Advanced Research and Development Programs for Medical Innovation

Quick Guide for Submitting FY2019 Proposals through the Cross-ministerial R&D Management System (e-Rad)

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1. Introduction (Important Points to Note)

1. Submission of proposals for this program must be made through the e-Rad system.

2. Before using e-Rad, both research institutions and researchers must be registered. Be sure to register at least two weeks before submission, since the enrolment procedures take a number of days. If the registered information changes, the information must be updated in e-Rad without delay to show the current information.

3. This guide provides a simplified explanation of the flow of submission procedures. For further details, please refer to the “e-Rad Quick Guide for Researchers” on the e-Rad portal site (https://www.e-rad.go.jp).

4. Submissions after the deadline cannot be accepted. Please allow ample time for you to complete the submission procedures. As the deadline approaches, heavy traffic on the e-Rad system may slow the submission process or impede registration.

5. The submission process is not yet completed when the R&D PI finishes the e-Rad submission procedures. Please note that the submission process is completed when the clerical affairs supervisor for e-Rad matters of the R&D PI’s affiliated institution has completed approval procedures.

6. Please refer to this guide when preparing your R&D proposal as some procedures differ from those for the previous year.

Flow of Application Submission Via e-Rad

Researcher (R&D PI)

Download the Application Guidelines and R&D Proposal and other application forms from the "Call for Proposals" page on the AMED website.

Researcher (R&D PI)

Prepare your R&D Proposal and other application documents, then enter the proposal Information into e-Rad.

Procedures performed by the R&D PI

Submission

Clerical staff of the R&D PI's affiliated institution

Clerical staff of the R&D PI's affiliated institution check the proposal information, then request any necessary corrections to or reject the proposal information.

*These procedures are only carried out by affiliated institutions with registered clerical staff.

Check

Clerical affairs supervisor for e-Rad matters of the R&D PI's affiliated institution

The clerical affairs supervisor for e-Rad matters of the R&D PI's affiliated institution approves, requests any necessary corrections to, or reject the proposal information.

<Note>

Before the submission deadline, be sure to check whether or not an "**Approval**" procedure has been carried out.

Procedures performed by staff of the R&D PI's affiliated institution

Approval

Funding agency (AMED)

Funding agency (AMED) accept, request any necessary corrections to, or reject the proposal information.

Procedures performed by AMED

Acceptance of the R&D Proposal

2-a. Before starting submission (1)

1. Before using e-Rad, the R&D PI[1] and Co-Investigators[2] for the proposed R&D project must acquire a researcher number (8 digits) by applying to their affiliated institution. If you have not yet obtained a researcher number, please consult the person in charge of e-Rad at your affiliated institution.
2. Before starting the submission process, please make sure that the affiliated institution codes, departments, and positions of the Co-Investigators are correct.
3. If you forget your login ID or password, please consult the person in charge of e-Rad at your affiliated institution as soon as possible.
4. If you are not affiliated with any research institutions or you are affiliated with a research institution located outside Japan, please also contact the Division of Emerging Research, Department of Research Infrastructure as soon as possible before submitting your R&D proposal.

[1]Research & Development Principal Investigator
[2]Research & Development Co-Investigator
(Definitions provided in the Application Guidelines and R&D Proposal Forms.)

2-a. Before starting submission (2)

- Download the latest version of “Quick Guide for Researchers” from the Operation Manuals (for researchers) page of the e-Rad website.

[Operation Manuals (for researchers) page] https://www.e-rad.go.jp/en/manual/for_researcher.html

2-b. Download R&D proposal forms

- Download the application documents necessary for each R&D area from the Calls for Proposals page for this program.

  https://www.amed.go.jp/koubo/04/02/0402B_00022.html

  It is strongly recommended that you prepare **the R&D Proposal and other forms** before submitting your application via e-Rad.

- Prepare the R&D Proposal and other forms using the downloaded forms.
- Upload each form in the stipulated format.
- PDF files should not exceed 10 MB in capacity.

2-c. Register proposal information

① Log onto e-Rad.

② Click「公募の管理･応募の代理の登録」(New Applications) in the Quick Menu on the top screen.

