

Ritsumeikan University  
Search Engine of  
Academic Record and Career History  
of Young Researchers  
**Ri-SEARCH**

Operation Manual

Ritsumeikan University  
Graduate Student Career Support Center

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## 1-1. Operation Manual

This manual shows how to use Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (hereafter “Ri-SEARCH”).

“Ri-SEARCH” is for all graduate students, who are enrolled in Graduate Schools’ regular courses of Ritsumeikan University, to register their information such as research achievements and activities, and to open their information to those who are interested in them.

To register your research activities and achievements gives you the benefits as below.

- To print out a Research Achievements Report, and make an electronic application/approval of GAKKAI Scholarship become available.

Research activities and research achievements registered/stored in this system can be printed out as a Research Achievements Report. A Research Achievements Report may be designated as an attached document when submitting a Master’s thesis or Doctoral dissertation, and applying for research grants and scholarship programs in RU. Please use this function in these cases. You can also include this Research Achievements Report when submitting your curriculum vitae on job hunting. Moreover, electronic application/approval of GAKKAI Scholarship is available (except for students who are enrolled in Professional Degree Program).

- Benefits of publishing Research Achievements

You can manage your own research activities and research plan by registering/storing your own research activities and research achievements etc. in this system. In addition, opening your activities and achievements to the public becomes an opportunity to construct a social networking among researches.

- For those who are inside/outside of Ritsumeikan and interested in activities of young researchers

Each information is opened to the public on the website according to choices of young researchers who registered their own information. This research information can be accessed anytime by all including those who are outside of Ritsumeikan University. When you access to this system, you can reach the information you want by using several search items such as research field, affiliation, free word etc.

## 1-2. Revision History

Ri-SEARCH is revised/improved appropriately by reflecting opinions/requests of graduate students, users of this system. Revision history according to revising/improving this system is as below.

Updated	Items to be inputted and changed	Detail of the change
2021.04	Start operation of new Ri-SEARCH	-Target User was changed from only doctoral students to all graduate student. -Implemented the function of Electronic application/approval of GAKKAI Scholarship.
2022.03	Partially changed the documents to be submitted for GAKKAI Scholarship Application	-Implemented the required item, Form D.
2026.01	Change in Login Method	The login method has changed to using your university email address.

## 2. About Ri-SEARCH

Common

### 2-1. About Ri-SEARCH system

Ri-SEARCH has functions as below.

Graduate students can register (manage/store) research activities and achievements etc. in this system, and use this system when applying for scholarship programs.

I .Research Activities/Achievements etc.	You can “Add”, “Public (open to the public)” and “Search” research achievements items.
II .GAKKAI Scholarship	“Apply” and “Approve” ※ of GAKKAI Scholarship can be done. (except for Professional Degree Programs)
III .Application Form for Scholarship/Grant programs	You can “Create” and “Print out” an application form for scholarship/grants. (Only for Doctoral students)
IV .Research Achievements	You can “Create” and “Print out” Research Achievements.

※ “Approve” is a function only for faculties and the administrative office.

### 2-2. Details of each function

#### 2-2-1. ☐ I Research Activities/Achievements ※

To register (manage/store) and publish research activities and achievements etc. can be done in Ri-SEARCH system.

☐ Items can be registered (managed/stored) and published.

Basic items		
Individual information	Website	Academic background
Business career	Qualification and license	
Achievement items		
Academic conference attendance and presentation		Books and theses
Lecturer and lecture		Present specialized field
Academic awards you received		Research topic, funded research, and KAKENHI
Granted patent		
Social action items		
Belonging societies	Teaching Experiences and Subject names	Activity in society
Others		
Profile		Image
Desired Course		Self and Research introduction
Graduate Students’ Project and Research Society		Graduate Students’ Project and Research Society Link
Study Abroad and Overseas Travel History		Overseas works
researchmap/Others		
Internship History		Other Research Achievements
Research Fellowship for Young Scientists		Teaching Assistant
Research Assistant		Internal Scholarship and Research Grants receiving status
External Scholarship and Research Grants receiving status		Skills
Free Entry		Research map

## 2-2-2. Ⅱ GAKKAI Scholarship

You can apply for GAKKAI Scholarship electronically by using Ri-SEARCH system (Except for Professional Degree Programs).

When you apply for GAKKAI Scholarship, please firstly register the conference which is subject to GAKKAI Scholarship as [Achievement items], input the necessary information for GAKKAI Scholarship and submit the application to your academic advisor by attaching necessary documents. Please note that GAKKAI Scholarship can be applied via this Ri-SEARCH system ONLY.

### 1) Operation for Graduate Students

Advance preparation	Need to register the contents of the conference you attended/presented as “Academic conference attendance and presentation” under 【Achievement items】 in advance.
Apply	Enter the required fields of “GAKKAI Scholarship” under 【Application for scholarships and grants】 and submit it with necessary documents.
Confirm	Be sure to confirm the application status in the screen of “GAKKAI Scholarship” after applying. The scholarship can be paid AFTER the application is “Approved” by the applicant’s academic advisor and the Administrative Office.
Reapply	When the application is returned, you need to modify the applicable parts and apply it again. In case your application is rejected, you cannot submit the reapplication from the same screen.

### 2) Operation for Faculties

Approved	Please “Approve” if there is no incomplete part in the application submitted by a graduate student.
Return	If the application is incomplete, please specify the reason and “Return” it.
Reject	If you cannot approve the application itself, please specify the reason and “Reject” it. Rejected application cannot be reapplied.

