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.e-rad.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 Edge, 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.

・Research integrity information must be entered in advance.

If you have not registered since the e-Rad upgrade (after March 15, 2022), you must do so. If you have already registered, you do not need to do so.

Please refer to "4.2 Entering Research Integrity Information" for details.

・ 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 "4.5 Entering the Required Information into the e-Rad System" and/or "Operation Manuals (for researchers) " (https://www.e-rad.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 "4.6 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）Entering Research Integrity Information

　　Not required if you have already registered.

Please refer to "4.2 Entering Research Integrity Information" for details.（3）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 4.3.

（4）Prepare a research proposal (maximum file size of 3 MB)

　　※ For more details, please refer to 4.4.

（5）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 4.5.

（6）Submit the research proposal

　　Submit your research proposal by uploading it.

　　※ For more details, please refer to 46.

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 | Department of Moonshot Research and Development Program, JST | Please ensure that any inquiries are made by e-mail. E-mail: moonshot-koubo@jst.go.jp Office hours: 10:00–17:00 *Except for Saturdays, Sundays, national holidays, and the year-end new-year holiday Tel: 03-5214-8419 We will only accept telephone inquiries on the day |

submission procedures		of the deadline or in an emergency. Even if we receive your question(s) by telephone, we may ask to handle the issue via e-mail.
Got questions regarding use of the e-Rad system	e-Rad Help Desk	Phone Number: 0570-057-060 (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/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.

1) For applicants (PM candidates) affiliated with a **Japanese** institution

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

Registration items: Information regarding the institution and applicant

2) For applicants (PM candidates) affiliated with a **foreign** institution, and applicants affiliated with **no** institution

Person responsible for e-Rad registration: Applicant

Registration item: Information regarding the applicant

4.2 Entering Research Integrity Information

If you have not registered since the e-Rad upgrade (after March 15, 2022), you must do so. If you have already registered, you do not need to do so.

Based on the "Policy for Ensuring Research Integrity with Regard to New Risks Associated with the Internationalization and Opening up of Research Activities" (decided by the Council for the Promotion of the Integrated Innovation Strategy on April 27, 2021), universities and research institutions, etc. should develop relevant rules and management systems, including for conflicts of interest or responsibilities. It is important for researchers and universities and research institutions, etc. to take independent actions to ensure the soundness and fairness of research (research integrity).

From this perspective, we will confirm that adequate efforts can be ensured along with eliminating irrational duplications of competitive research funds and excessive convergence and ensuring the transparency of research activities, and in addition, inquiries may be made to your affiliated organization as necessary regarding the status of relevant rules and its understanding of the situation.

（1）Click on [Confirm and amend researcher details].

（2）On the "Modify Researcher Details" screen that appears next, click on the [Main research institution] tab.

（3）Click [Add line] in part [Status of research expenses outside e-Rad and status of notification to job titles and affiliated institutions].

（4）Fill in [(1) Research expenses other than e-Rad] and [(2) Organizations you belong to and your positions (including concurrent positions, participation in a foreign

recruitment program, position of professor emeritus without employment contract)].

(5) Check [(3) Pledge status] after confirming that you have properly reported the above entries to your institution. (*This step is required. If you do not check the box, you will not be able to submit your application).

(6) When you have completed all the information, click on [Register].

(7) [Register for this content. Do you want to proceed?] will be displayed, click [OK].

4.3　Obtain application requirements and research proposal forms

　　*Please note that the year and other notations in the figure may differ from the actual one.

（1）Click "e-Rad login" on the portal site.