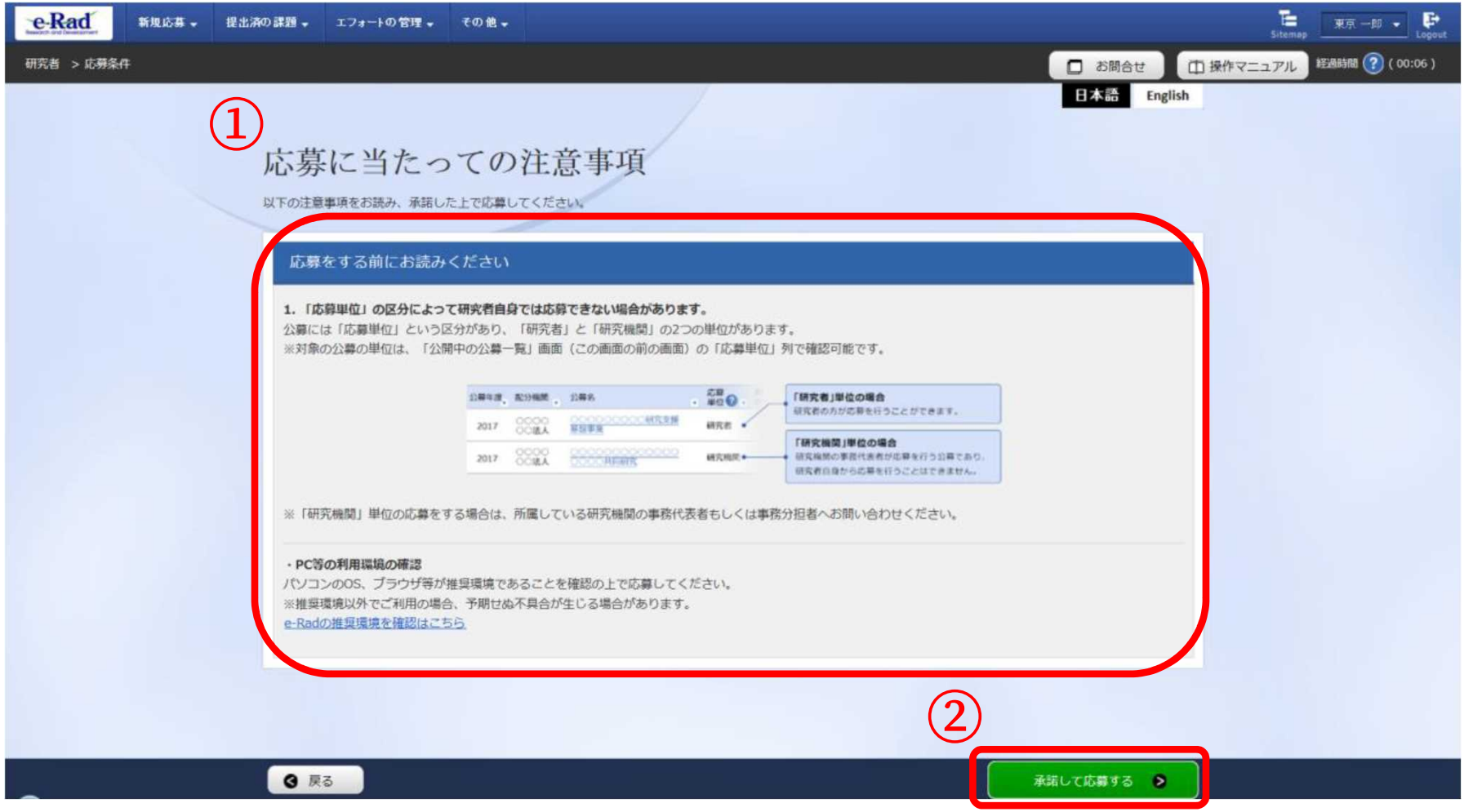
③ Click「応募する」(Apply) at the right side of the solicitation for which you are applying.

* Make sure that the name and type of proposal solicitation (AMED-CREST or PRIME) is correct.

2-d. Enter proposal information (1)

① Read “Instructions for Applications.”

② Click「承諾して応募する」(Agree and apply).



2-d. Enter proposal information (2)

- On this screen, enter each type of information required for your application. This screen is composed of several tabs; you can view each sub-screen by clicking on the relevant tab.

