

How to Apply Using the Cross-Ministerial Research and Development Management System (e-Rad)

1. About the Cross-Ministerial Research and Development Management System (e-Rad)

The Cross-Ministerial Research and Development Management System is a cross-ministerial system enabling online management of research and development processes (acceptance of applications, screening, acceptance, management of accepted projects, results reports, etc.) for the Competitive Funding System run by Japanese ministries and agencies and other funding systems.

(1) Access to the e-Rad portal site

The Cross-Ministerial Research and Development Management System (e-Rad) portal site is accessed through the Web browser via “<https://www.e-rad.go.jp/en/>”. On the portal site, the latest information about the system is shown. Also, the system can be logged into from the portal site.

(2) The system usage time and inquiries about how to operate e-Rad

System usage time: Available for 24 hours a day including weekends and holidays.

Helpdesk telephone number: 0570-066-877 (Free-dial)

03-6631-0622 (Direct line)

Helpdesk opening hours: 9:00 am-6:00 pm on weekdays.

2. Period of Application Reception

From May 11, 2020 (Mon) to July 20, 2020 (Mon) at noon, Japan Standard Time

3. Preparations for system usage

In line with the “Registration and Procedures” on the portal site, the administrative officers on e-Rad at the Representative Organization and Joint Research Institutes should make an application to register the respective research organization/institutes and also register the member researchers. If registration has already been completed, there is no need to make an application or registration again.

Registration of member researchers should be performed for all the researchers involved in the research proposal.

Registration of organizations/institutes may normally takes 1-2 weeks, but a longer period of time may be required during busy periods, so please allow sufficient time for application.

4. Producing the proposal

(1) Downloading Application Guidelines and Application Forms (application information files)

The applicant should download the Application Guidelines and Proposal Forms (Exhibit 5

“Project Plan Proposal”) from the BRAIN website (http://www.naro.affrc.go.jp/laboratory/brain/moon_shot/public_call_for_project_manager/) or from “Calls for Applications” on the e-Rad portal site, and should prepare Exhibit 5 “Project Plan Proposal” in line with the Application Guidelines.

(2) Producing PDF of Proposal

Please convert the “Project Plan Proposal” file to PDF format on e-Rad or using a scanner (10MB or less. Both color printing and black and white printing are acceptable.).

5. Registration of Application Information

(1) Preparation of Registration of Application Information

When inputting application information to the system, prepare the following items.

i) Operation Manuals (for researchers)

(https://www.e-rad.go.jp/en/manual/for_researcher.html) and this document

ii) The Proposal document and its PDF

iii) Researcher number for researchers involved in the research proposal

iv) Based on the proposed research plan, the budget amount (Direct costs (total) and Indirect costs (total)) required for each researcher for each fiscal year of the implementation period

(2) Application Information Entry Process

Application information is entered by searching for the application task after the PM from the Representative Organization logs in to the portal site (can also be entered by the research implementation manager, etc., from the Joint Research Institute). The name of the application on the system is ““Moonshot Agriculture, Forestry and Fisheries Research and Development Program”. Project Manager Application”. Please refer to “Operation Manuals (for researchers)” for details of the system operation process.

(3) Submission and Approval of Application Information

The applicant who enters the application information confirms that there are no mistakes in the details and submits the application information. A message will be displayed stating “Application information finalized” if submitted correctly, and the information for the application task will be submitted for the administrative officer of the Representative Organization on e-Rad.

For the submission of application information to BRAIN, the “Approval” of the administrative representative of the Representative Organization on e-Rad is required. Please note that, if the “Approval” of the administrative representative of the Representative Organization on e-Rad is not received during the period of application, the application information will not be submitted to BRAIN. Please refer to the “Operation Manuals (for administrative representatives)”, https://www.e-rad.go.jp/manual/for_organ.html, only in Japanese) regarding the approval.

6. Other notes

(1) Revision of submitted application information

During the period of application, application information submitted to BRAIN can be retrieved and amended. In this case, the revision must be completed during the period of application, the application information must be re-submitted and the approval of the administrative representative of the Representative Organization on e-Rad is required again.

As the close of the application period approaches, it is expected that connecting to the e-Rad helpdesk will be difficult. Also, at times, the system may be suspended for emergency maintenance, etc.

By confirming the “Notices from System Administrator ” on the portal site, please enter the application information and submit the proposal with time to spare.

(2) Inquiries after the close of the application period

The applicants (the PM candidates) may be contacted by administrative officers of BRAIN, etc. regarding the details of the application, so please ensure that communication is possible for one week after the close of the application period.