



# Ritsumeikan Asia Pacific University Researcher Database (Researcher Information System) Input Manual

Please refer to this manual when inputting or registering data in the Researcher Database.

Ritsumeikan Asia Pacific University Researcher Database update screen:  
<http://researcher.apu.ac.jp:8085/scripts/update/index.htm>

Access from: Campus Terminal [Research]→Research Information for Faculty→Researcher Database→Updating the Researcher Database

For inquiries: Research Office (ext. 2504)

# Important Points

- **After inputting data, always make sure to click the “Register” button.** Whenever changing input data, or adding a new space for information, please make sure to click the “Register” button and confirm that the data was input before moving on to a new window.
- **Please do not use the “Backspace” key or “Back” button on your web browser.** To move to a new page, please choose from the menu on the left of the screen.
- Information input into the Researcher Database will be viewable by the public the **following day**. Please understand that it is not updated immediately.

## **[Inputting data into the Researcher Database from off-campus (at home, etc.)]**

- It is possible to access and input information into the Researcher Database from off-campus by using a Virtual Private Network (VPN) to connect your computer to APU’s network.
- Depending on the specifics of your home internet connection, you may not be able to connect to the VPN or access the Researcher Database.
- For instructions on how to set-up and use the VPN service, please refer to the “VPN Setting Manual.” [Campus Terminal]→[Academic] →[Academic office Website ]→ [IT Support ]→ [APU-Net ] →[Internet Connection]→ Then click on “VPN Connection Manual”.

<http://en.apu.ac.jp/academic/page/apu-net/manuals.html/?>

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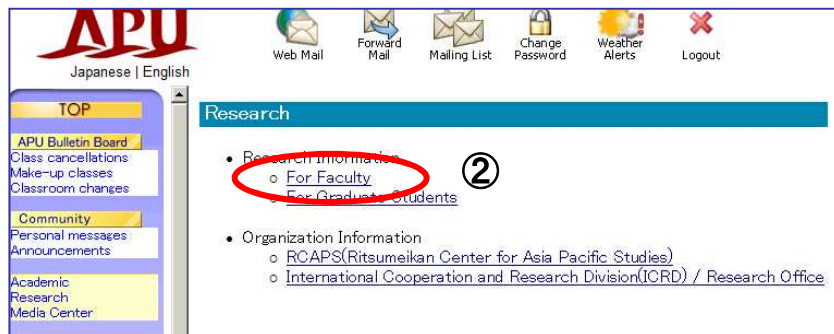
## <Providing Information to researchmap>

Every year, APU has provided data from the Researcher Database to the Japan Science and Technology Agency's (JST) Directory Database of Research and Development Activities (ReaD). In November of 2011, ReaD merged with the National Institute of Informatics' (NII) Researchmap database to form ReaD&Researchmap. In April of 2014, ReaD&Researchmap underwent a name change to become researchmap. JST holds responsibility for administering the database, as before, and the university continues to provide new data to researchmap once or twice a year. Those who do not want to send information to researchmap should contact the Research Office.

Please refer to <http://researchmap.jp/?lang=english> for more information about the researchmap.

# I Login Procedure STEP1

- From APU's homepage, enter the Campus Terminal and click on ①[Research]→②[For Faculty]. Please enter your user ID and password.
- When the [For Faculty] screen appears on the International Cooperation and Research Division homepage, please click ③[Researcher Database / Updating the Researcher Database]