（2）Log in using the applicant's ①login ID and ②password

　※ 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）Click ①"New Applications" on the top menu and click ②"Current Calls for Applications (new)". Or click ③"New Applications".
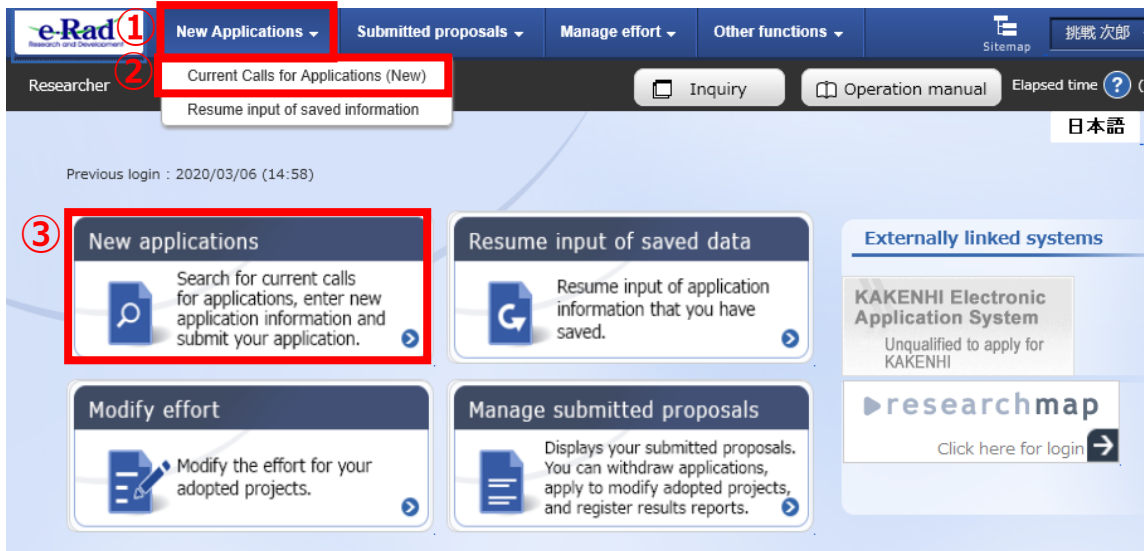
（4）Please search title of call for research proposal and moonshot goals in [Search conditions] and click on the call for application which you will propose.

※ Please confirm title of call for research proposal and moonshot goals.
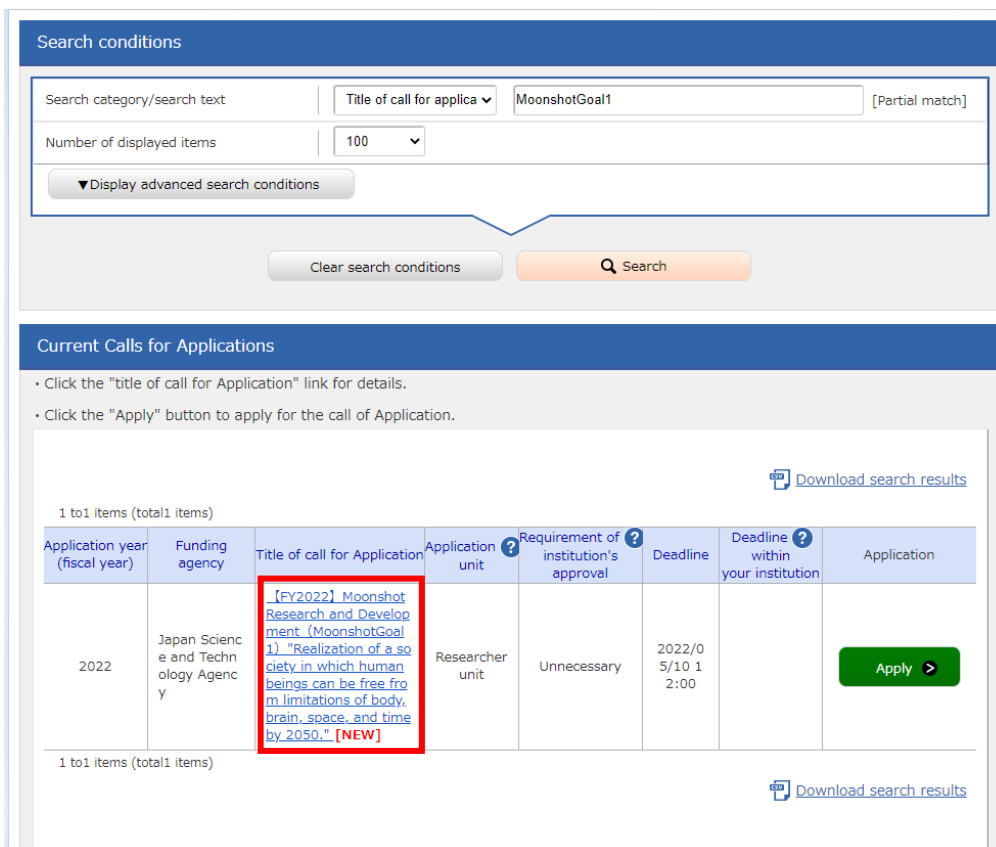
（5）After confirming the title of call for research proposal and moonshot goals, please download as follows.