* Copy previous projects: Do not use
Save: To save entered contents in the middle of the creation process
Preview project proposal: To output (in a PDF format) a project proposal that reflects the entered contents
Confirm: To submit the application project proposal after you have entered information for all items

2-d. Enter proposal information (Basic information) (1)

① Enter the title of the R&D project.

② Refer to the next page and enter each item of basic proposal information.

2-d. Enter proposal information (Basic information) (2)

① Enter the research period (four-digit year).

② Select the research field of the proposed project.
Click “Search research field” and set the research field from the Search screen.

③ Select the key words for the proposed project from the list displayed.

④ Using the same procedure, enter the secondary research field and key words.

2-d. Enter proposal information (Basic information) (3)

⑤ Enter “Refer to R&D proposal” in the「研究目的」(Purpose of research) box.

⑥ Enter “Refer to R&D proposal” in the「研究概要」(Abstract) box.

2-d. Enter proposal information (Basic information) (4)

① Click 「参照」. Select the completed R&D proposal form.

* Upload each form in the stipulated format

② Click 「アップロード」.

*Repeat this procedure for the other forms required for your proposal application for the relevant R&D area.

*This example shows the screen for PRIME (solo type) program application submissions.

2-d. Enter proposal information (Entries specific to the program)

① Click「個別項目」(Entries specific to the program).

② Enter the affiliation, contact information, and other **required items** for the applicant (R&D PI).

2-d. Enter proposal information (Research costs/Project members) (1)

① Click「研究経費･研究組織」(Research costs/Project members).

② Enter the total amount for the main items under the direct costs and indirect costs of the **R&D PI and all R&D Co-Investigators** for each fiscal year.

*Copy the data from the "Breakdown of Costs for Each Fiscal Year" in the R&D proposal.

2-d. Enter proposal information (Research costs/Project members) (2)

③ Enter “0” in the「再委託費」(Subcontract Costs) box.

Subsidiary institutions are in principle subcontracted by the principal institution.

AMED refers to allocations made to Co-Investigators as “subcontract costs”, but the term “subcontract” has a different meaning in the e-Rad system, so please enter “0” for the “Subcontract costs” box shown on the screen.

*To enter the data for the 5th and 6th years, slide this scrollbar to the right to show the boxes to fill in.

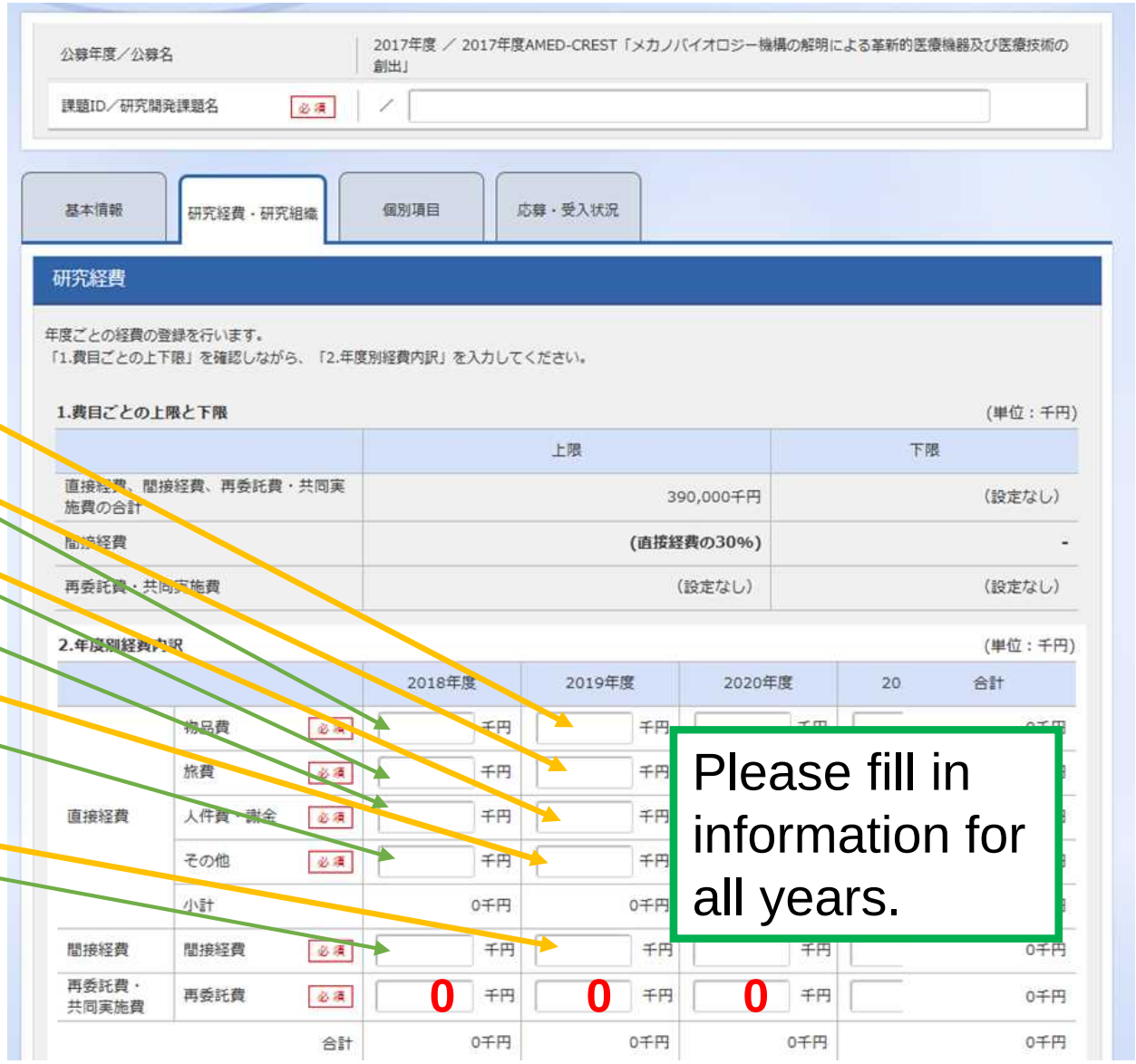
<Ref.> The Budget Plan corresponds to the table in the R&D Proposal