## For Faculties

<ul style="list-style-type: none"> <li>■ <b>Research Ethics</b> <ul style="list-style-type: none"> <li>▶ <a href="#">Ritsumeikan Asia Pacific University Research Code of Ethics</a> PDF</li> <li>▶ <a href="#">Ritsumeikan Asia Pacific University Guideline of Ethical Conduct in Research Involving Human Subjects</a> PDF</li> </ul> </li> <li>■ <b>Proper Usage of Research Funds</b> <ul style="list-style-type: none"> <li>▶ <a href="#">Ritsumeikan Asia Pacific University Implementation and Auditing of Public Research Funds</a> PDF</li> </ul> </li> <li>■ <b>Grants-in-Aid for Scientific Research</b> <ul style="list-style-type: none"> <li>▶ <a href="#">Applying for FY2014 Grants-in-Aid</a></li> <li>▶ <a href="#">Application Orientations for Grants-in-Aid</a></li> <li>▶ <a href="#">Forms for Using Grants-in-Aid</a></li> </ul> </li> <li>■ <b>APU Research Support System</b></li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Research Achievements at APU</b> <ul style="list-style-type: none"> <li>▶ <a href="#">Grants-in-Aid Projects</a></li> <li>▶ <a href="#">Academic Research Subsidy Projects</a></li> <li>▶ <a href="#">Academic Publication Subsidy Books</a></li> <li>▶ <a href="#">Ritsumeikan Research Repository (R-Cube)</a></li> </ul> </li> <li>■ <b>Research Support Information</b> <ul style="list-style-type: none"> <li>▶ <a href="#">External Research Support (Subsidies, Research Collaboration)</a></li> <li>▶ <a href="#">E-newsletter "Research Office News"</a></li> <li>▶ <a href="#">Newsletter "The Research Beat"</a></li> </ul> </li> <li>■ <b>Researcher Database</b> <ul style="list-style-type: none"> <li>▶ <a href="#">About the APU Researcher Database</a></li> <li>▶ <a href="#">Updating the Researcher Database (Login Screen)</a></li> <li>▶ <a href="#">Researcher Database Manual</a> PDF</li> <li>▶ <a href="#">Researcher Database Page</a></li> </ul> </li> </ul>
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# I Login Procedure STEP2

- You can login from this screen.
- You need your Login ID and Password to login.
- Please input your APU-Net User Account and Password (same as your e-mail).

Please enter your Login ID and Password and click the “LOGIN (English)” button.

[ Help ] has explanations for:

1. Researcher Information System Outline
2. Inputting Data
3. Outputting and checking data
4. Information made available from the University home page
5. Data to the Read

Please refer to this when you need to.

Microsoft Internet Explorer

編集(E) 表示(V) お気に入り(A) ツール(T) ヘルプ(H)

http://www.apu.ac.jp/researchers/

**APU** 立命館アジア太平洋大学 研究者情報管理システム  
Ritsumeikan Asia Pacific University Researchers Information System

[ヘルプ / Help](#) [新着情報検索 / Find researchers](#) [本システムの動作環境は? / System requirements](#)

ログインID  
Login ID

パスワード  
Password

ログイン(日本語) LOGIN(English)

終了/Close

ダウンロード/Download

学内通知事項 / Information

内容
Content

ページが表示されました インターネット

## II Display of Registration Screen

- After you login, the following registration screen will appear.

(Published on University home page) indicates which information will be made public on APU's website.

(Provided to ReaD) indicates which information will be provided to ReaD.

**Important! About the [ Register ] button**  
 When changing information in the boxes on the right, click the [ Register ] button in the upper right of the screen in order to register the information.  
 If you do not click the [ Register ] button, all input information will be lost.

If you click on a link in the menu on the left, the corresponding data input screen will appear on the right.

### III How to Register Data

Items in the menu on the left

An easy-to-understand explanation of items in the Researcher Database:

**Please select which information will be sent to ReaD and made public on APU's homepage. The initial setting is to "Yes".**

※ReaD is an integrated "Research Development and Support" directory containing information on researchers all over Japan, organized by JST.

Clicking on an item in the menu will open the corresponding data input screen.

In the new version, information can be registered in each separate category. It can also be edited in any order you want.

The Research Office will input this information. Researchers cannot edit or delete this information.

Please input funds **other than** Grant-in-Aid or APU Internal Subsidies.

You can check or output registered data. For instructions on how to do this, please refer to the [Help] manual on the login screen.