If click ① "URL for Application Guidelines" or ② "Application form : URL" , you can download at the moved site.

①②Either procedure will be moved to the same website.

4.4 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.
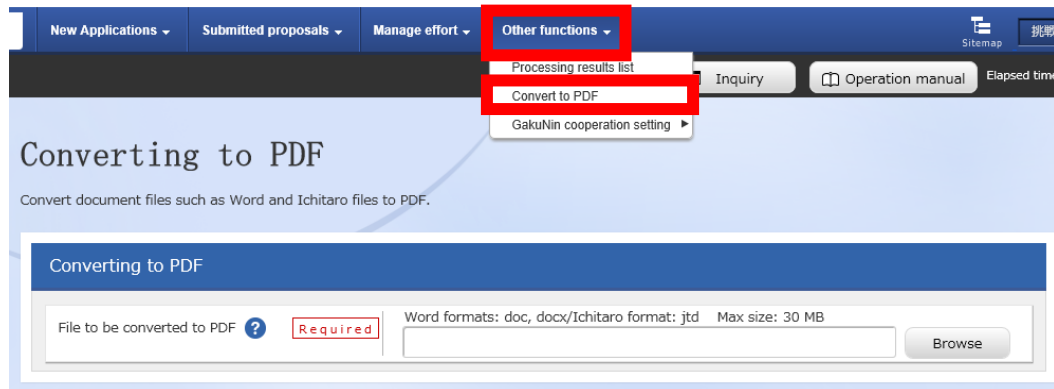
Precautions:

・ Please confirm the recommended operating environment in advance to log in the e-Rad system. The recommended operating environment is Edge, 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 misconversion could be 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).

4.5 Entering the Required Information into the e-Rad System

For details on how to log in and search for calls for proposals, see 4.3 "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

    After placing the cursor over ① "New Applications", please click ② "Resume input of saved information" or ③ "Resume input of saved information".

Search by inputting Project year (2023) 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 "Title of the R&D project" described in "An overview of the R&D project" [Form 1].

※ Title of the R&D project will be disclosed when announcing the adopter.

　This screen 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 costs/Project members | Entries specific to the program | Status of applications and approved projects |

Basic information

| Research period - start year to end year | Required | Minimum research period:1years Maximum research period:4years (Start) 2022 to (End) 2025 |

| Research field (main) | Research contents | Required | 🔍 Search Research contents   Clear |

| | Keyword | Required | Keyword | Delete |
| | | | | ☐ |

🔁 Add line   🔁 Delete selected line

| Enter research field (secondary) | ▼Display advanced search items |

Purpose of research   *1000 characters or less (line breaks and spaces are each counted as one character)

<div style="border:1px solid red">
Please write only "See Proposal" in this blank
</div>

More 1000 more characters

Name	Format	Size	File name
Research purpose file	[PDF (PDF)]	10MB	[ ] Browse Clear Delete

⬆ Upload

000 characters or less (line breaks and spaces are each counted as one character)

<div style="border:1px solid red">
Please do not upload files here. (This is not the place to upload proposal files.)
</div>

<div style="border:1px solid red">
Please write only "See Proposal" in this blank
</div>

More 1000 more characters

Name	Format	Size	File name
Research summary file	[PDF (PDF)]	10MB	[ ] Browse Clear Delete