【R&D Proposal】

Breakdown of Costs for Each Fiscal Year

大項目		中項目	2019 年度	2020 年度
直接経費	1.物品費	設備備品費	Total	Total
		消耗品費		
	2.旅　費	旅　費		
	3.人件費・謝金	人件費	Total	Total
		謝金		
	4.その他	外注費	Total	Total
		その他		
	小　計			
間接経費（上記経費の 30%目安）				
合　計				

. . . .



2-d. Enter proposal information (Research costs/Project members) (3)

④ Enter「専門分野」(Specialized field),「役割」(Role in this project),「エフォート」(Effort), and the「直接経費」(Direct Costs) and「間接経費」(Indirect Costs) for the R&D PI in FY2019.

*Enter “0” in the「再委託費」(Subcontract Costs) box for the R&D PI.

⑤ To add Co-Investigators, click「行の追加」(Add line) and select the Co-Investigators using the search button (検索).

2-d. Enter proposal information (Research costs/Project members) (4)

⑥ In the case of AMED-CREST, enter「専門分野」(Specialized field),「役割」(Role in this project), and「エフォート」(Effort) for the Co-Investigators.

Enter the FY2019 Budget amount for R&D Co-Investigators in the「直接経費」(Direct Costs) and「間接経費」(Indirect Costs) boxes.