Privacy	Research activities	Social activities
<a href="#">Privacy settings</a>	<a href="#">Aims and achievements</a>	<a href="#">Activities contributing to Society</a>
<b>Profile</b>	<a href="#">Main achievements of Research Activities</a>	<a href="#">Academic societies affiliated with</a>
<a href="#">Name and contact details</a>	<a href="#">Books</a>	<a href="#">Director and committee career</a>
<a href="#">Faculty or department/ position / emeritus professorship</a>	<a href="#">Papers</a>	<a href="#">Head of Organization</a>
<b>Career</b>	<a href="#">Research presentations</a>	<a href="#">Article Refereeing</a>
<a href="#">Academic background (graduate school)</a>	<a href="#">Other research achievements</a>	<b>Outputting and Checking Data</b>
<a href="#">Academic background (undergraduate)</a>	<a href="#">Intellectual property rights</a>	<a href="#">Output individual data</a>
<a href="#">Academic degrees obtained</a>	<a href="#">Academic awards</a>	<a href="#">Output education and research achievement form</a>
<a href="#">Licenses and qualifications</a>	<a href="#">Overseas research activities</a>	<a href="#">Output individual record</a>
<a href="#">Status of education and research activities</a>	<a href="#">Language proficiency</a>	<a href="#">Check how data will appear on the University home page</a>
<b>Research areas and themes</b>	<a href="#">Internal Subsidies</a>	<a href="#">Check data to be provided to ReaD</a>
<a href="#">Current research fields</a>	<a href="#">Grant-in-aid acquired</a>	
<a href="#">Research keywords</a>	<a href="#">Grant-in-aid and other applications</a>	
<a href="#">Research themes</a>	<a href="#">Competitive research funds acquired through public application</a>	
<a href="#">Desired themes for joint or funded research</a>	<b>Educational activities</b>	
<a href="#">Joint or funded research achievements</a>	<a href="#">Educational achievements</a>	
	<a href="#">Textbooks and teaching materials</a>	

# (1) Inputting a Profile

## <Name and contact details>

- Enter personal information on this screen.
- The Research Office has input your name, date of birth, and sex.

Please do not change this information. If there is a misspelling or other mistake, please contact the Research Office.

In the "Contact address" space, please do not write your home address.

## <Faculty or department/ position/ emeritus professorship>

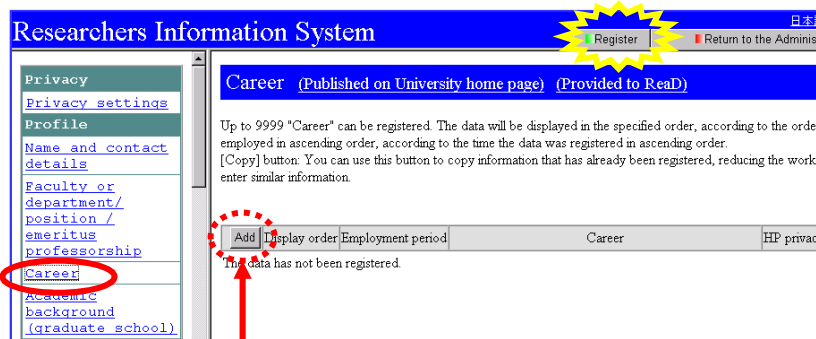
- The Research Office has input your faculty and position (main position).
- Please input any additional positions and Professor emeritus information by yourself.

Always click the [Register] button before moving to another screen.



<Career> <Academic background (graduate school)> <Academic background (undergraduate)> <Academic degrees obtained> <Licenses and qualifications>

- When adding new information, click the [Add] button and follow the instructions on the screen.
- To edit or revise registered information, click the [Edit] button. (See next page.)
- You can make a copy of registered information, from which new data can be made. (See next page.)



Clicking the [Add] button will open the input screen.

Don't forget to **click [Register]** after inputting information!

Career - Microsoft Internet Explorer

Career (Published on University home page) (Provided to ReaD)

Cancel Register

Japanese Word Count

Career (Public)(ReaD)(Required) English Word Count

Employment period Start date A. D. Year(Required) Month(Required) Day  
(Public)(ReaD)(Required) End date A. D. Year Month Day

Location  Domestic  Overseas

Inside the school career  Career at this university.

