

# **Submission via the Cross-ministerial R&D Management System (e-Rad)**

## **RISTEX R&D Programs**

### **1. Cross-ministerial R&D Management System (e-Rad)**

The Cross-ministerial R&D Management System (e-Rad) is a cross-ministerial system that provides a series of on-line processes to manage the publicly funded research programs under the jurisdiction of ministries and agencies (Acceptance of applications → Screening → Selection → Management of selected project → Registration of research results and accounting performance → Report on research achievements).

\*“e-Rad” is the abbreviation of the Cross-ministerial R&D Management System, which is created by adding the capital letter of “e” of “Electric” to the capital letters of “Research and Development” for science and technology.

### **2. e-Rad Usage Notes**

Applications for this funding program should be submitted through e-Rad.

To apply, refer to the e-Rad portal site (hereinafter, “the portal site”) (<https://www.e-rad.go.jp/en/>).

\* Paper documents are generally not accepted in the various application procedures for use of e-Rad.

Please perform the various procedures on the e-Rad portal site.

\* Please check the recommended operating environment

([https://www.e-rad.go.jp/en/operating\\_environment.html](https://www.e-rad.go.jp/en/operating_environment.html)) first.

Additionally, pay particular attention to the following points when applying.

(1) Proposers are required to pre-register information on the R&D institution and its researchers.

Please refer to “5(1)” for details.

(2) Proposers are required to register information on research integrity in e-Rad in advance. Please refer to “5(2)” for details.

(3) 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 congested, and inputting may take a long time. Please allow sufficient time before the application deadline to commence inputting information into e-Rad.

(4) It is possible to “temporarily save” input information.

It is possible to discontinue input of and temporarily save application information part way through.

(5) “Retraction” on e-Rad system is possible.

Up to the application deadline, it is possible for researchers to retract and re-edit their R&D proposals. However, do NOT “retract” R&D 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 congested, and re-editing and re-submitting the proposal after retraction may take a very long time. R&D proposals cannot be “retracted” after the application deadline.

For details, please refer to e-Rad operation manual

([https://www.e-rad.go.jp/en/manual/for\\_researcher.html](https://www.e-rad.go.jp/en/manual/for_researcher.html)).

### 3. Application Method Using e-Rad

(1) Registration of information on R&D institution, researcher, and research integrity

Researchers without a log-in ID and password must be registered by the administration staff of the R&D institution.

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(2) Obtain required application guidelines and R&D proposal forms

Please check the list of Calls for Proposals in the e-Rad portal site and download the application guidelines and the proposal format. **Please ensure to choose the proposal format corresponding to the program as each proposal format is different.**

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(3) Prepare an R&D proposal (Maximum file size: 5 MB)

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(4) Enter application information into the e-Rad system.

Enter the necessary information into the e-Rad system. It takes approximately 60 minutes.

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(5) Submit your R&D proposal. (Upload file to e-Rad for submission)

**Please ensure to submit your proposal to the correct program.**

#### 4. Others

(1) Where to direct questions on how to use the e-Rad system

Questions about the program itself are answered by the person in charge of the program. Questions about e-Rad operation methods are answered by the e-Rad Help Desk. Before asking questions, be sure to read both the website outlining the call for R&D proposals and the e-Rad Portal site carefully.

**JST will not answer any questions regarding the status of review or acceptance**

<u>Questions concerning the Call</u>  Programs, and procedures for preparation of application documents and submission, etc.	Japan Science and Technology Agency (JST),  Research Institute of Science and Technology for Society (RISTEX)  (For applications to each program)  •Responsible Innovation with Conscience and Agility (RInCA)  boshu-elsi@jst.go.jp  •SOLVE for SDGs: Scenario Creation Phase, Solution Creation Phase  boshusolve@jst.go.jp  •SOLVE for SDGs: Digital Social Trust  boshu-digist@jst.go.jp  •Care-based Social System
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	boshu-care@jst.go.jp (For general inquiries) boshu@jst.go.jp <b>For questions, please contact us by e-mail.</b>
<u>Questions concerning The</u> <u>Cross-ministerial R&amp;D</u> <u>Management System (e-Rad)</u>  Registration of institution or research, or how to operate e-Rad, etc.	e-Rad helpdesk Tel: 0570-057-060 (navi dial) Office hours: 9:00-18:00 ●Except on Saturdays, Sundays, holidays, and the year-end and the new year period.