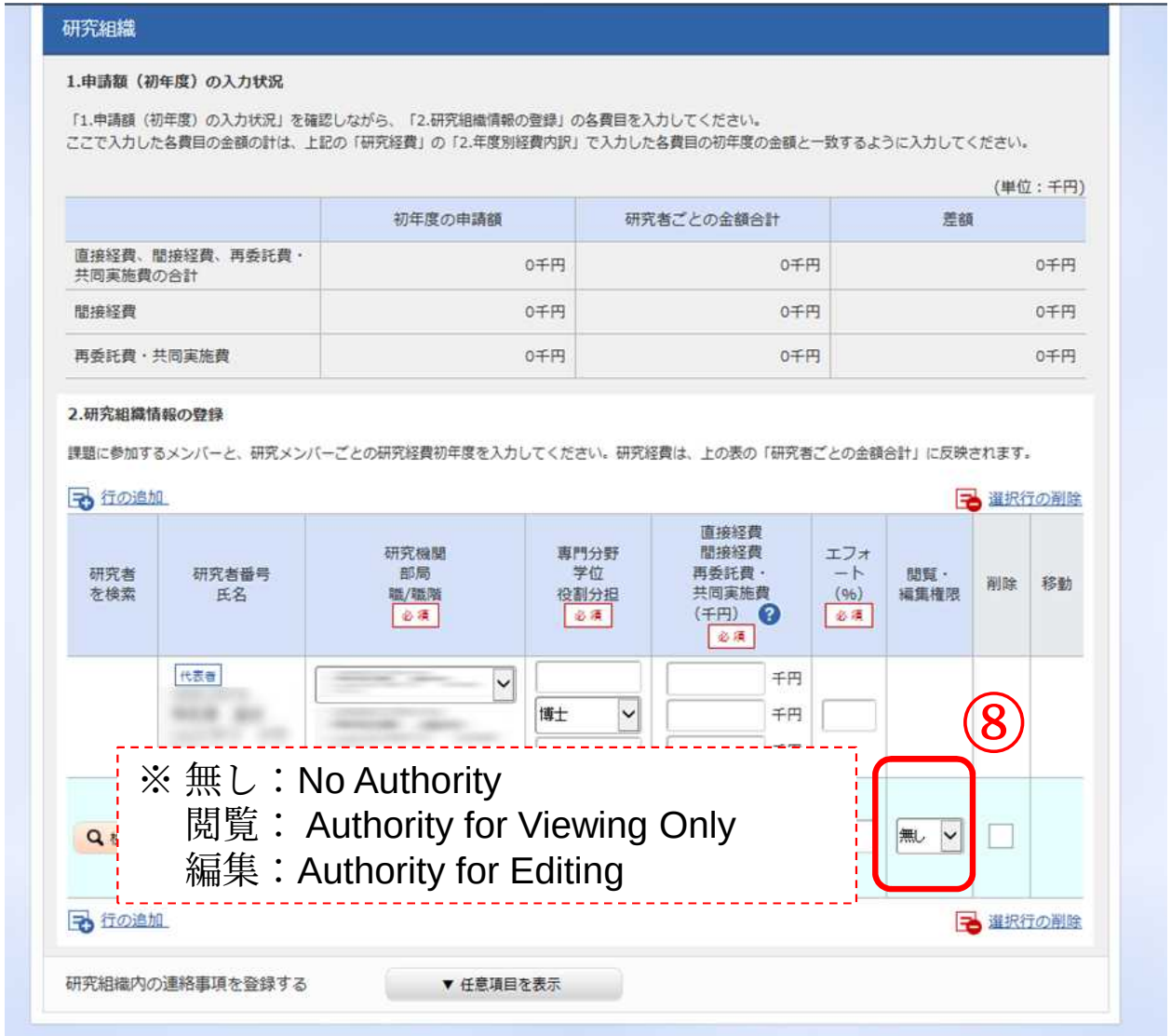
*Enter “0” in the「再委託費」(Subcontract Costs) box for the R&D Co-Investigators.

2-d. Enter proposal information (Research costs/Project members) (⑤)

⑦Check to make sure that the amounts for the R&D PI and all R&D Co-Investigators and the “Cost Breakdown for the first fiscal year” (Direct Costs and Indirect Costs) match.

2-d. Enter proposal information (Research costs/Project members) (6)

⑧For each R&D Co-Investigator, select the types of authority to be granted using the pull-down menu at the “Authority for Viewing/Editing” column.



