Advanced Research and Development Programs for Medical Innovation

Quick Guide for submitting FY2017 proposals through the Cross-ministerial R&D Management System (e-Rad)

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1. Introduction (attention)

1. Submission must be performed through e-Rad system.

2. Before utilizing e-Rad, research institutions and R&D PI and Co-Investigator must be registered. Be sure to register at least two weeks before submission, since the enrolment procedure takes a number of days. In the case of changes in registration information, update the information in e-Rad to latest one without delay.

3. This guide indicates simple flow of submission. For details, refer to "e-Rad Quick Guide for Researchers" on the e-Rad portal site (http://www.e-rad.go.jp).

4. Submission after the deadline can not be accepted. Please give yourself plenty of time to complete the submission. As the deadline approaches, heavy demands on the e-Rad system could slow the submission process.

5. Submission process is not yet completed when R&D PI finishes e-Rad operation. Approval operation by e-Rad office manager of affiliated institution is indispensable.

6. This guide may be updated, so please make sure the latest one.

2-a. Before starting submission (1)

1. Before utilizing e-Rad, R&D PI[*1] and Co-Investigator[*2] must acquire researcher number (8 figures) by applying to affiliated institution. If you have not yet had researcher number, please consult the person in charge of e-Rad of affiliated institution.

2. Before starting submission, please make sure the affiliated institution code, affiliation, and title of Co-Investigators.

3. If you forget your login ID or password, please consult early the person in charge of e-Rad of affiliated institution.

4. If you don't belong to any research institution, e-Rad helpdesk (0570-066-877) will provide your login ID, password, and researcher number.

[*1] Research & development principal investigator in the Application Guidelines and R&D Proposal Forms.
[*2] Research & development co-investigator in the Application Guidelines and R&D Proposal Forms.

2-a. Before starting submission (2)

● Download the latest Quick Guide for Researchers from webpage.

【研究者向けページ】(webpage for Researchers)

http://www.e-rad.go.jp/kenkyu/index.html

You must download the latest guide.

2-b. Download R&D proposal forms

1. Download the forms of R&D proposal and Summary of Proposal (both in Japanese and English) from below solicitation website.
   http://www.amed.go.jp/koubo/010720170310-01.html

   It's strongly recommended that you complete to prepare the R&D proposal forms before submission.

2. Prepare the R&D proposal forms by using the downloaded files.

3. Exchange the forms into PDF style before uploading.
   ※You can make PDF files by using with e-Rad menu.

4. PDF files should not exceed 5 MB in capacity.

2-c. Start submission

① Login to e-Rad.

② Click「公開中の公募一覧」(list of present solicitation) in the left side menu.

③ Click「応募情報入力」(Register proposal information) on the right side of solicitation to which you are going to apply.

※**Make sure the name and type (AMED-CREST or PRIME) of solicitation.**

2-d. Register proposal information

In this screen, you must enter several information which is necessary for submission. This screen is composed of several tabs and you can see each sub-screen by clicking tabs.

※ 「一時保存」(temporarily save): By clicking this button, you can save data even if submission on the way.

　　「確認」(check): By clicking this button, you can check entering contents. When you finish to enter data into every tabs and are ready to submit, click this button.

2-d. Register proposal information「代表者情報確認」 (PI information)

① Enter the title of your R&D project.

② If you belong to only one institution, its name will be indicated automatically. If a few institutions, you must select one institution from which you are going to apply.

2-d. Register proposal information「共通項目」(research matters)(1)

① Click「共通項目」.

② Enter research period (FY).

③ Select research area to which your proposal belongs. Click「検索」(search) to search for areas from「細目一覧」(list of areas) screen.

④ Select several keywords using the right side button.

2-d. Register proposal information「共通項目」(research matters)(2)

⑤ Similar to the previous page, enter another research area and keywords.

⑥ Enter "Refer to R&D proposal" into「研究目的」(research purpose)

⑦ Enter "Refer to R&D proposal" into「研究概要」(research abstract)

研究分野(副)	細目名(必須)		🔍検索 ◆クリア	⑤
	キーワード1(必須)	未選択 ∨	
	キーワード2	未選択 ∨	
	キーワード3	未選択 ∨	
	キーワード4	未選択 ∨	
	キーワード5	未選択 ∨	
	その他キーワード1		
	その他キーワード2		
研究目的(必須)	あと1000文字		⑥
	※1000文字以内(改行、スペース含む)で入力してください。なお、改行は1文字分でカウントされます。 入力文字チェック		
研究概要(必須)	あと1000文字		⑦

2-d. Register proposal information 「個別項目」(PI information)

① Click「個別項目」.

