

(Annex 4)

Application Procedure Using the Cross-Ministerial Research and Development Management System (e-Rad)
[\(https://www.e-rad.go.jp/en/\)](https://www.e-rad.go.jp/en/)

1. What is the Cross-Ministerial Research and Development Management System (e-Rad)?

It is a cross-ministerial system for research and development management centered on Japan's competitive research funding system. Specifically, it is used for application reception, screening, adoption, adopted project management, achievement reporting, and others. Registration system on e-Rad consists of research institution registration (getting an institution code) and researcher registration (getting a researcher number).

Regarding this "Public Call for Project Managers (PMs) on Food Loss under Moonshot Goal 5" (hereinafter referred to as "this public call"), PM candidates and all researchers participating in research projects proposed by PM candidates must have completed researcher registration on e-Rad. In addition, PM candidates are required to belong to a research institution, and others in Japan (including educational institutions such as universities, private companies, technology research associations, and others) that has been registered as a research institution on e-Rad, or to expect to be enrolled full-time or concurrently by the date of conclusion of contract for the commissioned research agreement with BRAIN (around X, 2023).

2. Researcher Registration on e-Rad (*Researcher registration is possible even if the organization to which the researcher belongs has not completed the registration of a research institution.)
 - 1) PM candidates who have completed researcher registration and are applying for PM of this public call should proceed to 3.
 - 2) If researcher registration has been completed and participate in the research project proposed for this public call by PM candidates other than yourself, no additional procedures are required.
 - 3) If you have not yet completed researcher registration, please follow the procedures below. (*Compulsorily required before applying for this public call. It is strongly recommended to complete researcher registration two weeks before the application deadline.)
 - i) Confirm whether the organization to which you belong has completed the institution registration on e-Rad and has obtained an institution code (most research institutions and universities in Japan have already been registered). If your organization has completed the institution registration on e-Rad , please register as a researcher while consulting with the person in charge of

e-Rad in the organization. If your organization has not yet completed the institutional registration, proceed to ii) below and complete the researcher registration. (Institutional registration is not required.)

ii) Following a.-d. below, register your e-Rad email address and complete the researcher registration (obtain a researcher number).

a. Understanding the overall flow of registration procedures

To understand the entire procedure, please refer to "Applying for registration" at the lower part of webpage: <https://www.e-rad.go.jp/en/researcher/> on the e-Rad website.

b. Preparation of documents required for researcher registration

Download the "Form 3-1: Application for Registration of Researcher" from https://www.e-rad.go.jp/en/researcher/dl_file_format/yoshiki_3-1.docx on the e-Rad website and enter the necessary information. However, since the displayed form is in Japanese, it would be a good idea to refer to Attachment A below.

c. Email address registration

Enter your email address at

<https://www.e-rad.go.jp/eRad/E1022S01?lang=en>

on the e-Rad website. After that, the URL required for researcher registration will be sent.

d. Researcher Registration

The link destination of the sent URL will be displayed in Japanese. Here, you will be asked to upload the documents described in b. above, so you had better refer to Attachment B below for the necessary operations.

3. Application for this public call using e-Rad

1) Applications for this public call must be submitted using e-Rad. After logging in to e-Rad, search for this public call from the Calls for Applications list.

2) You can find the call for proposals for PMs related to food loss research this time by searching for "Moonshot Research and Development Program for Agriculture, Forestry and Fisheries."

3) The PM candidate shall apply as an applicant and designate the organization to which he/she belongs at the time of application as the representative organization. Or he/she shall apply as an applicant and designate the organization that is expected to be enrolled full-time or concurrently by the date of conclusion of contract for the commissioned research agreement with BRAIN (around June 2023) as the representative organization. In addition, the representative organization must be a research institution, or others in Japan that has completed the institution registration on e-Rad. The representative organization cannot be changed during the examination period for the application for this public call.

4) Other considerations are as follows

- i) If it is still during the application acceptance period, the application information submitted to BRAIN can be pulled back and corrected. In this case, it is necessary to complete the corrections, submit the application information again during the application acceptance period.
- ii) It is expected that it will be difficult to connect to the help desk just before the end of the application period. In addition, e-Rad may suspend services due to emergency maintenance, and others. Please check the latest information from the system administrator on the portal site and enter your application information well in advance.
- iii) The PM candidate may be inquired by the person in charge at BRAIN, and others regarding the content of the application, so please make sure that you can contact us in the period for about a week after the application period ends.

4. Reference information

- 1) e-Rad usage hours: 00:00 to 24:00 on weekdays and holidays
- 2) Help desk phone number: +81-(0)3-6631-0622 (direct line)
- 3) Help desk hours: Weekdays 9:00-18:00

Attachment A : e-Rad registration: application form

Form 3-1: Application for Registration of Researcher

Year	Month	Day
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年	月	日
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府省共通研究開発管理システム(e-Rad)運用担当 殿