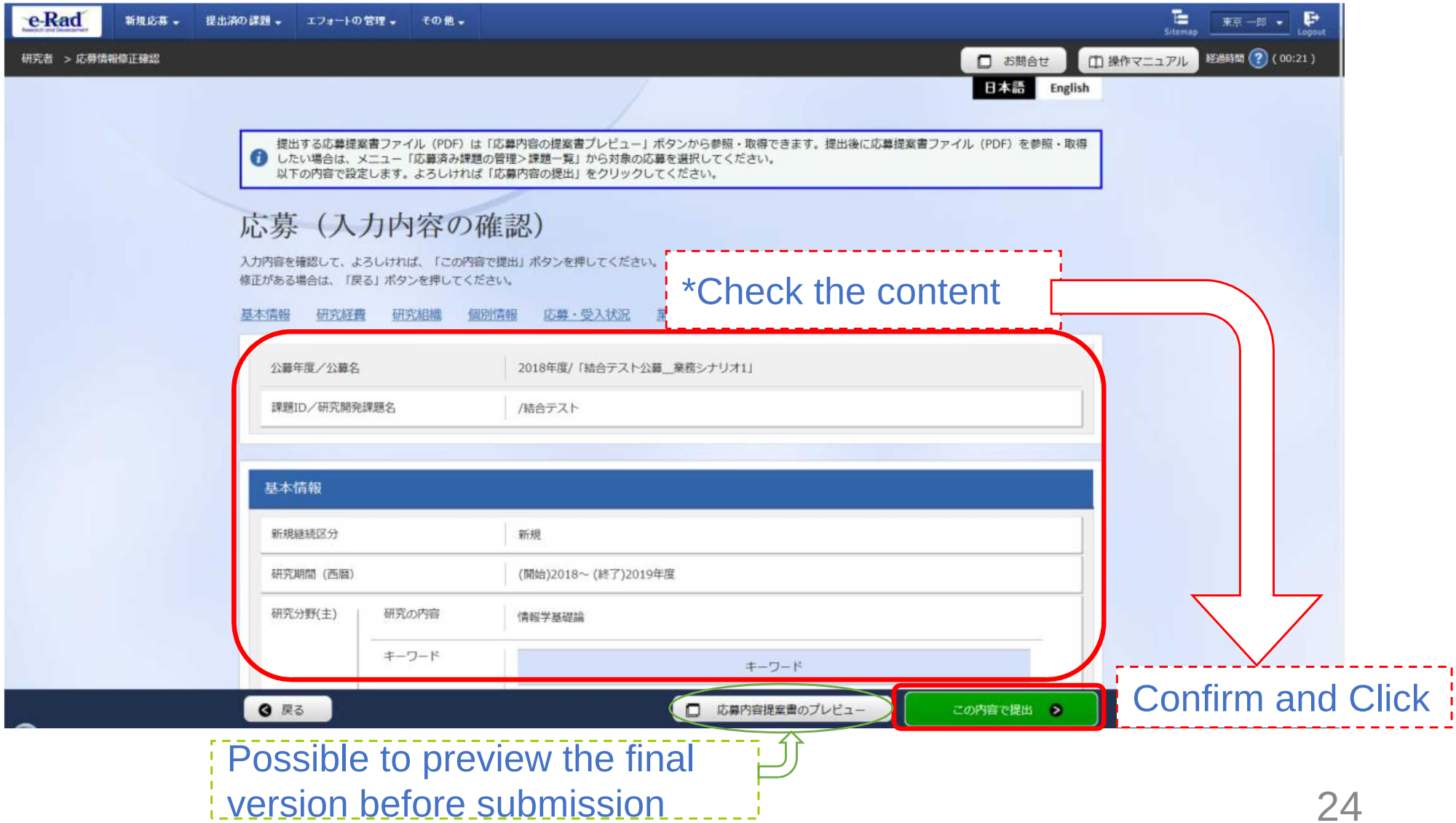
2-d. Enter proposal information (Submission content check)

- After you have finished entering the proposal information, check the content of your submission. Click 「入力内容の確認」 (Confirm) and check the information you have entered.

*You do not need to check “Status of applications and approved projects”