⬆ Upload

Basic information - Application documents

Name	Format	Size	File name	Delete
application details file Required	[PDF (PDF)]	10MB	[ ] Browse Clear Delete	

🔁 Add line   🔁 Delete selected line

⬆ Upload

<div style="border:1px solid red">
Please upload your proposal here.
</div>

■Basic information

  Research period

    [Moonshot goal 8, Core Research]

      Research period (start): 2023 (Fiscal Year)

      Research period (end): 2026 (Fiscal Year)

    [Moonshot goal 9, Feasibility Study]

      Research period (start): 2023 (Fiscal Year)

      Research period (end): 2024 (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 of forms.

Basic information - Application documents				
Name	Format	Size	File name	
application details file `Required`	[pdf]	10MB		Browse Clear Delete
				⬆ Upload

② "Research costs/Project members" tab

| Basic information | Research costs/Project members | Entries specific to the program | Status of applications and approved projects |

Research costs

Input costs for each fiscal year.
Fill out "2. Breakdown for each fiscal year" with checking "1. Maximum and minimum for each cost item".

1. Maximum and minimum for each cost item

	Maximum	Minimum
Direct costs	(Not set)	(Not set)
Indirect costs	(Not set)	-

2. Cost breakdown for each fiscal year

Major items		Medium item	FY 2022	FY 2023		Total
Dire ct c osts	R&D c osts	- Require d	,000yen	,000yen		0 円
	subtotal		0 yen	0 yen		0 yen
Indirect costs		indirect cost Require d	,000yen	,000yen		0 yen
		Total	0 yen	0 yen		0 yen

◀ ▶

Project members

1.Total of input amount(first fiscal year)

Input costs for each fiscal year.
Fill out "2. Breakdown for each fiscal year" with checking "1. Maximum and minimum for each cost item".

	Cost breakdown for first fiscal year	Total amount for each researcher	Difference
Direct costs	0 yen	0 yen	0 yen
Indirect costs	0 yen	0 yen	0 yen

2.Input details of project members

Input the members of the project and the research costs for each member for the first fiscal year. The research costs are reflected in the "Total amount for each researcher" in the top table.

Search researchers	Researcher number Date of birth Position / class Name(age)	Research institution Department Position / class Required	Specialized field Academic degree / Date of degree acquisition / University Role in this project Required	Direct costs Indirect costs ❓ Required	Effort (%) Required	Viewing /editing authority	Delete	Trans fer
	Representati ve 90501883 1973/11/20 FURUTO TAKAKO (48age)	個人登録 ▼ ─ ▼ ─/─	☐ Maste r's ((Un register ed))	,000yen ,000yen				

Enter message for project members   ▼Display advanced search items

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■Research costs

　　Please fill out "2.Cost breakdown for each fiscal year" below. **If not entering first "Basic information／Research period" in ① "Basic information" tab, you can't enter research costs for each fiscal year in "2.Cost breakdown for each fiscal year".**

　Direct costs :　When you enter the research costs　FY2023-2026(Until 2024 for goal 9) , please align them with your description in "2. Yearly Plans for Research and Development Cost" in the proposal form "Plans for promoting the R&D project and budget plans" . (1,000 yen unit per each year).

　　　　※ Please include indirect costs in the figures.

　　　　※ It is possible to enter a budget figure in the proposal form in units of million yen, but you are asked to enter a figure in units of 1000 yen due to e-Rad system limitations.

　　Indirect cost :　"0"(1,000 yen unit) in all of years

　　　　※ Please enter 0 (yen) due to system limitations.

　　　　※ In practice, we pay PM's Institutions and Research Institutions as commissioned R&D cost based on Commissioned R&D Contracts which is added indirect costs up to 30% of direct cost for universities etc. in principle or 10% for other (20% for small and medium-sized enterprises) on direct costs. Please refer to "4.6.2 Indirect Cost" in Application guidelines on detail of indirect costs.