- RISTEX “Call for R&D Proposals” website

[https://www.jst.go.jp/ristex/proposal/proposal\\_2025.html](https://www.jst.go.jp/ristex/proposal/proposal_2025.html)

- e-Rad portal website

<https://www.e-rad.go.jp/en/>

## (2) Availability of e-Rad

Basically, e-Rad operates 24 hours a day, 365 days a year, but may stop the service for system maintenance. This will be announced in advance on the e-Rad portal site.

## 5. Operating Instructions and Notes

### (1) Pre-registration for use of e-Rad

(<https://www.e-rad.go.jp/organ/index.html>) (<https://www.e-rad.go.jp/en/researcher/index.html>)

R&D institutions and their researchers have to be pre-registered on e-Rad by the time of application. Once registration has been completed, subsequent registrations are not required for systems and projects managed by other ministries, agencies, etc. Additionally, R&D institutions and/or researchers who are already registered in a system or project managed by another ministry, agency, etc. do not need to register for e-Rad.

#### ① Registration of an R&D institution

An R&D institution must assign a representative for e-Rad, and this representative must complete the procedure on the “Apply for Registration of an R&D Institution” page (<https://www.e-rad.go.jp/organ/entry.html>). Registration may take several days. Allow at least two weeks for this procedure.

② Registration of department information, administrator information, work information, and researcher information

The representative logs in to e-Rad using the ID and password they obtained in step ①, registers department information, administrator information, work information, and researcher information, and issues IDs and passwords for administrators and researchers. Lead Joint Researchers other than Principal Investigators do not need to register in order to apply but will need to obtain an ID by the time their project is adopted.

For details on how to register, refer to “10. Procedure for R&D institutions”, “11. Procedure for administrators at R&D institutions”, and “12. Procedure for researchers” in the manual for representatives of R&D institutions on the e-Rad portal site ([https://www.e-rad.go.jp/manual/for\\_organ.html](https://www.e-rad.go.jp/manual/for_organ.html)) (<https://www.e-rad.go.jp/en/researcher/index.html>).

(2) Registration of research integrity information

**\* Be sure to register this information if it has not been input since the amendment of e-Rad (March 15, 2022). If it has already been registered, it does not need to be registered again.**

To eliminate unreasonable duplication and excessive concentration of competitive research funds, ensure transparency in research activities, and ensure appropriate efforts, Proposers shall provide information on the current application/acceptance status of other competitive research funds including those of other ministries and other research funds (program name, R&D subject, implementation period, budget amount, effort, etc.) and information on all current affiliated institutions/positions (including side jobs, participation in foreign recruitment programs, honorary professors without employment contracts, etc.) according to the amendment of the “Guidelines on Competitive Research Funds” on December 17, 2021.

(3) Points to note when uploading a proposal to the e-Rad system

- Please check these application guidelines thoroughly when creating a proposal document.
- Please ensure to use the format provided for the program in the fiscal year of the application.  
Applications using formats for other programs and/or for other fiscal years will not be accepted.
- The proposal document needs to be converted to PDF before uploading it to e-Rad. This can be done in the menu displayed after logging in to e-Rad.
- Please make sure that the size of the proposal PDF submitted is no more than 5MB.
- Please delete all the track change records.
- Please do not set a password to the PDF file of the proposal.
- Please check that the file converted to PDF has the page numbers inserted.
- Please make sure to check the converted PDF file as following errors could occur.
- \* The use of external characters or special characters may cause corrupted text in the page or file concerned (please refer to “e-Rad operation manual” (can be downloaded from the e-Rad Portal site) regarding the use of characters permitted to use).

For details, please refer to the call for R&D proposals in Japanese.