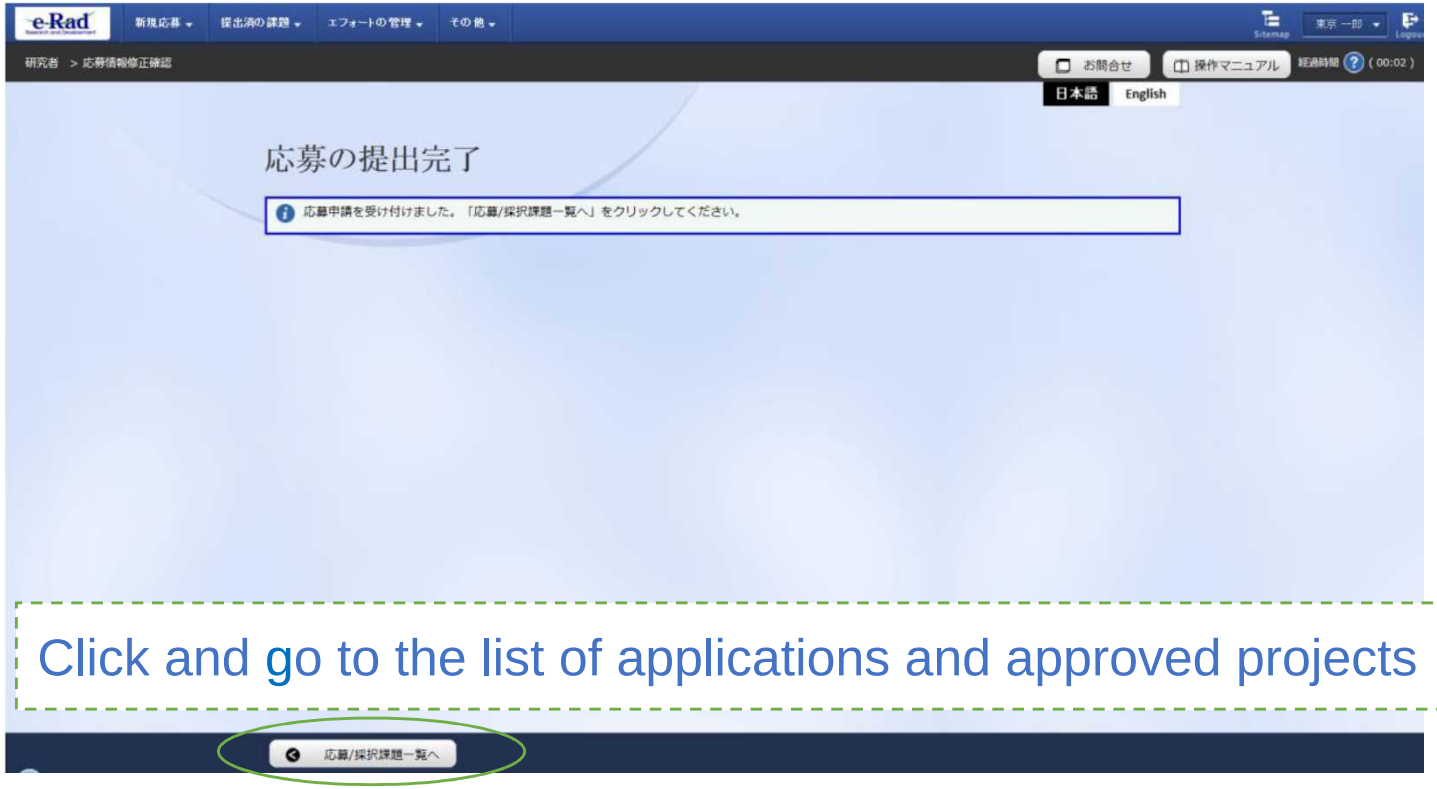
2-d. Enter proposal information Submission of proposal) (1)

- After checking the content of your proposal, click「この内容で提出」(Submit) to submit the proposal.



2-d. Enter proposal information Submission of proposal) (2)

- When submission procedures have been completed, the message「応募申請を受付ました」 “Your application was accepted” will appear on the screen. At this moment, the proposal information will be submitted to the clerical affairs supervisor for e-Rad matters of the R&D PI’s affiliated institution.



Click and go to the list of applications and approved projects

<Note> In submitting your R&D proposal, the approval of your affiliated institution is required. Please note that the R&D proposal will not be deemed to have been submitted to AMED until it has been approved by your affiliated institution’s clerical affairs supervisor within the acceptance period.

<Ref.> Information management of submitted proposals (Confirmation of submission status) (1)

① Click［提出済の研究課題の管理］(Manage submitted proposals) in the Quick Menu on the Top Page.

② Enter search conditions and click the search button.

Source: “Operation Manual for Researchers (1) Application Guide” available on the e-Rad portal site (https://www.e-rad.go.jp/en/index.html)

<Ref.> Information management of submitted proposals (Confirmation of submission status) (2)

③ You can check the submission status of proposals using either「申請の種類（ステータス）」(Apply type (Status)) or「申請可能な手続きへ」(List).

「配分機関処理中」(Processing (Funding)) indicates that the submission process through e-Rad has been completed.

Other statuses indicate that the submission process is not yet completed, so please contact the e-Rad office manager of your affiliated institution.

Source: “Operation Manual for Researchers (1) Application Guide” available on the e-Rad portal site (https://www.e-rad.go.jp/en/index.html)