## 2-2-3. Ⅲ Application Form for scholarships/grant programs (Only for Doctoral students)

It is possible to create an “Application Form for doctoral scholarships/research grants” based on the managed/stored research achievements etc. in Ri-SEARCH system. You need to attach this form when applying for scholarship/grant programs. For details about the application period and the way of submission, please check the application guidelines of each scholarship/grant.

- ☐ Scholarships/grants which require the submission of “Application Form for doctoral scholarships/research grants” when applying.

KENKYU-SHOREI Scholarship	JSPS Ikushi Prize
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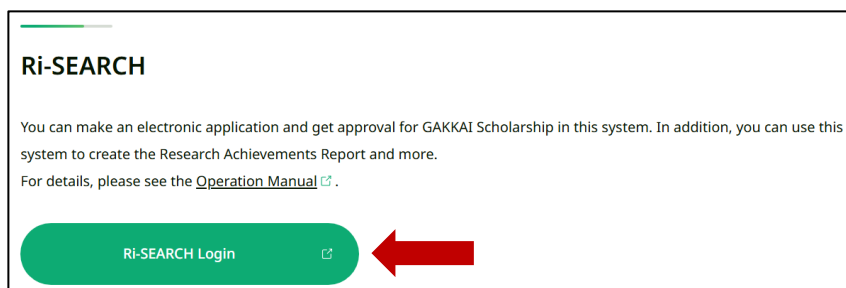
## 2-2-4. Ⅳ Research Achievements Report

You can create a Research Achievements Report based on the managed/stored research activities and achievements in Ri-SEARCH system. Some graduate schools designate this Research Achievements Report as an attached document when submitting a Master’s thesis or Doctoral dissertation, and applying for research grants and scholarship programs in RU. Please use this function in these cases. In addition, you can include this Research Achievements Report when submitting your curriculum vitae on job hunting.

### 3-1. Start using

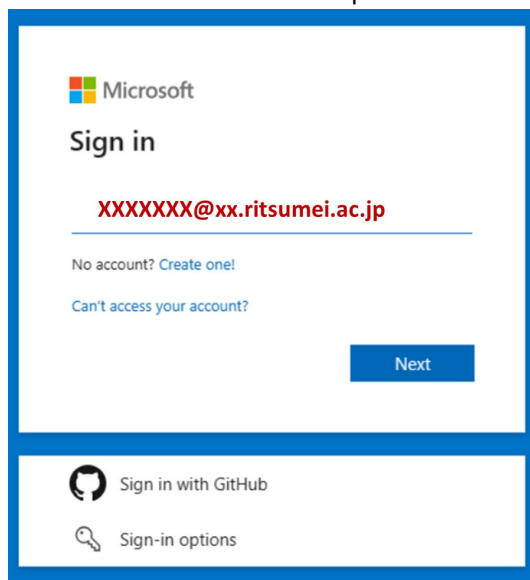
- 3-1-① On the Ri-SEARCH system website of the Graduate School Career Path Support Center, please click the “Ri-SEARCH Login” button.

[https://en.ritsumei.ac.jp/ru\\_gr/g-career/research/](https://en.ritsumei.ac.jp/ru_gr/g-career/research/)



The login screen uses the Microsoft 365 authentication system (the same as for email and OneDrive).

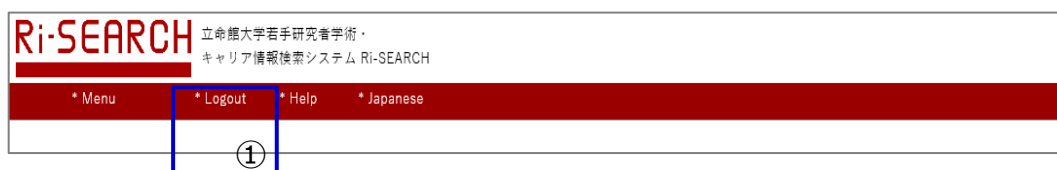
On the login screen, enter the email address and password issued by the university.



Graduate Students 🖱️ 4-1 Faculty 🖱️ 4-2

### 3-2. End of use

- 3-2-① Click “Logout” or [×] button of browser/Windows, and you can exit from the system. If you don’t operate more than 1 hour, the system will be logged out automatically and the editing data will be lost.



**4-1. Main Menu for Graduate Students**

4-1-① "Help" screen will be opened if clicking "Help". Different contents show up according to each menu (screen).

4-1-② The language changes by clicking "English" or "Japanese".

4-1-③ You can move to the screen of managing research achievements and each application after clicking "Proceed to Edit".