【Precautions】

The frame of "2.Cost breakdown for each fiscal year" on "Research costs/Project members" tab in upper figure is displayed depending on research periods. Especially, move horizontal scroll bar to right side in case of being displayed the frame after the third year or later.

■Project members

　Research institution : Select a candidate institution of PM's institution in case of

belonging multiple institutions

Specialized field : Enter as simple as possible.

Academic degree : Select from pulldown list.

Role in this project : Enter "PM".

Direct costs : "Research cost（including indirect cost）in first year（FY2022）" described in "Plans for Promoting the Research and Development Projects and Budget Plans" of "Proposals"(1000 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 PM activities with respect to 100 as the total time of the work of the researcher. The amount is the same as "Effort for the management of the R&D project" of "An overview of the R&D project" [Form 1] in "Proposals".

③"Entries specific to the program" tab

| Basic information | Research costs/Project members | Entries specific to the program | Status of applications and approved projects | |

Institute	❓ Required	
Department 1 (ex. : Graduate School of ○○)	❓ Required	
Department 2 (ex. : Department of ○○)	❓	
Department 3	❓	
Position	❓ Required	
Contact information	❓ Required	○ office ○ home ○ others
postal code	❓ Required	
address	❓ Required	
phone number	❓ Required	
E-mail address	❓ Required	
"Guidelines for responding to inappropriate behavior during research activity"	❓ Required	○ I pledge.
"Guidelines for managing and auditing public research funds in research organizations"	❓ Required	○ I pledge.
No misconduct in R&D activities, no unjustifiable use of research funds.	Required	○ I pledge.
No misconduct in the past R&D activities in your application form.	Required	○ I pledge.
Please select where you finish the learning program on research ethics.	❓ Required	○ My organization ○ eAPRIN ○ Digest version of eAPRIN
Please input the number assigned to you if you finished learning a digest version of eAPRIN.	❓	

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.

Note: Up to 10 names can be entered into e-Rad as main performer candidates. Please ensure this is consistent with what is entered in form 1 of the proposal. Even if you have more than 10 main performer candidates, you can only enter 10 names in e-Rad.

■Precautions when Inputting Information Using the "Entries specific to the program" Tab

・ Be sure to check the content carefully before clicking the " ◯ " button and then check " ◯ " .

・ With regard to programs related to Research Ethics Education, please refer to "5.1 Completing the Course on Research and Ethics Education".

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④ "Status of applications and approved projects" tab

It is not necessary to enter.

Please describe in "Application status, efforts, and acceptance of other research funds" .

4.6 Apply for proposal

Click on "Apply" 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 required.

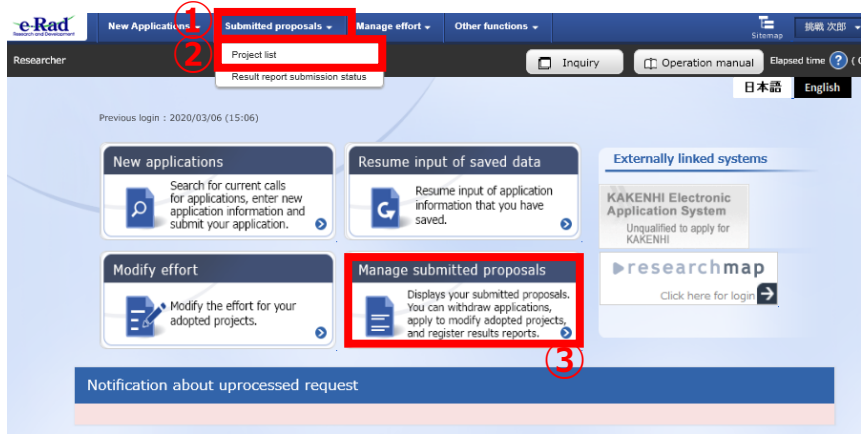■ About "Pullback" for Modification of Submitted Application Information

　It enables to pullback proposal and modify until the day before application deadline.