② Enter your (PI) affiliation, address, etc.

2-d. Register proposal information「応募時予算額」(budget plan) (1)

① Click「応募時予算額」.

② Enter the direct costs for R&D PI.

※In the case of AMED-CREST, copy the data from form 7 of the R&D proposal.
　Enter the indirect costs in every years, too.

2-d. Register proposal information「応募時予算額」(budget plan) (2)

③ For FY2017 selection projects in AMED-CREST, subsidiary institution is generally subcontracted from principal institution. Enter the sum of Co-Investigators' budgets (direct costs ＋ indirect costs) to columns of「再委託費」(subcontract cost).

※ To enter the data for 5th and 6th years, slide this scrollbar ★.

2-d. Register proposal information「研究組織情報」(group information)(1)

① Click「研究組織情報」.

② Enter「専門分野」(research field),「役割」(role),「エフォート」(effort), and「直接経費」(direct cost) and「間接経費」(indirect cost) in FY2017, of R&D PI.

　※Enter "0" on the column of「再委託費」(subcontract cost) of R&D PI.

2-d. Register proposal information「研究組織情報」(group information)(2)

③ In the case of AMED-CREST, enter「専門分野」(research field),「役割」(role), and「エフォート」(effort) of Co-Investigator(s), if present.

Enter the sum of FY2017 direct and indirect costs for Co-Investigator(s) on「再委託費」(subcontract costs).

※Enter "0" on the columns of「直接経費」(direct cost) and「間接経費」(indirect cost) for Co-Investigator(s).

※The sum of subcontract costs of Co-Investigator(s) should be the same as the value on「初年度予算額」(1st year budget).

※Enter "0" on the columns of direct and indirect costs of Co-Investigator(s) and enter their sum on the subcontract cost column

2-d. Register proposal information「研究組織情報」(group information)(3)

Give「編集権限」(editing authority) and「閲覧権限」(reading athority) to Co-Investigators（optional）.

③ Set open/close of the data against Co-Investigators. ※AMED-CREST only.

④ Set「閲覧・編集権限」(reading/editing authority) against individual Co-Investigators.

・「なし」:No authority
・「閲覧」:Reading only
・「編集」:Editing only

2-d. Register proposal information「添付ファイルの指定」(Select proposal files)

① Click「添付ファイルの指定」.

② Click「参照」(reference). Select completed R&D proposal form.

　※Only PDF file can be attached. Exchanging Word form into PDF style is prerequisite (refer to Quick Guide for Researchers).

③ Click「アップロード」(upload). Both of "Summary of Protocol" (in Japanese and English) must be uploaded similarly.

2-d. Register proposal information (Check the contents)

After completion of entering, check the contents of your submission.
Click 「確認」(check) and check the contents you entered.

No operation is needed on 「応募・受入状況」and 「研究組織内連絡欄」tabs.

2-d. Register proposal information (Submit proposal forms)

After checking your proposal contents, click「実行」(execute) to submit the proposal.

A message,「応募情報を確定しました」(confirmed your submission) will be indicated, proving that your R&D proposal forms are sent to office manager of affiliated institution.

<Note> Approval of affiliated institution by office manager through e-Rad must be completed by 12 noon on 30th May.

2-e. Approval of affiliated institution (processes operated by office manager)

For FY2017 selection project, subsidiary institution should be generally subcontracted from principal institution. So, approval of affiliated institution is indispensable for submission of R&D proposal through e-Rad. Office managers in affiliated institution should perform approval operation as below.

e-Rad portal site
（ http://www.e-rad.go.jp)「所属研究機関用マニュアル」

①Click ［未処理一覧］(lists of untreated projects) under ［応募/採択課題情報管理］ (application/selection information management).

②Click ［処理］(treat).

③After confirming the contents, click ［処理］.

④In the case of approval, select「承認」(approval). You can also select「差戻し」(send back).

⑤Click ［承認］ or ［差戻し］.

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\<Ref\> Information management of application projects (confirmation of status)

① Click［応募課題情報管理］(information management of application projects) under［応募／採択課題情報管理］(information management of application/selection projects) on the left side.

② View of「応募課題情報管理」is open. You can search for projects using some keywords.

③ You can confirm submission status of projects on ③ or「ステータス履歴」(status record).「配分機関処理中」(being processed in funding agency) means the completion of submission process through e-Rad.

    Other stauts means that submission process is not yet completed, so contact to e-Rad office manager of affiliated institution.