👉 5-1

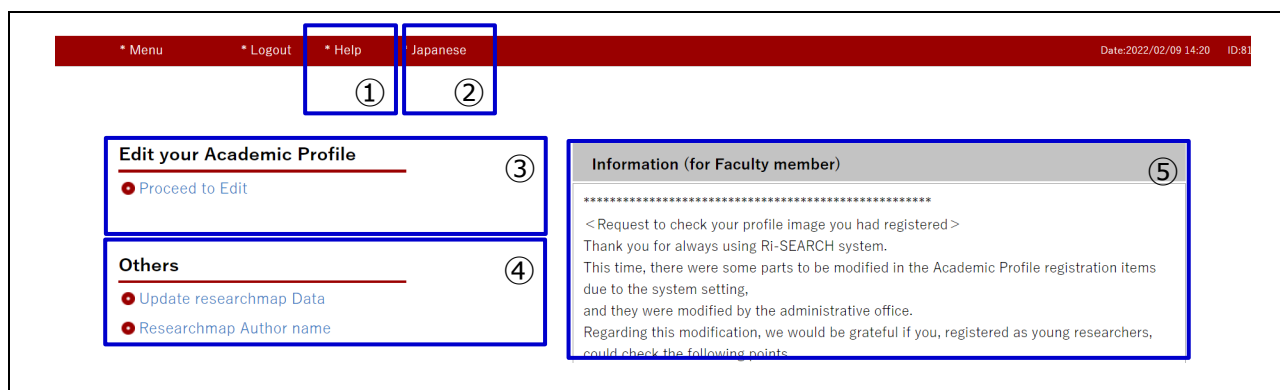
4-1-④ AI in researchmap collects the research achievements of target researchers automatically by registering "Researchmap Author name" (\*).

You need to register "Researchmap Author name" if you wish to exchange data with researchmap. However, you don't need to register if you don't wish to exchange data with it.

\*The target in this system is the research achievements marked "Public" and "researchmap(open to researchers only)" in this system (refer to 5-4). The data coordination from Ri-SEARCH to researchmap is planned to be implemented twice a year (in July and March).

👉 5-4

4-1-⑤ Schedule of stopping the system such as maintenance etc. and notifications are posted on the "Information (for Faculty member)".

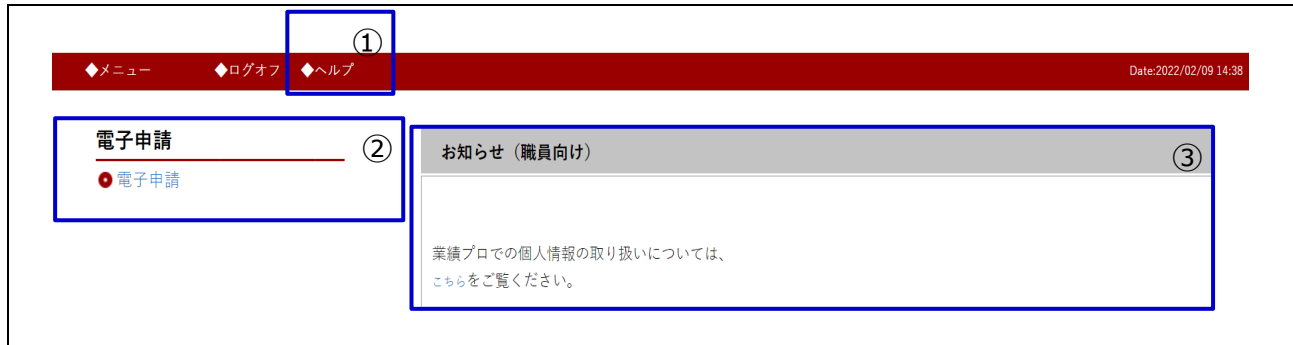


## 4-2. Main Menu for Faculties

- 4-2-① “Help” screen will be opened if clicking “Help”. Different contents show up according to each menu (screen).
- 4-2-② Click “電子申請(Electronic Application)” and you can move to the screen in which you can deal with the electronic application such as approval etc.

👉 7-1～

- 4-2-③ Schedule of stopping the system such as maintenance etc. and notifications will be posted on the “お知らせ(職員向け) (Information (for Faculty member))”.





## 5-1. Introduction of Research Achievements screen

Items are displayed in the left side(①), and each selected item is displayed in the right side.

5-1-① This is a list of items that can be managed/stored. When you click each item, you can move to its edit screen.

👉 5-2~

5-1-② If you click "Next" button, you can also move to the each edit screen.

5-1-③ This part is used by the Administrative Office to check the input status. You can register your research activities and achievements even if you check "Confirmed" or not.

5-1-④ If you put a check mark in "Yes", the managed/stored items of research achievements will be opened to the public.

👉 5-4~

5-1-⑤ If you click "Public Web Site" button, you can check the preview screen of your website before opening to the public.

The screenshot shows the 'Research Achievements' management screen. It includes a left sidebar with a list of items (①), a top navigation bar with a 'Preview' button (⑤), a main content area with a list of items (③) and a 'Next' button (②), and a bottom section with a table of items (④). The table has columns for 'Icon', 'Name', and 'Status'. The items are: '業績HP' (Make available on the University website) with a checked 'Yes' status, and 'rmap' (Send to researchmap) with an unchecked 'Yes' status. Below the table, there is a section for 'Icon' with a list of icons and their descriptions: '文科省' (Used for MEXT application document (Personal Statement)), 'JUAA' (Used in JUAA Application Document), '業績HP' (Posted on Faculty Database at the university web site), and 'rmap' (Shared with researchmap). To the right of this section is a legend for the icons: a person icon for 'This items are open to public.', a group of people icon for 'This items are offered to researchmap and published among researchers.', a person with a lock icon for 'This items are offered to researchmap and will be visible only to the self.', and a minus sign icon for 'This items are private.'.

① [Basic items]

- Individual information
- Photograph
- Website
- Academic background
- Business career
- Qualification and license
- researchmap Researcher code

② Next>>

③ This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.

