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

OThe 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)

Application for Calls for research proposal should be made via the e-Rad (<a href="https://www.e-rad.go.jp/en/">https://www.e-rad.go.jp/en/</a>). Please pay attention to the following points in particular.

- Please submit your applications via e-Rad.
  - If you have not finished your application steps in 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 operating environment
   The recommended operating environment of e-Rad is Edge, Firefox, Chrome, Safari.
   (https://www.e-rad.go.jp/en/operating\_environment.html)
- Registration of Applicant's institution and applicant are required in advance to application.
   For details, please refer to "4.1 Entering information on applicant's institutions and applicants".
- Research integrity information must be entered in advance to application.
- 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 before 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 it may take a long time for input. 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 and temporarily save your application 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) " (<a href="https://www.e-rad.go.jp/en/manual/for\_researcher.html">https://www.e-rad.go.jp/en/manual/for\_researcher.html</a>) or "Frequently Asked Questions" sections

"Retraction" is possible, even after the research proposal has been submitted.

<u>Up to the day prior to the application deadline</u>, it is possible for applicants 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

on the e-Rad portal site.

- (1) Registration of 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 guideline 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 is 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 4.6.

#### 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 (<a href="https://www.e-rad.go.jp/en/operating\_environment.html">https://www.e-rad.go.jp/en/operating\_environment.html</a>) 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 paper, and the contents of the e-Rad portal site, before asking a question.

#### No answer is given to questions concerning the review or adoption of a proposal.

Questions	Department	Please ensure that any inquiries are made by e-mail.
regarding matters	of Moonshot	E-mail: moonshot-koubo@jst.go.jp
like systems and	Research and	Office hours: 10:00-17:00
programs,	Development	*Except for Saturdays, Sundays, national holidays,
preparation of	Program, JST	and the year-end new-year holiday
documentation for		Tel: 03-5214-8419

submission, and		We will only accept telephone inquiries on the day
submission		of the deadline or in an emergency. Even if we
procedures		receive your question(s) by telephone, we may ask
		to handle the issue via e-mail.
Questions	e-Rad Help	Phone Number: 0570-057-060 (Navigation Dial)
regarding use of	Desk	Office hours: 9 AM – 6 PM
the e-Rad system		*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

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 to program(s) 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

Please complete the procedure from "How to Register affiliated researchers" for research institutions (<a href="https://www.e-rad.go.jp/organ/regist.html">https://www.e-rad.go.jp/organ/regist.html</a> ---This application website is only in Japanese).

**Person responsible for e-Rad registration**: Administrative staff 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

Please follow the procedures for "How to Register (for researchers)" (https://www.e-rad.go.jp/en/researcher/index.html)

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.

In accordance with the revision of guidelines regarding competitive research funds on December 17, 2021, for the purpose to eliminate unreasonable duplication and excessive concentration of competitive research funds and ensure appropriate transparency and effort in research activities, call for proposals of competitive research funds, it is required to check the current application and acceptance status of competitive research funds and other research funds (program name, research topic, implementation period, budget amount, effort, etc.), as well as all current affiliated institutions and positions (concurrent employment, participation in foreign recruitment programs, emeritus professorships without employment contract, etc.).

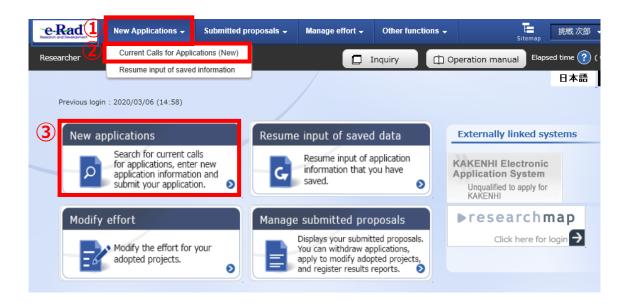
- (1) Click on [Confirm and amend researcher details] from the pull-down menu on the researcher's name at the top right pf the e-Rad top screen.
- (2) On the "Modify Researcher Details" screen that appears next, click on the [Main

