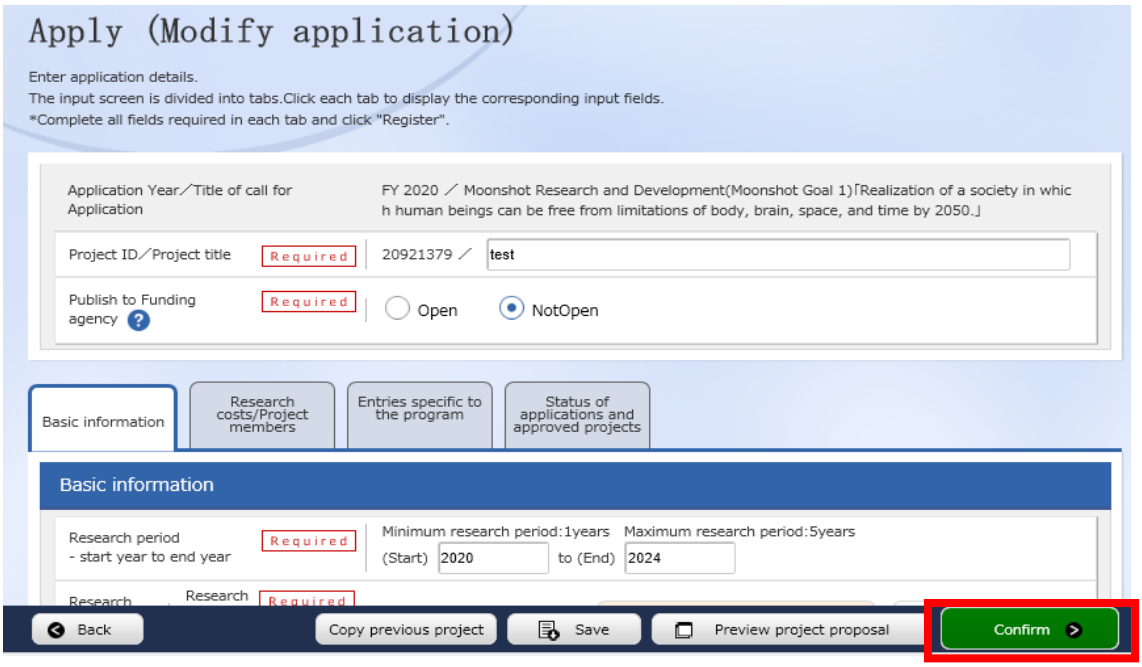
Follow the screen to input. Placing the cursor over each item ‘?’ mark will cause a related explanation to appear. Please refer to these as necessary. If the sub-leader is an applicant, please enter the team leader’s information in the ‘sub-leader’ field. Up to 10 team members can be entered. Please make sure that the information matches with the information on the application form. In case there are more than 11 members, please fill in the e-Rad up to 10 members.

Precautions:
When entering the information on the ‘Entries specific to the program’ tab,

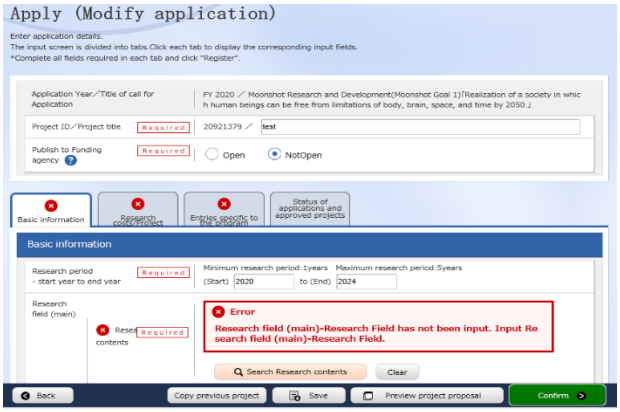
- Make sure to check the content carefully before clicking the ‘ο’ button and then check ‘ο.’
- With regard to programs related to Research Ethics Education, please refer to ‘5.1 Completing the Course on Research and Ethics Education.’
- In case that you have completed the digest version of the eAPRIN e-learning program, please be sure to input the Completion Certificate Number.