④

Icon	Name	Status
業績HP	Make available on the University website	<input checked="" type="checkbox"/> Yes
rmap	Send to researchmap	<input type="checkbox"/> Yes

⑤ \* Preview  
Public Web Site

\* Academic Profile  
> information disclosure

[Application for scholarships and grants]

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

\* Icon

- 文科省 <-- Used for MEXT application document (Personal Statement).
- JUAA <-- Used in JUAA Application Document.
- 業績HP <-- Posted on Faculty Database at the university web site.
- rmap <-- Shared with researchmap.

◎ Each icon shows the organization/association to which the data is offered, and how to use the data etc.

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

## 5-2. Register New Research Achievements

### (e.g.) Academic conference attendance/presentation

5-2-① You can move to the edit display by clicking “Academic conference attendance and presentation” under [Achievement items].

**\* Preview**  
Public Web Site

**\* Academic Profile**  
information disclosure ①

[Application for scholarships and grants]

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

--- [Basic items] ---

- Individual information
- Photograph
- Website
- Academic background
- Business career
- Qualification and license
- researchmap Researcher code

--- [Achievement items] ---

- Academic conference attendance and presentation
- Books and theses

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☒ Confirmed (2021/12/22-12:08)

業績HP Make available on the University website ☒ Yes

rmap Send to researchmap ☐ Yes

5-2-② Click “Add” and open the registration screen.

**\* Preview**  
Public Web Site

**\* Academic Profile**  
information disclosure

[[Application for scholarships and grants]]

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

--- [Basic items] ---

- Individual information
- Photograph
- Website
- Academic background
- Business career
- Qualification and license
- researchmap Researcher code

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☐ Confirmed

文科省 JUAA 業績HP rmap

No.	Main Achievement	Display Order	Date	Presentation Theme	Conference	Update
Update Display Order						
Upload & Download						Add

②

Enter the necessary items, click the “Add” button at the top of or at the bottom of the

5-2-③ page, and then the input data is stored.

※Required fields must be filled in.

③

\* are required fields.

Disclosure division ☐ Public ☐ researchmap(open to researchers only) ☐ researchmap(private) ☒ Private

Language ☒ Japanese ☐ English ☐ Chinese ☐ French ☐ Spanish ☐ Russian ☐ German ☐ Other  
Please enter in English unless you select English and if necessary.  
Please enter in Japanese if you select English and if necessary.

Date  
If there are multiple announcement dates, enter the first date.  
/ /

Add Back

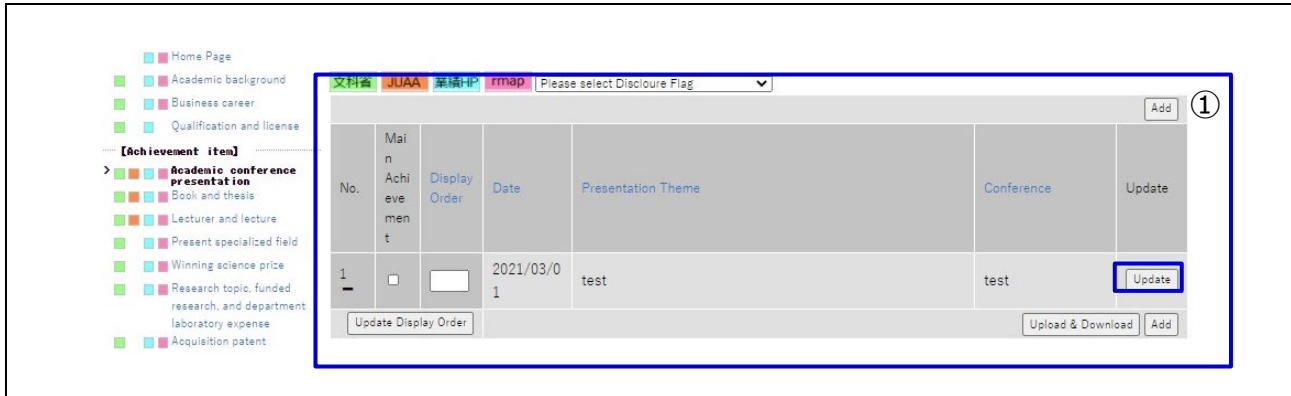
### 5-3. Change/Delete Research Achievements

#### (e.g.) Academic conference attendance and presentation

5-3-① You can move to the edit display by clicking “Academic conference attendance and presentation” under [Achievement items]. 👉 5-2-①

Change: Click “Update” button, and then click the “Add” button at the top of or at the bottom of the page after changing the contents.

Delete: Click “Update” button, and then click the “Delete” button at the top of or at the bottom of the page.



### 5-4. Publish Research Achievements

You can select how to deal with your research achievements, “Public” (open to the public) or “Private”.

Even if you select “Public” here, the data is not opened to the public when you set “Private” in each edit display.

< Setting of each edit display >

Disclosure division	<input type="radio"/> Public	<input type="radio"/> researchmap(open to researchers only)	<input type="radio"/> researchmap(private)	<input checked="" type="radio"/> Private
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**\* Preview**  
Public Web Site

**\* Academic Profile**  
> information disclosure

[Application for scholarships and grants]

- ☒ GAKKAI Scholarship
- ☐ Create an Application Form(D only)
- ☐ Research Achievements Report

[Basic items]

- ☐ Individual information
- ☐ Photograph
- ☐ Website
- ☐ Academic background

This items are open to public.  
This items are offered to researchmap and published among researchers.

This items are offered to researchmap and will be visible only to the self.

This items are private.