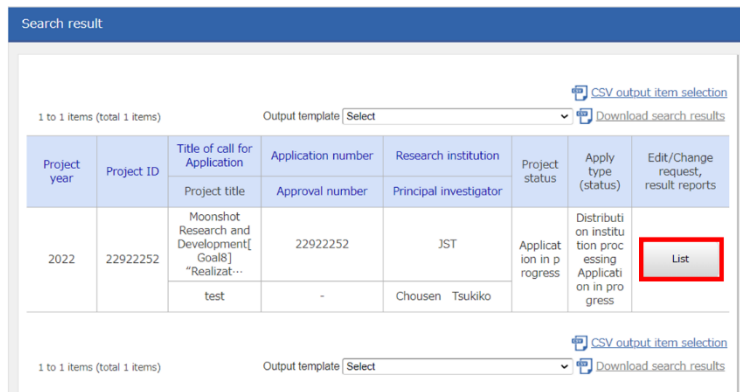　※ Don't pullback on the day of application deadline.

（1）Place cursor on ①"Submitted proposals" and click ②"Proposal list" displayed.
Or click ③ "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".
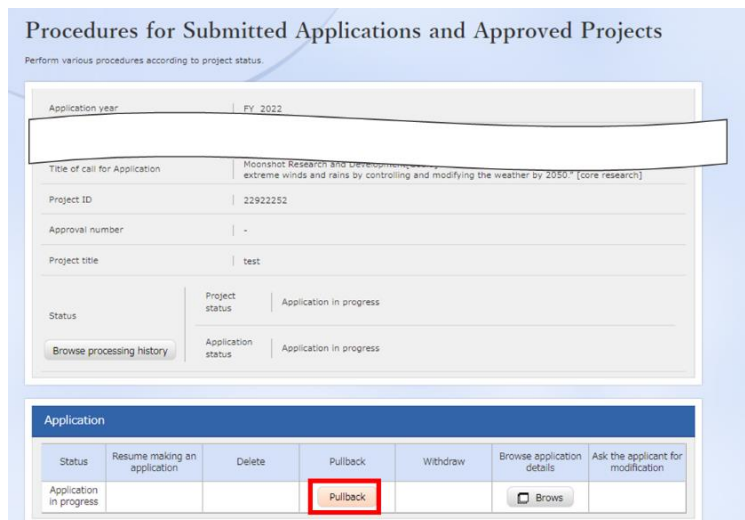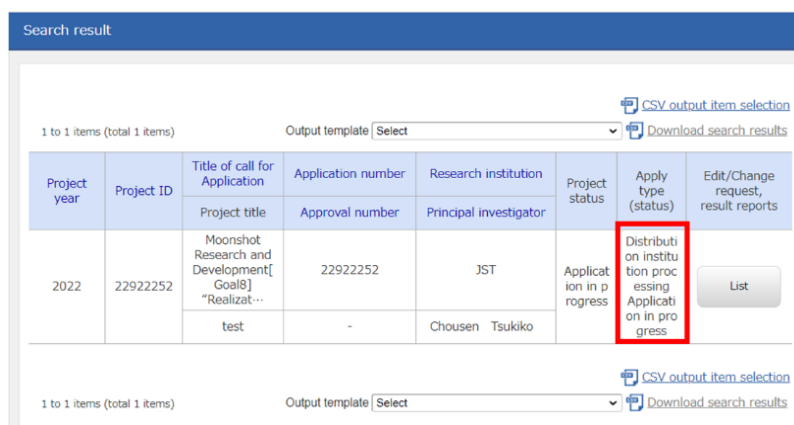
■ Confirmation of Application Information Status

Click ②"Application Information Management" displayed after clicking
①" 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.

Search result

CSV output item selection

1 to 1 items (total 1 items)　　Output template [Select ▼] 　Download search results

Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports
		Project title	Approval number	Principal investigator			
2022	22922252	Moonshot Research and Development[Goal8] "Realizat…	22922252	JST	Application received	Application received	List
		test	-	Chousen Tsukiko			

CSV output item selection

1 to 1 items (total 1 items)　　Output template [Select ▼] 　Download search results