4. ‘Status of applications and approved projects’ tab
   Unnecessary to enter in this tab. Please describe in ‘Application Status and Receiving of Other Research Funds’ in Form 5.

4.5 Submit the proposal

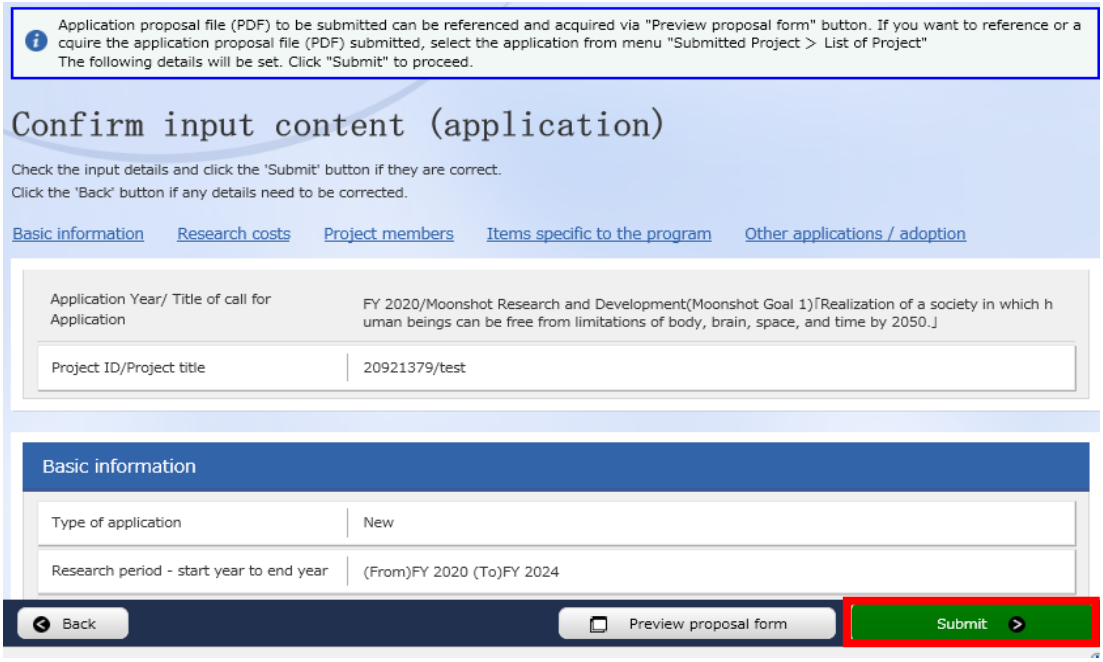


Click on “confirm” button at the bottom right of the screen.



If any part does not meet the e-Rad input rules, an error message will be displayed at the top of the input screen and the relevant item, and a ‘x’ mark will be displayed on the tab containing the problem part and the relevant item. Please modify according to the message.

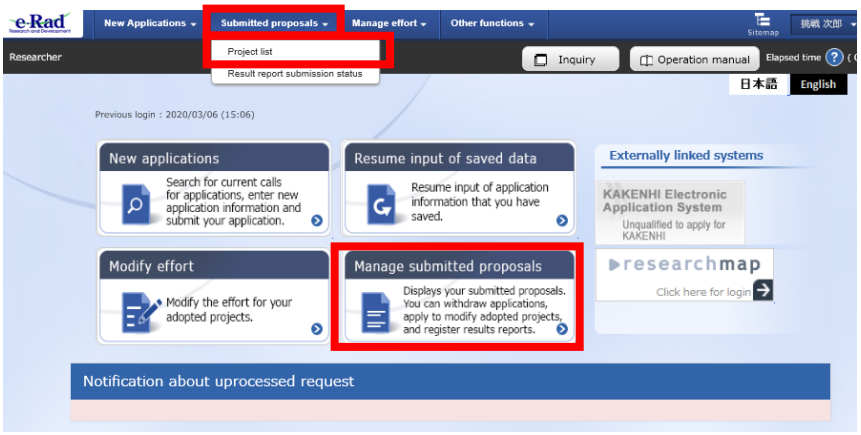
Check the input contents and click on ‘submit’ button at the bottom right of the screen.
(It may take time to complete.)