府省共通研究開発管理システム(e-Rad)研究者登録申請書

初期パスワード フリガナ	Not applicable		Preferred initial password (can be changed later) between 6 and 19 characters, including at least one of each from alphabets, numbers and symbols (- . @ + \$ # ! / _)
初期パスワード※1			
研究者氏名	姓	名	
氏名※2 <small>(姓名合せて 60 文字以内)</small>	Not applicable		Not applicable
フリガナ <small>(姓名合せて 60 文字以内)</small>	Not applicable		Not applicable
通称名 (任意) ※ 2	Not applicable		Not applicable
フリガナ(任意)	Not applicable		Not applicable
氏名の表示方法	<input type="checkbox"/> 氏名のみ <input type="checkbox"/> 通称名のみ <input type="checkbox"/> 氏名と通称名の併記 Not applicable		
英字 <small>(姓名合せて 60 文字以内)</small>	family name:		given name:
生年月日 Date of birth <small>(yyyy mm dd)</small>	西暦	年	月
			日
			性別 Sex
			<input type="checkbox"/> 男 male <input type="checkbox"/> 女 female
学位※3 Academic degree	<input type="checkbox"/> 博士 PhD.	<input type="checkbox"/> 修士 Master	<input type="checkbox"/> 学士 Bachelor
		<input type="checkbox"/> 修士 (専門職)	<input type="checkbox"/> 法務博 士 (専門職)
			<input type="checkbox"/> 教職修 士 (専門職)
			<input type="checkbox"/> その他 Others
			<input type="checkbox"/> なし None
分野※4 Field of the degree			
学位取得年月日 (西暦) ※ 5			
Date when obtained			
大学※6 University for the degree			
連絡先	郵便番号 Postal code	〒	
	住所 Postal address		
	電話番号※7 Phone number	FAX 番号(任意) Facsimile when available	
	メールアドレス 1 Email address	メールアドレス 2(任意) Another email address (optional)	
本人確認書類 (コピー) ID document (copy)	<input type="checkbox"/> 運転免許証 Driver's license	<input type="checkbox"/> パスポート Passport	<input type="checkbox"/> 健康保険証 Social security
			<input type="checkbox"/> マイナンバーカード(表面のみ) Official MY NUMBER CARD
1ヶ月以内の応募予定の有無	<input type="checkbox"/> なし	<input type="checkbox"/> あり	公 募 名 Name of the call:

Application plan in a month	None	Will apply	応募受付期間	Application period of the call:
備考(任意) (連絡事項がある場合に記入)	Any other notes:			

府省共通研究開発管理システム(e-Rad)の「利用規約」を承諾した上で、以下のとおり研究者登録を申請します。

研究者氏名 Name of researcher	
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※ この申請書は、特定の研究機関に所属しない個人の研究者の申請様式です。研究機関に所属している研究者の登録は、当該研究機関の事務担当者が e-Rad で行いますので、所属機関にご相談ください。

※ 詳細は「記入例」を参照してください。

※1 パスワードは 6 文字以上 16 文字以内 で半角英数字と以下の記号の 3 種類を組み合わせる必要があります。

- (ハイフン) . (ピリオド) @ (単価記号) + (正符号) \$ (ドル記号) # (番号記号) ! (感嘆符) / (斜線) _ (アンダーライン)

※2 「氏名」は、姓・名合わせて 60 文字以内で記入してください。「通称名」の登録を希望する場合は、「氏名」の姓・名と「通称名」の姓・名を全て合わせて 58 文字以内としてください。

漢字氏名は、JIS 第 1 水準・第 2 水準にない文字の場合、カタカナ又は代替可能な文字で記入してください。

※3 学位、分野、学位取得年月日、大学は 1 つのみ記入してください。なお、学位や大学が複数存在する場合は、登録後に e-Rad から適宜追加してください。

※4 「学位」欄に対応する形で、分野名を記入してください。なお、学位の分野については、博士(人文学)等の正式な名称を記載してください。

※5 「学位」欄に対応する形で、学位取得年月日を西暦(例: 2022/04/01) で記入してください。

※6 「学位」欄に対応する形で、大学名を記入してください。

※7 記載内容、添付書類に不備がある場合は、運用担当から連絡することがありますので、必ず連絡が取れる番号を記入してください。(携帯可)なお、不備がある場合は、応募予定の有無にかかわらず手続きが遅れる場合があります。

(運用担当使用欄)								
	形式			到達			登録	

提出にあたっては、P.5 の提出前チェックリスト
にチェックを記入の上、提出してください。

Attachment B : e-Rad, how to upload files

申請書情報

申請種類

Type of application

選択してください ▼

Select from pull down menu

申請書 必須

Upload the filled form of application

ファイルを入力してください。

Wordファイル (doc,docx形式)、Excelファイル (xls,xlsx形式)、PowerPointファイル (ppt,pptx形式)、一太郎 (jtt,jtd形式)、PDFファイル (pdf形式)、テキストファイル (txt形式)、CSVファイル (csv形式)、画像ファイル (jpeg,jpg,png,gif,bmp形式)

ファイル 最大サイズ: 30MB

参照

クリア

削除

⇕ アップロード

30MB in maximum file size

Find files in your PC

Upload the file to the system

Clear

Delete

添付資料

Upload attachment(s) if applicable

ファイルを入力してください。

Wordファイル (doc,docx形式)、Excelファイル (xls,xlsx形式)、PowerPointファイル (ppt,pptx形式)、一太郎 (jtt,jtd形式)、PDFファイル (pdf形式)、テキストファイル (txt形式)、CSVファイル (csv形式)、画像ファイル (jpeg,jpg,png,gif,bmp形式)

ファイル 最大サイズ: 30MB

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Delete

システム管理者向けのメッセージ ?

Any message to the system administrators

1000文字以内 (改行、スペースも1文字でカウント)

あと1000文字