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page.)

Provide to ReaD survey  Yes  No (Select "Yes" if this information can be provided to the ReaD survey.)

Notes on entering information:

- (Required) indicates that an item must be entered.
- (Public) indicates an item that will be published on the university home page.
- (ReaD) indicates an item that will be provided to the ReaD survey.

Cancel Register

## 【Editing/Revising/Copying Data】

- To edit registered data, click the [Edit] button.
- You can make a copy of registered data by clicking the [Copy] button. The [Copy] function is useful if the contents will remain the same, but only the date needs to be changed.

The screenshot shows a web interface for managing career data. On the left is a navigation menu with links like 'Privacy settings', 'Profile', 'Name and contact details', 'Faculty or department/position/emergitus professorship', 'Career', 'Academic background (graduate school)', and 'Academic background (graduate school)'. The 'Career' link is circled in red. The main content area has a blue header 'Career (Published on University home page) (Provided to ReaD)'. Below the header, there is a table with columns: Add, Display order, Employment period, Career, and HP pr. The table contains one row with '1' in the 'Add' column, '1' in 'Display order', '1980/04/01-1984/03/31' in 'Employment period', and 'XXXXXXXXXX University, Assistant Professor' in 'Career'. The 'Add' and 'Copy' buttons are circled in red. A callout box points to the 'Edit' button with the text: 'Clicking the [Edit] button will open registered data.' Another callout box points to the 'Copy' button with the text: 'Clicking the [Copy] button will make a copy of registered information, from which new data can be easily made.' A third callout box points to the 'Register' button in the form below with the text: 'Don't forget to click [Register] after inputting information!'. The form below has a blue header 'Career (Published on University home page)'. It contains buttons for 'Cancel', 'Register', and 'Delete'. A note says: 'When "Register" is executed, the existing data will be updated.' The form fields include: 'Career' (Japanese and English dropdowns), 'Employment period' (Start and End date fields), 'Location' (Domestic/Overseas radio buttons), 'Inside the school career' (checkbox), 'Available on the University home page' (Yes/No radio buttons), and 'Provide to ReaD survey' (Yes/No radio buttons). A 'Notes on entering information' box lists: '(Required) indicates that an item must be entered.', '(Public) indicates an item that will be published on the university home page.', and '(ReaD) indicates an item that will be provided to the ReaD survey.' At the bottom of the form, there are 'Cancel', 'Register', and 'Delete' buttons. A callout box points to the 'Delete' button with the text: 'To delete registered information, click the [Delete] button.'

## <Status of education and research activities>

- You can write freely in the “Status of education and research activities” space. Please input information related to your research, and any message you would like other researchers to read.
- You can also register up to 4 images.

Don't forget to **click [Register]** after inputting information!

Researchers Information System

Register

### Status of education and research activities (Published on University home page)

You can use this space to freely describe your teaching and research activities, and to promote the current status of your teaching and research to audience outside of the University.  
You can also upload up to four images, such as photographs of your research laboratory or materials related to your research.  
Information about your teaching and research activities can be made available from the University home page.

There are no particular rules about what to write here, but mainly enter a message to people outside of the University, or info

Status of activities (Public)	Japanese	Enter the status of your activities in Japanese, using no more than 500 full-width (zenkaku) characters.
	Word Count	
English	English	Enter the status of your activities in English, using no more than 1500 half-width (hankaku) characters.
	Word Count	

Image file (Public)

- Please register an Image file by clicking on Register image.
- After registering the image, please select privacy settings for the University home page and the display radio button.
- By clicking on image (Sannail), you can confirm the image on a full scale.