- research institution] tab.
- (3) Fill in [(1) Research expenses other than e-Rad] and [(2) Side business, participation in a foreign recruitment program, or an emeritus professor without an employment contract, etc.].
  - \*There is no need to enter research funds register in e-Rad for ongoing projects, research funds currently being applied for, and research funds scheduled to be accepted (adopted).
  - \*[Research expenses other than e-Rad] are research expenses that fall under (A) or (B) below.
    - (A): Items that are not competitive research funds.
    - (B): Items that are under competitive research funding but have not been applied for through e-Rad.
- (4) If there are any applicable items, click [Add line] in part [Status of research expenses outside e-Rad and status of notification to job titles and affiliated institutions] to add a line and enter it.
- (5) Check [(3) Pledge status] after confirming that you have properly reported the above entries to your institution. (\*This step is required even if there is nothing declare on (1) or (2). 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 guidelines 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.

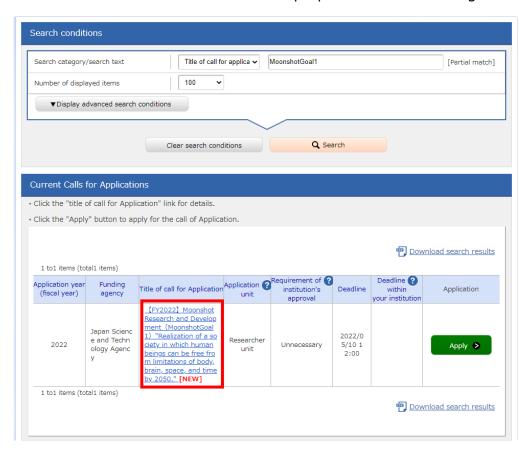


( 3 ) Click ① "New Applications" on the top menu and click ② "Current Calls for Applications (new)". Or click ③ "New Applications".



(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.

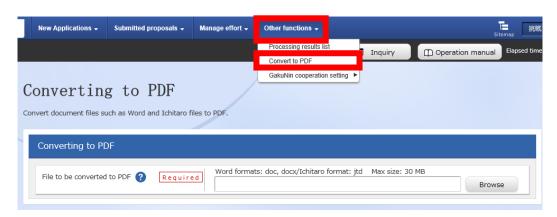


- (5) After confirming the title of call for research proposal and moonshot goals, please download as follows.
  - If click 1 "URL for Application Guidelines" or 2 "Application form : URL" , you can download at the moved site.
    - 12 Either procedure will be moved to the same website.

### Details of Call for Applications Basic information Further details Specific information from your institution Basic information Japan Science and Technology Agency Funding agency Application year(fiscal year) [FY2022] Moonshot Research and Development(MoonshotGoal1)"Realization of a society in which human beings can be free from limitations of body, brain, space, and time by 2050." Title of call for Application COSES URL for Funding Project https://www.jst.go.jp/moonshot/koubo/202111/index.html https://www.jst.go.jp/moonshot/koubo/202112/index.html URL for Application Guidelines URL for status of previously successful Application Guidelines Application Form (Download) Application Form URL https://www.jst.go.jp/moonshot/koubo/202112/index.html Operating Manual specific to this program

#### 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.



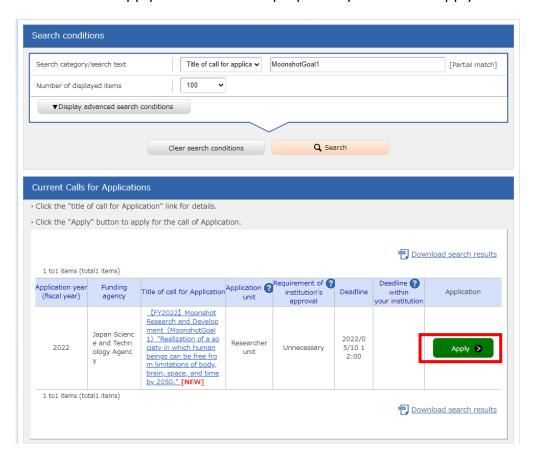
#### Precautions:

- 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 before conversion from doc to pdf.
- · 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 created PDF files. Following misconversion could be happen.