Tick the check box when all the information is confirmed.  
☒ Confirmed (2021/12/22-12:08)

Next>>

業績HP	Make available on the University website	<input checked="" type="checkbox"/> Yes
rmap	Send to researchmap	<input type="checkbox"/> Yes

**Website of research achievements**


Your information is opened on the official website of Ritsumeikan University.



sample

**rmap**

Your information is provided to researchmap.



<https://researchmap.jp/>

### 5-5. Search the registered information

5-5-① This is a search screen which is opened to the public.

Only the search result of graduate students who select “Public” in the official website of Ritsumeikan University is displayed here.

**R** RITSUMEIKAN
**Graduate Student Research Achievements Site**
日本語 >>
TOP page

---

①

search

keyword

name

job category 

▼

Search for Information by Name or Keyword

Specialization Areas

Life Science  
 Informatics  
 Environmental Science/Agriculture Science  
 Manufacturing Technology (Mechanical Engineering, Electrical and Electronic Engineering, Chemical Engineering)  
 Social Infrastructure (Civil Engineering, Architecture, Disaster Prevention)  
 Humanities & Social Sciences  
 Natural Science  
 Others

### Ritsumeikan University Graduate School

Graduate School of Law Major in Law	Graduate School of Economics Major in Economics
Graduate School of Business Administration Major in Business Management	Graduate School of Sociology Major in Applied Sociology
Graduate School of International Relations Major in International Relations	Graduate School of Policy Science Major in Policy Science
Graduate School of Letters Major in Humanities Major in Informatics of Behavior and Cultures	Graduate School of Science and Engineering Major in Advanced Mathematics and Physics Major in Advanced Electrical, Electronic and Computer Systems Major in Advanced Mechanical Engineering and Robotics Major in Advanced Architectural, Environmental and Civil Engineering
Graduate School of Core Ethics and Frontier Sciences Major in Core Ethics and Frontier Sciences	Graduate School of Technology Management Major in Technology Management
Graduate School of Sport and Health Science Major in Sport and Health Science	Graduate School of Information Science and Engineering Major in Information Science and Engineering
Graduate School of Life Sciences Major in Advanced Life Sciences	Graduate School of Pharmacy Major in Pharmaceutical Sciences Major in Pharmacy
Graduate School of Human Science Major in Human Science	

## 6-1. GAKKAI Scholarship Application (NEW)

(Please check the Application Guidelines for details about GAKKAI Scholarship)

- ※ You need to register “Academic conference attendance and presentation” under [Achievement items] in advance.
- ※ Please prepare the attached documents A~D as PDF data according to the application type in advance.

A: Copy of brochures, program agenda, etc. (Conference name, place and venue, date must be included)

B: Document showing that the presentation was given by the applicant at the academic conference (presenter’s name, presentation theme, and the date must be included)

C: Materials used in the presentation (poster, slides, etc.)

D: Evidence of GAKKAI

6-1-① You can move to edit display by clicking “GAKKAI Scholarship” under [Application for scholarships and grants].

\* Preview  
Public Web Site

\* Academic Profile  
information disclosure ①

[Application for scholarships and grants]

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

--- [Basic items] ---

- Individual information
- Photograph
- Website
- Academic background
- Business career

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☒ Confirmed (2021/12/22-12:08)

業績HP Make available on the University website ☒ Yes

rmap Send to researchmap ☐ Yes

6-1-② Click “Add” and open the registration screen.

\* Preview  
Public Web Site

\* Academic Profile  
information disclosure

[Application for scholarships and grants]

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

--- [Basic items] ---

- Individual information
- Photograph
- Website
- Academic background
- Business career

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☒ Confirmed (2021/12/22-12:08)

No. Print Request Date Application Code Approval of Academic Advisor Approval of Administrative Office

1	<input type="checkbox"/>	2021/05/26 11:42:35	WF20210526114235		
---	--------------------------	---------------------	------------------	--	--

Add ②

6-1-③ Enter the necessary items, click “Apply” button at the top of or at the bottom of the page, and then the input data is stored.

※Required fields must be filled in.

Apply Back ③

\* are required fields.

Electronic Application Date


Application Code

\* Scholarship Type

- GAKKAI-SANKA Scholarship(online attendance)
- GAKKAI-SANKA Scholarship(attendance on site)
- GAKKAI-HAPPYO Scholarship(online presentation/submitted academic paper is published in the collection of papers or proceeding etc.)
- GAKKAI-HAPPYO Scholarship in Japan(make a presentation at the venue)
- GAKKAI-HAPPYO Scholarship overseas(make a presentation at the venue)

## 6-2. Withdraw GAKKAI Scholarship Application

If you applied by mistake etc., you can withdraw an application until the faculty approves it. In case you request to withdraw an application approved by the faculty, please contact the Administrative Office.

6-2-① You can move to edit display by clicking “GAKKAI Scholarship” under 【Application for scholarships and grants】.  6-1-①

6-2-② Click “reference” of the conference you want to withdraw.

No.	Print	Request Date	Application Code	Approval of Academic Advisor	Approval of Administrative Office	reference
1	<input type="checkbox"/>					reference

6-2-③ Click [Withdrawal] to withdraw your application.

\* are required fields.


Electronic Application Date	2021-03-03 15:23:18.0
Application Code	WF20210303152318
Scholarship Type	<input checked="" type="radio"/> GAKKAI-SANKA Scholarship(online attendance) <input type="radio"/> GAKKAI-SANKA Scholarship(attendance on site) <input type="radio"/> GAKKAI-HAPPYO Scholarship(online presentation/submitted academic paper is published in the collection of papers or proceeding etc.)