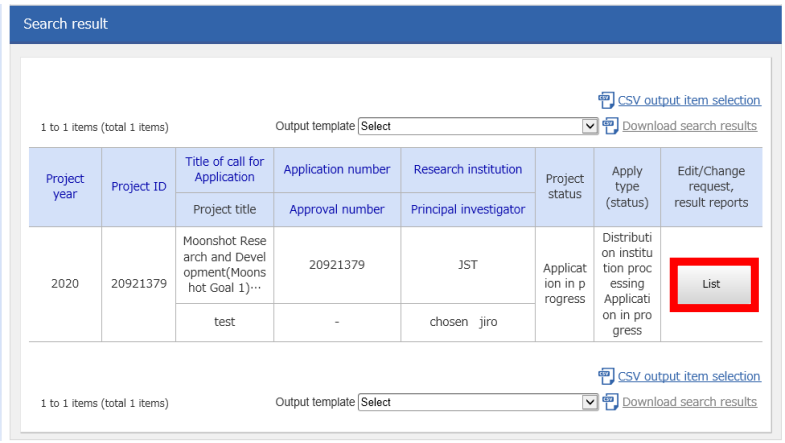
When completing to submit, a message ‘completed’ will be displayed. A research Proposal has been received by JST. After submitting, make sure to have completed call for application normally as ‘confirmation of application information status’ as follows. Approval of institution through e-rad is not necessary.

[How to 'Pullback' for Modification of Submitted Application Information]
It is possible to pullback proposal and modify until the day before application deadline; however, **please do not pullback on the day of application deadline**.

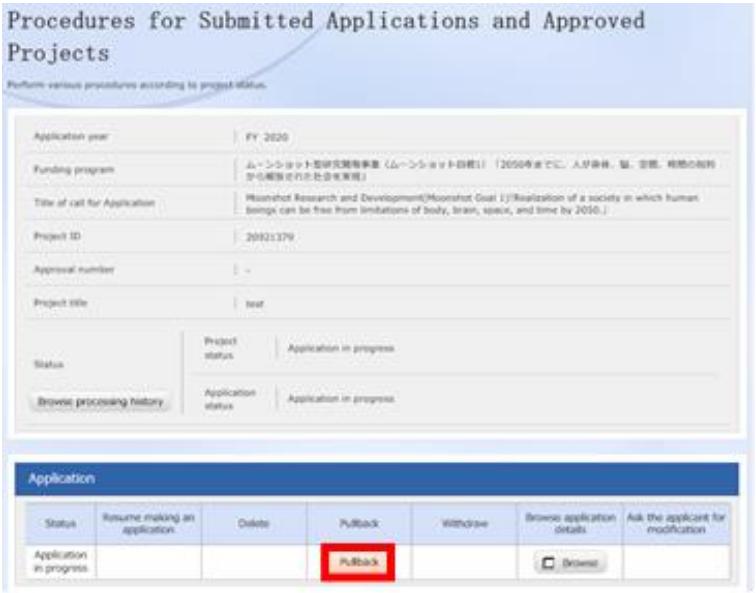
(1) Place cursor on 'Submitted proposals' and click 'Proposal list' displayed or click 'Managed submitted proposals.'



(2) Click on 'List' button.