  \*\*XIn 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).

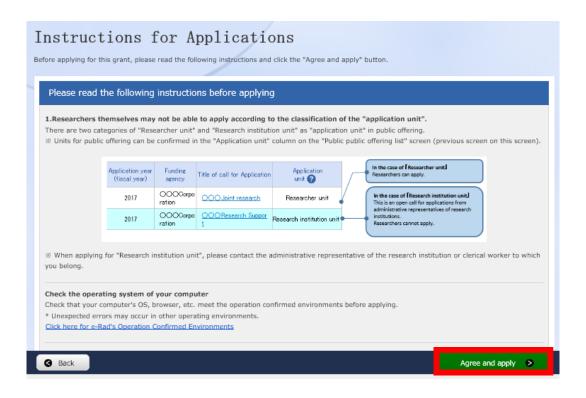
- 4.5 Entering the Required Information into the e-Rad System

  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 proposalsClick 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".

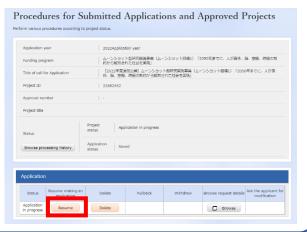


Search by inputting Project year (2024) or Moonshot goals in "Search condition"

Click "List" and the "Procedures for Submitted Applications and Approved Projects", which will be displayed.

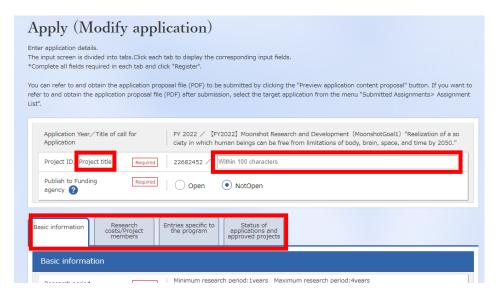
After confirming Application proposal information, please click on "Resume" button.





#### (3) Enter application details

Enter the various types of information required to apply.

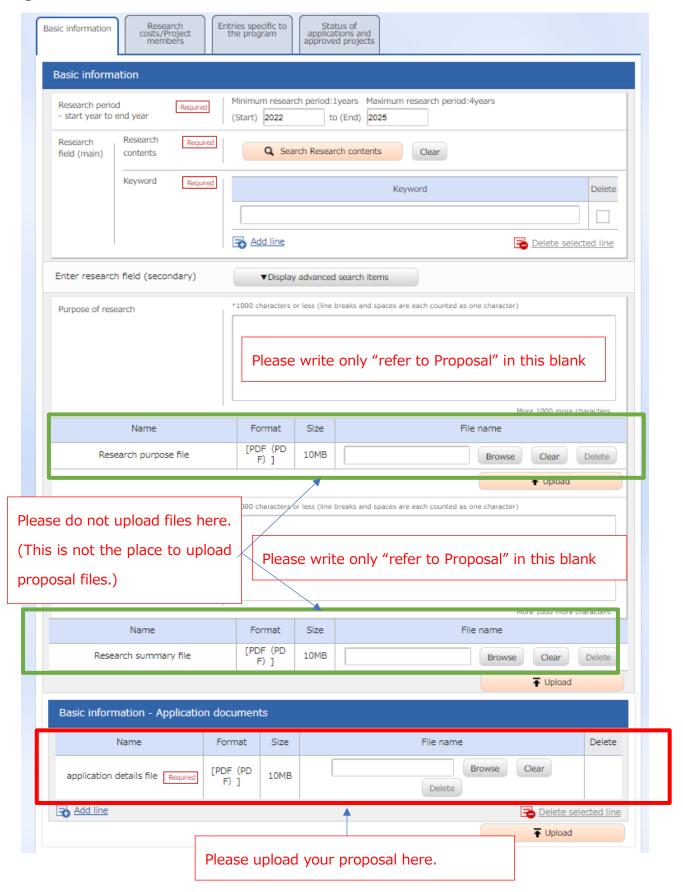


In the space labeled "Project title", enter the "Title of the R&D project" described in "An overview of the R&D project" [Form 1].