## 6-3. How to confirm the status/reason of return etc. of GAKKAI Scholarship Application/its reason of return etc.


Please be sure to check the status of your application after you submitted.

(The email regarding your application status will be sent to your RAINBOW address)

- ※ The scholarship will be paid AFTER your academic advisor and the Administrative Office approve your application. (⇒ “★” mark will be displayed after approved)
- ※ If your application is incomplete, you need to reapply. (⇒ Return)
- ※ When your application is rejected, you cannot use the same application number to reply.(⇒ Rejection)

6-3-① You can move to the screen showing the list of all applications by clicking “GAKKAI Scholarship” under 【Application for scholarships and grants】.  6-1-①

<Application status (sample)>

No.1	Approved by an academic advisor and the Administrative Office (★).	⇒	Payment procedure is in process.
No.2	Approved by an academic advisor (★).	⇒	Please wait for the approval by the Administrative Office.
No.3	Returned from an academic advisor.	⇒	You need to check the reason for return, revise the contents and apply it again.  6-4
No.4	Rejected by an academic advisor.	⇒	Please check the reason for rejection.

No.	Print	Request Date	Application Code	Approved by Academic Advisor	Approved by the Administrative Office	reference
1	<input type="checkbox"/>			★	★	reference
2	<input type="checkbox"/>			★		reference
3	<input type="checkbox"/>			Return		reference
4	<input type="checkbox"/>			Reject		reference

### 6-3-② How to confirm the reason for return

You can confirm each application by clicking “reference” button in 6-2-②.

* Daily allowance	<input type="radio"/> Daily allowance as defined <input type="radio"/> Reduce daily allowance <input type="radio"/> Daily allowance not necessary
* Accommodation expenses	<input type="radio"/> Accommodation expenses as defined <input type="radio"/> Reduce accommodation expenses <input type="radio"/> Accommodation expenses paid <input type="radio"/> Accommodation expenses not necessary
Reduce daily allowance	<input type="text"/> (Yen / day) Please enter the amount of payment per day.
Reduce accommodation expenses	<input type="text"/> (Yen / day) Please enter the amount of payment per day.
Approval of Academic Advisor	<div><input checked="" type="radio"/> Approved <input type="radio"/> Return <input type="radio"/> Reject Reason for return / reject <input type="text"/></div>
Electronic Approval Date	
Approval of Administrative Office	<div><input type="radio"/> Approved <input type="radio"/> Return <input type="radio"/> Reject Reason for return / reject <input type="text"/></div>

## 6-4. Reapplication of GAKKAI Scholarship

Regarding the returned application, you can reapply it.

Please confirm the reason for return, revise the contents and apply it again.

### 6-4-① How to confirm the reason for return.

👉 6-3-②

### 6-4-② Please revise the application details and apply it again.

<div><input type="button" value="Apply"/> <input type="button" value="Back"/></div> <div>②</div>	
* are required fields.	
Electronic Application Date	
Application Code	
* Scholarship Type	<div><input type="radio"/> GAKKAI-SANKA Scholarship(online attendance) <input type="radio"/> GAKKAI-SANKA Scholarship(attendance on site) <input type="radio"/> GAKKAI-HAPPYO Scholarship(online presentation/submitted academic paper is published in the collection of papers or proceeding etc.) <input type="radio"/> GAKKAI-HAPPYO Scholarship in Japan(make a presentation at the venue) <input type="radio"/> GAKKAI-HAPPYO Scholarship overseas(make a presentation at the venue)</div>

Actions such as “Approve”, “Return” and “Reject” for an electronic application submitted by graduate students are conducted.

The email regarding your application will be sent to your RAINBOW address after submission.

## 7. Electronic Application of GAKKAI Scholarship

Faculty

### <Approve/Return/Reject>

#### 7-0. Start using

7-0-① Log in Ri-SEARCH.

※User ID and Password are same as RAINBOW ID.

※There is no top page in English. Please enter this system from the Japanese page, and switch the language to English.

👉 3-1-①

#### 7-1. Electronic Application Menu for GAKKAI Scholarship

7-1-① You can move to the screen of electronic application by clicking “電子申請 (Electronic Application)”

👉 4-2

7-1-② You can move to the screen of responding to electronic application by clicking “承認・決裁 (Approve)”.

A screenshot of a web interface showing a button labeled '承認・決裁' (Approve/Reject). The button is highlighted with a blue border and a red underline. A circled number '2' is in the top right corner of the screenshot area.

7-1-③ In this screen, you can confirm contents of the application submitted by graduate students.

Status	Unapproved	Unapproved applications are displayed
	Approved	Approved applications are displayed
	Return	Returned applications are displayed
	Reject	Rejected applications are displayed
	All	All applications are displayed
Name		You can search applications by names.
Application Code		You can search applications by application code.

A screenshot of a web interface for searching applications. It includes a table with filters: '承認者[Approver]' (立命 教員), 'ステータス[Status]' (with radio buttons for Unapproved, Approved, Return, Reject, All), '氏名[Name]', '申請コード[Application Code]', and '学生証番号[Student ID]'. Below the table are '検索[Search]' and '戻る[Back]' buttons. A red box highlights the status filter options.



## 7-2. Electronic Application Process of GAKKAI Scholarship<Approve/Return/Reject>

7-2-① Please select the [Status] etc. or enter the items, and click the [Search] button.