(3) After being displayed screen of 'Procedure for submitted Applications and Approved Projects' , click on 'Pullback' button. Once pullback is completed, proposal will be 'temporarily saved' state. When reentering from a 'temporarily saved', please refer to 4.4 'Entering the Required Information into the e-Rad System.'

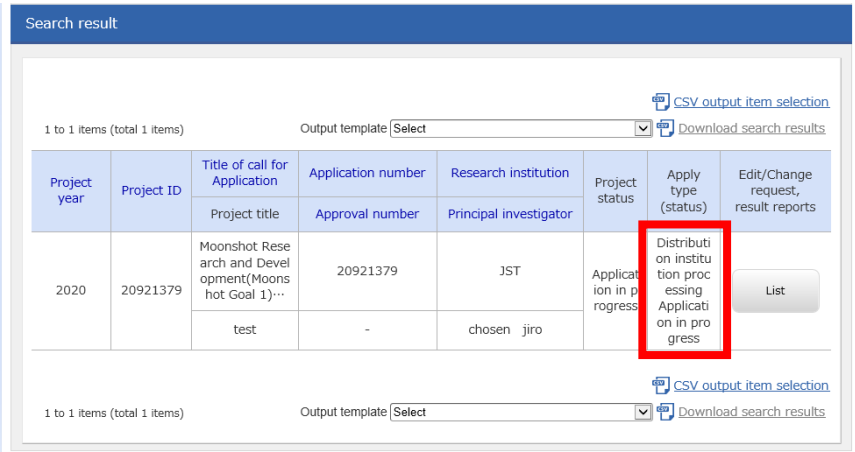


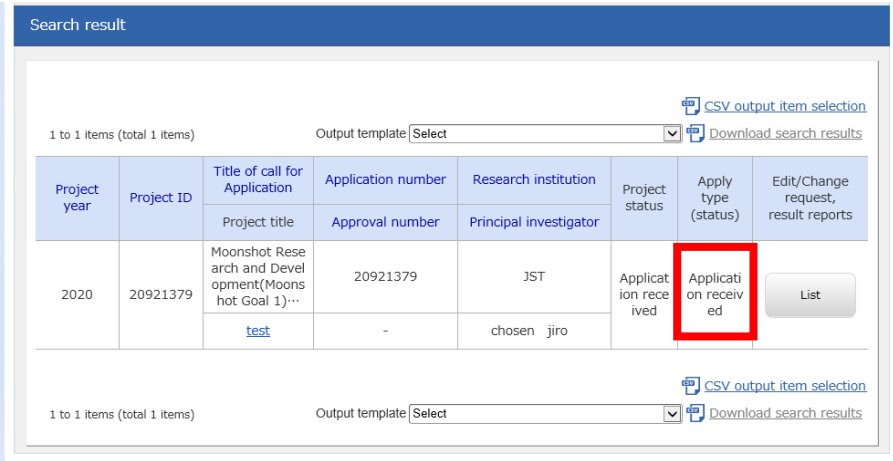
■ Confirmation of Application Information Status

Click ‘Application Information Management’ displayed after clicking ‘Application/Selection Information Management.’ If the proposal has been submitted correctly, status will appear as ‘Distribution institution processing Application in progress.’ (there may be a time lag for applications submitted via e-Rad).

A research proposal whose status does not appear as ‘Distribution institution processing Application in progress’ by the applications deadline are invalid. If a ‘Distribution institution processing Application in progress’ doesn’t appear by the application deadline despite compliance with submission rules, please necessarily contact to inquiry information described at end of Application Guideline by the application deadline.

If inquiring after the application deadline, your application, regardless of the reason, will be considered not to be submitted and be not accepted for review.



■ Receipt by JST

When a research proposal has been received by JST after the application deadline, the application status is shown as ‘Application received.’ It should be noted that in some cases the change in ‘Application received’ status may not be reflected until several days after submission.