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

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

#### ① "Basic information" tab



#### ■ Basic information

Research period

Research period (start): 2024 (Fiscal Year)
Research period (end): 2029 (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 – Security Export Control System

All public solicitations in the FY2024 will become subject to the requirement of security management. (The detail of Security Export Control System in Japan https://www.meti.go.jp/policy/anpo/gaiyou.html)

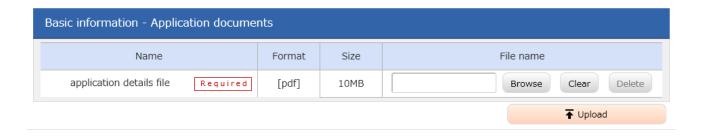
Please verify the content described in this section. Furthermore, if you answer "yes" to this section, indicating that establishment of security export control system is required at your affiliated institution, please consult with the administrative department responsible for such matters at your institution after completing the application submission process on the e-Rad.



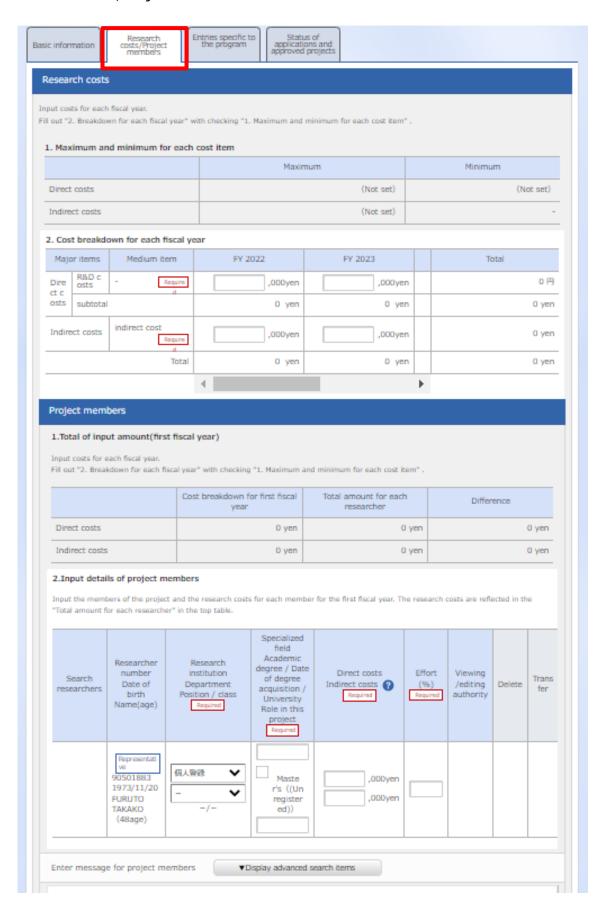
■ Basic information - Application documents

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

 $\ensuremath{\ensuremath{\mathbb{X}}}$  Please make sure that the proposal contains all of forms.



#### 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 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 in FY2024-2029, 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.
- ※ You must 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 "3.4.2 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

 $Research\ institution\ : Select\ a\ candidate\ institution\ of\ PM's (leader's)\ institution\ in\ case$ 

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 (FY2024)" 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".

## $\ensuremath{\mathfrak{I}}$ "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
Institute ? Required
Department 1 (ex.: Gr ? Required aduate School of OO)
Department 2 (ex. : De ? partment of OO)
Department 3
Position Required
Contact information
postal code Required
address ? Required
phone number Required
E-mail address ? Required
"Guidelines for respondi Required ng to inappropriate beh avior during research ac tivity"
"Guidelines for managin Required g and auditing public re search funds in researc h organizations"
No misconduct in R&D a ctivities, no unjustifiable use of research funds.  Required  I pledge.
No misconduct in the p ast R&D activities in yo ur application form.  Required  I pledge.
Please select where you Required finish the learning progr am on research ethics.  My organization  eAPRIN  Digest version of eAPRIN
Please input the numbe ? r assigned to you if you finished learning a diges t 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.