7-2-② Click the “参照(Reference)” button of the application you will deal with, and another screen will be opened.

No.	印刷 Print	ステータス Status	申請日 Application Date	申請コード Application Code	学生証番号 Student ID	氏名 Name	学会名称 Conference Name	参照 reference
1	<input type="checkbox"/>							<a href="#">Reading</a>

7-2-③ Structure of the screen such as approve etc.

Top of the screen	This shows the details of an application submitted by graduate students. These cannot be added/modified. ※Please check the details and approve etc. in the section of [指導教員 承認 (Approval of Academic Advisor)] in the middle part of the screen. ※If the application is not completed, please select “Return” or “Reject” in the section of [指導教員 承認(Approval of Academic Advisor)] in the middle part of the screen. Please also specify its reason.
Middle part of the screen	This is a section of [指導教員 承認(Approval of Academic Advisor)] . Please refer to 7-2-④ for details.
Bottom of the screen	This is a section of [事務局 承認(Approval of Administrative Office)] . The Administrative Office fills in this section.

Details of application submitted by graduate students:  
 (“Electronic Application Date” ~ “Documents to Submit”)

Section of [指導教員 承認(Approval of Academic Advisor)] :  
 (“Electronic Approval date” ~ “Approval of Academic Advisor”)

Section of [事務局 承認欄 (Approval of Administrative Office)] :  
 (“Electronic Approval Date” ~ “Approval of Administrative Office”)

7-2-④ How to deal with the section of [指導教員 承認(Approval of Academic Advisor)]

i ) Please select the budget code in the section of "Budget".

※ If you select "2. Execute budget with other research funds/laboratory expenses", please enter "Execution Budget", "Daily allowance" and "Accommodation expenses" etc.

ii ) Please select the status "Approved" "Return" or "Reject" in the section of "Approval of Academic Advisor". To click the "Settlement" button at the bottom of the page leads to finish the handling of the application.

※ If you select "Return" or "Reject", it is necessary to write the reason in the section of "Reason for return / reject".

- Approved: The application will move to the step of approval by the Administrative Office.
- Return: The application will be returned to the graduate student. The graduate student will check the reason, revise the contents and reapprove it.
- Reject : The application will be rejected. The graduate student can check the reason, but the application of the same number cannot be submitted.

<p>予算 * Budget</p>	<input checked="" type="checkbox"/> 1.学会奨学金より執行する（他の研究費を利用しない）。 1.Utilize the GAKKAI Scholarship (no use of other research funds)	(4 i )
	<input type="checkbox"/> 2.他の研究費・予算もあわせて執行する。 *以下執行予算欄で該当予算にチェックし、予算名称は必ず記載。 *「その他」の場合は、必ず各リサーチオフィス（実験実習費は各研究科事務室）で確認してください。別途「立命館大学旅費計算書」を提出する必要があります。	
	2. Execute budget with other research funds/laboratory expenses *Check the applicable budget in the Execution Budget below, and please be sure to write the name of the budget. *When choosing "Others", please be sure to check with each Research Office. (Regarding "laboratory expenses", please check with the administrative office of each graduate school.) You may need to submit the Ritsumeikan University Statement of Travel Expenses separately.	
	<input type="checkbox"/> 3.学会奨学金より、学会登録料/参加料のみ執行する。*日本学術振興会特別研究員のみ 3.Utilize the GAKKAI Scholarship only for the registration/attendance fee *This item is subject to JSPS Research Fellowship for Young Scientists only.	
	<input type="checkbox"/> 4.立命館科学技術振興会（ASTER）の支援金を受給する。（40,000円）*研究費より差し引きます。 4.Utilize ASTER as well (40,000/JPY) *The same amount is deducted from the research funds.	

<p>指導教員 承認 Approval of Academic Advisor</p>	<input type="radio"/> 承認[Approved] <input type="radio"/> 差し戻し[Return] <input type="radio"/> 却下[Reject]	(4 ii )
	<p>差し戻し・却下理由: [Reason for return / reject]</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">決裁[Settlement]</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 10px;">戻る[Back]</div>	

## 8. Create an Application Form for scholarship/grant programs (Only for Doctoral students)

Graduate Students

### 8-1. Create an Application Form for scholarship/grant programs(D only)

It is possible to create an application form for scholarship/grant programs based on the managed/stored research achievements etc. in Ri-SEARCH system. It is necessary to attach this form when applying for scholarship/grant programs. For details about application period and the way of submission, please check the application guidelines of each scholarship/grant.

- Scholarships/grants which require the submission of “Application Form for doctoral scholarships/research grants” when applying.

KENKYU-SHOREI Scholarship	JSPS Ikushi Prize
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- 8-1-① Click “Create an Application Form (D only)” in 【Application for scholarships and grants】 and you can move to the edit display.

\* Preview  
Public Web Site

\* Academic Profile  
> information disclosure ①

【Application for scholarships and grants】

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

.... 【Basic items】 .....

- Individual information
- Photograph
- Website
- Academic background

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☒ Confirmed (2021/12/22-12:08)

業績HP Make available on the University website ☒ Yes

rmap Send to researchmap ☐ Yes

Next>>

- 8-1-② You can open the creation screen by clicking “Add”.

\* Preview  
Public Web Site

\* Academic Profile  
> information disclosure

【Application for scholarships and grants】

- GAKKAI Scholarship
- Create an Application Form(D only)
- Research Achievements Report

.... 【Basic items】 .....

