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.Operation Manual and Revision History Common

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.

2. About Ri-SEARCH

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 researchmap/Others		Overseas works
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

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　Enter "ユーザ ID(Used ID)" and "パスワード(Password)", click "ログイン(Log in) button, and then you move to the Menu.

※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.

Graduate Students ☞4-1　Faculty ☞4-2

3-1-②　Schedule of stopping the system such as maintenance etc. and notifications are posted on the "お知らせ（Notice）" in Japanese. You can check the same contents in English after logging in.

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)".
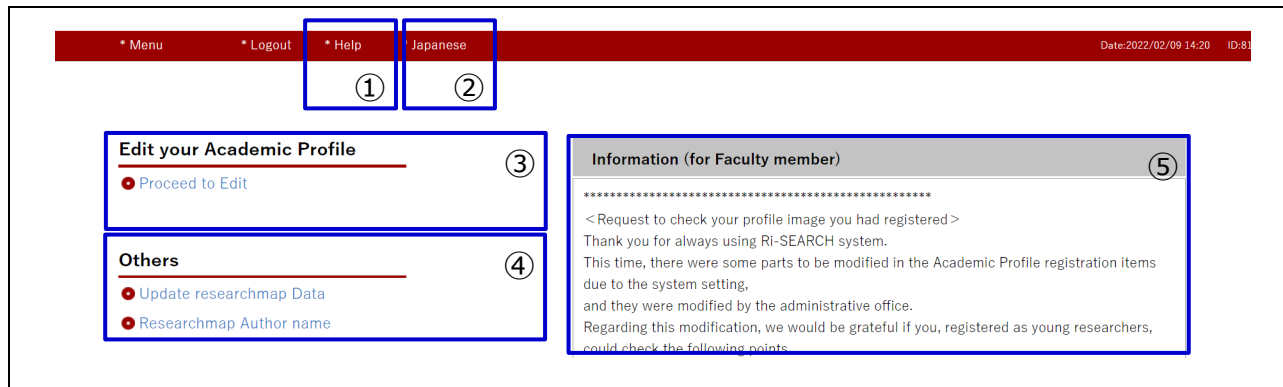
4-2. Main Menu for Faculties

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.

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))".
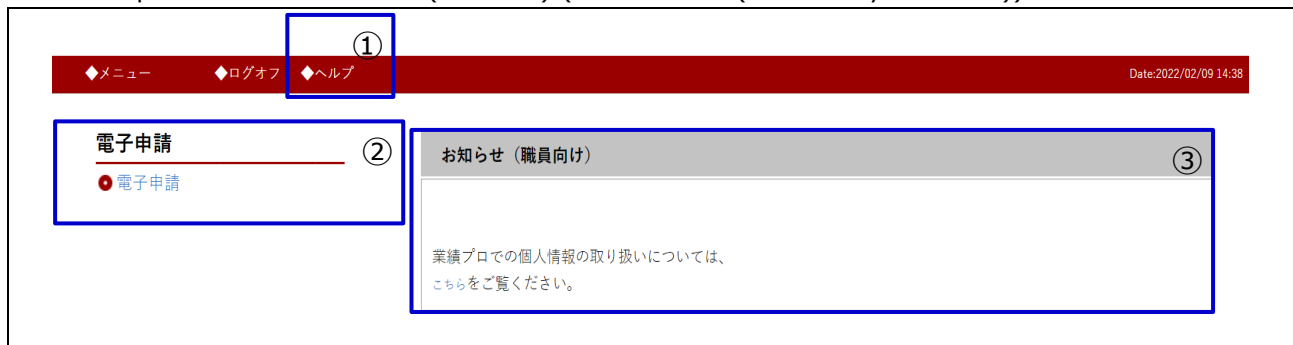
5-1. Introduction of Research Achievements screen

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.

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

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].

5-2-② Click "Add" and open the registration screen.

5-2-③ Enter the necessary items, click the "Add" 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.

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 >

Website of research achievements	rmap
Your information is opened on the official website of Ritsumeikan University.	Your information is provided to researchmap.
sample	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.

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】.

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

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.

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	②
1	☐					reference	

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

Withdrawal | Back | ③

＊ are required fields.

Electronic Application Date	2021-03-03 15:23:18.0
Application Code	WF20210303152318
＊ 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.)

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	☐			★	★	reference
2	☐			★		reference
3	☐			Return		reference
4	☐			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.

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.

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.

7-0. 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.

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)

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

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.

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.

		①
承認者[Approver]	立命　教員	
ステータス[Status]	○未承認[Unapproved]　○承認済み[Approved]　○差戻[Return]　○却下[Reject]　○全件[All]	
氏名[Name]		
申請コード[Application Code]		
学生証番号[Student ID]		
	検索[Search]　戻る[Back]	

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	☐							Reading

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.

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

8-1-①   Click "Create an Application Form (D only)" in 【Application for scholarships and grants】 and you can move to the edit display.

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

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.

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

8-2-① Put the mark ☑ of the printed item and click "Print".

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

8-3-① Click the "reference" button of the target.

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

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】.

> 9-1-② You can open the creation screen by clicking "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.

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
1	☑			reference	
	Print			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	☐			reference	
	Print			Add	①

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.

Delete　Back　②

10. Inquiry Common

Administrative Office	Graduate Student Career Path Support Center
Address, etc.	〒603-8577 SHITOKUKAN 4F 56-1, Toji-in Kitamachi, Kita-ku, Kyoto 603-8577, JAPAN Tel : 075-465-8190 Fax : 075-465-8198 *We plan to move offices after mid-June. For more information, please refer to " Graduate Student Career Path Support Center WebSite."
Website URL	http://www.ritsumei.ac.jp/ru_gr/g-career/
Email Address	d-cp@st.ritsumei.ac.jp

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.