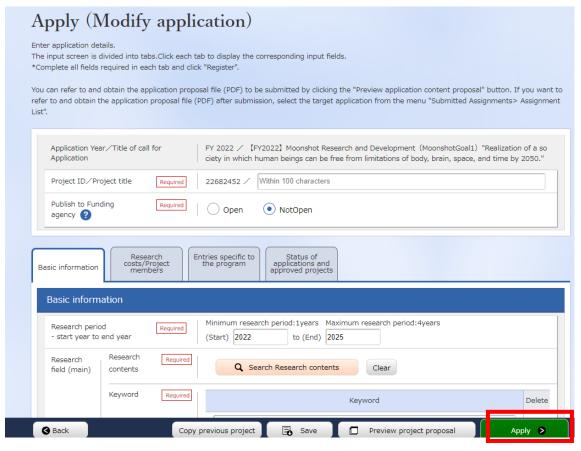
\*Information regarding to applicant must be same as that entered in application form

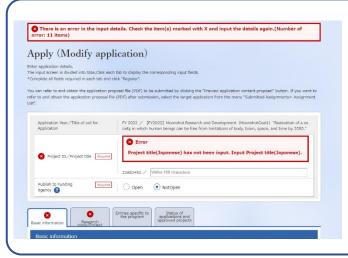
- 1. All of the performer candidates entered in your appendix to form must be entered. Note that up to 30 performer candidates are able to be entered in the e-Rad. If the number of candidates is more than 30, please input 30 candidates.
- Precautions when Inputting Information Using the "Entries specific to the program "
  Tab
- Be sure to check the content carefully before clicking the "  $\bigcirc$  " button and then check "  $\bigcirc$  " .
- With regard to programs related to Research Ethics Education, please refer to "4.1
   Completing the Course on Research and Ethics Education".
- "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" in your research proposal.

#### 4.6 Apply for proposal

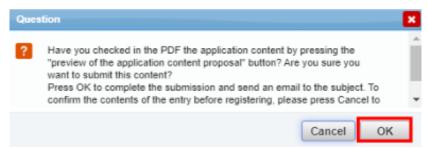
Click on "Apply" button at the bottom right of the screen.





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.

The following screen will be displayed, so click OK.

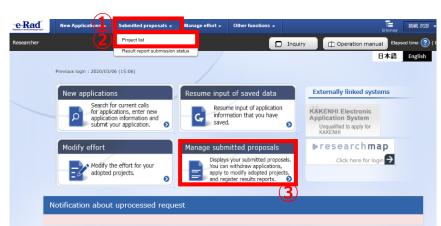


When completing to submit, a message "completed" will be displayed. A research Proposal has been received by JST. After submitting, make sure to have completed call for application normally as "confirmation of application information status" as follows. Approval of institution through e-rad is not required.

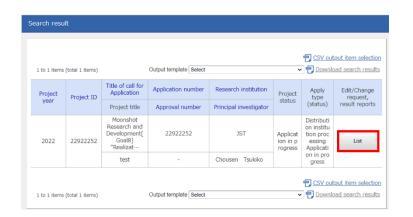
- About "Pullback" for Modification of Submitted Application Information

  It enables to pullback proposal and modify until the day before application deadline.
  - Don't pullback on the day of application deadline.
- Place cursor on
   "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 4.5 "Entering the Required

Information into the e-Rad System".



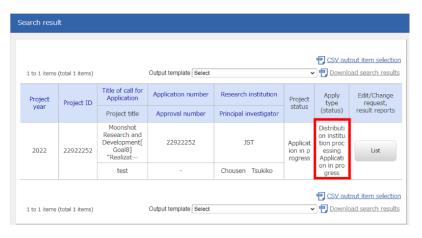
#### ■ Confirmation of Application Information Status

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 due to processing in 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.