- Individual information
- Photograph
- Website
- Academic background

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☐ Confirmed

<<Back

Next>>

No.	Print	Apply Date	Application Code	Name of scholarship / research fund you want to create	Update
	Print				Add

Add ②

- 8-1-③ Please select the corresponding item in the section of “Name of scholarship/research grant subject to your application”. Fill in the necessary items and click “Update” button. Just registration on this screen does not mean that you have applied. Please submit it according to the method within the deadline.

Just registering on this screen does not mean that you have applied.  
Please submit by the method specified within the deadline.

③

Update

Back

\* are required fields.

Name of scholarship /  
\* research fund you want to create

Student ID

Name (Kanji)

立命 院生

Name (Katakana)

8-2. Print out an application form for scholarship/grant

- 8-2-① Put the mark ☒ of the printed item and click “Print”.

No.	Print	Apply Date	Application Code	Name of scholarship/ research fund you want to create	Update
1	<input checked="" type="checkbox"/>				reference
	<div>Print</div>				<div>Add</div>

8-3. Delete an application form for doctoral scholarships/research grants

- 8-3-① Click the “reference” button of the target.

No.	Print	Apply Date	Application Code	Name of scholarship/ research fund you want to create	Update
1	<input type="checkbox"/>				reference
	<div>Print</div>				<div>Add</div>

- 8-3-② Click the “Delete” button at the top or at the bottom of the screen.

Just registering on this screen does not mean that you have applied.  
Please submit by the method specified within the deadline.

②

Delete

Back

## 9-1. Create a Research Achievements Report

Research activities and research achievements registered/stored in this system can be printed out as a Research Achievements Report. A Research Achievements Report may be designated as attached documents when submitting a master's thesis or doctoral dissertation, and applying for research grants and scholarship programs. Please use this system in these cases. You can also include this Research Achievements Report when submitting your curriculum vitae on job hunting.

※Research Achievements Report is written in the language which is used for registration

9-1-① You can move to edit display by clicking “Research Achievements Report” under 【Application for scholarships and grants】.

**\* Preview**  
Public Web Site

**\* Academic Profile**  
information disclosure

...【Application for scholarships and grants】...

- GAKKAI Scholarship
- Create an Application Form(D only)
- **Research Achievements Report**

...【Basic items】...

- Individual information
- Photograph
- Website
- Academic background
- Business career

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☐ Confirmed

業績HP Make available on the University website ☒ Yes

rmap Send to researchmap ☐ Yes

Next>>

9-1-② You can open the creation screen by clicking “Add”.

**\* Preview**  
Public Web Site

**\* Academic Profile**  
information disclosure

...【Application for scholarships and grants】...

- GAKKAI Scholarship
- Create an Application Form(D only)
- **Research Achievements Report**

This items are open to public.  
This items are offered to researchmap and published among researchers.  
This items are offered to researchmap and will be visible only to the self.  
This items are private.

Tick the check box when all the information is confirmed.  
☐ Confirmed

Table:

No.	Print	Request Date	Application Code	Reading
	Print			Add

Add

9-1-③ Put the check mark in Output section of the item which you want to include in the Research Achievements Report, and click “Add” button.

Please check the output column of the achievement you want to describe in the research achievement report and press the registration button.

Add Back

● Presentation at international conferences

Out put	Date	Presentation Type	Peer Review	Title
<input type="checkbox"/>	2021/03/01	Speech (General)	Non peer reviewed	test

Add

## 9-2. Print out a Research Achievements Report

9-2-① Put the mark ☒ in the Print section of printed item and click "Print".

No.	Print	Request Date	Application Code	Reading
1	<input checked="" type="checkbox"/>			reference
	<input type="button" value="Print"/>			<input type="button" value="Add"/>

## 9-3. Delete a Research Achievements Report

9-3-① Click the "Reference" button of the target.

No.	Print	Request Date	Application Code	Reading
1	<input type="checkbox"/>			reference
	<input type="button" value="Print"/>			<input type="button" value="Add"/>

9-3-② Click "Delete" button at the top or the bottom of the screen.

Just registering on this screen does not mean that you have applied.  
Please submit by the method specified within the deadline.

## 10. Inquiry

Common

Administrative Office	Graduate Student Career Path Support Center
Address, etc.	〒604-8520 NAKAGAWAKAIKAN 5F 1, Nishinokyou Suzaku-machi, Nakagyou-ku, Kyoto 604-8520, JAPAN Tel : 075-813-8560
Website URL	<a href="https://en.ritsumei.ac.jp/ru_gr/g-career/">https://en.ritsumei.ac.jp/ru_gr/g-career/</a>
Email Address	<a href="mailto:d-cp@st.ritsumei.ac.jp">d-cp@st.ritsumei.ac.jp</a>

### Office Hours

Time/Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10 : 00~11 : 30	○	○	○	○	○	×	×
12 : 30~17 : 00	○	○	○	○	○	×	×

### 【Attention】

- Office Hours above is limited to school days of Ritsumeikan University.
- Please note that we don't accept telephone inquiries between 11 : 30 and 12 : 30 on weekdays, and on Saturdays/Sundays/national holidays.

### 【Support for those who have visual disturbance】

Graduate Student Career Path Support Center supports those who have visual disturbance to fill in this system for them. Please let us know your request of using Ri-SEARCH. The details will be informed you by the Graduate Student Career Path Support Center.