Register image	Register image
Register image	Register image

Output layout

- Display the image file at the top of the page
- Display the image file on the bottom of the page
- Display the image file on the left-hand side of the page
- Display the image file on the right-hand side of the page

Privacy

[Privacy settings](#)

Profile

[Name and contact details](#)

[Faculty or department/ position / emeritus professorship](#)

[Career](#)

[Academic background \(graduate school\)](#)

[Academic background \(undergraduate\)](#)

[Academic degrees obtained](#)

[Licenses and qualifications](#)

[Status of education and research activities](#)

Research areas and themes

[Current research fields](#)

[Research keywords](#)

[Research themes](#)

[Desired themes for joint or funded research](#)

[Joint or funded research](#)

## (2) Inputting research field/research theme

### <Current research fields>

- The [Research field code] is the same as the **four-digit Grant-in-Aid classification code**. Please click the [Edit] button and choose your research field again from [Show list].
- When adding new information, click the [Add] button and follow the instructions on the screen.

Researchers Information System

Current research field (Published on University home page) (Provided to ReaD)

You can register up to 9 "Current research fields". The information can be displayed in the following order: Specified display order ⇒ Ascending order by research field code ⇒ Ascending order by the date that the data was registered.  
Information about your current research fields can be made available from the University home page, and can also be provided to the ReaD researcher survey.

2 items of data have been registered.

	Add	Display order	Research field code	Field name (Japanese)	Field name (English)
1	Edit		223	社会学(メディア論)	Sociology (Media and Communication)
2	Edit		267	国際関係論	International Relations

2 items of data have been registered.

Clicking the [Edit] button will open registered data.

Don't forget to **click [Register]** after inputting information!

Current research field (Published on University home page) (Provided to ReaD)

Cancel Register Delete

When "Register" is executed, the existing data will be updated.

Research field code (ReaD)(Required) 267 Show list

Field names (Public)(Required)

Japanese	国際関係論
English	International Relations

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

Provide to ReaD survey  Yes  No (Select "Yes" if this information can be provided to the ReaD survey)

Notes on entering information:

- (Required) indicates that an item must be entered.
- (Public) indicates an item that will be published on the university home page.
- (ReaD) indicates an item that will be provided to the ReaD survey.

When "Register" is executed, the existing data will be updated.

Cancel Register Delete

The 3 digit number is the old code. Click on the [Show list] button to choose your research field from the "List of Research Field Codes." After choosing your field, the new 4 digit code and research field name will automatically register (in Japanese and English).

## <Research keywords>

- “Research keywords” are a **required item** to enter.

Researchers Information System

Register

Don't forget to **click [Register]** after inputting information!

**Research keywords** (Published on University home page) (Provided to ReaD)

Research Keyword is necessary for ReaD.

Use no more than 1000 full-width (zenkaku) characters.

国際相互理解、アジア太平洋地域、異文化間コミュニケーション

Japanese (Public)(ReaD) Word Count

Use no more than 3000 half-width (hankaku) characters.

International mutual understanding, Asia Pacific Region, Intercultural Commu

English (Public)(ReaD) Word Count

Notes on entering information:

- (Required) indicates that an item must be entered.
- (Public) indicates an item that will be published on the university home page.
- (ReaD) indicates an item that will be provided to the ReaD survey.

Research keywords

## <Research themes>

- The [Research field code] is the same as the **four-digit Grant-in-Aid classification code**. Please click the [Edit] button and choose your research field again from [Show list].
- When adding new information, click the [Add] button and follow the instructions on the screen.

Researchers Information System

Research themes (Published on University home page) (Provided to ReaD)

You can register up to 99 "Research themes". The information can be displayed in the following order: Specified display order ⇒ Ascending order by that the research started ⇒ Ascending order by the year that the research finished ⇒ Ascending order by the date that the data was registered.

1 item of data have been registered.

Add	Display order	Research theme	Research mode	Research period	HP privacy se
<input type="button" value="Edit"/>		Intercultural Communication	Individual research	2000-2005	Public

1 item of data have been registered.

Clicking the [Edit] button will open registered data.

Don't forget to **click [Register]** after inputting information!

## Research themes (Published on University home page) (Provided to ReaD)

Cancel Register Delete

When "Register" is executed, the existing data will be updated.

Research theme (Public)(ReaD)(Required)	Japanese	Word Count	
	English	Word Count	Intercultural Communication
Keywords (Public)(ReaD)(Required)	Japanese	Word Count	
	English	Word Count	Language, Culture, Diversity
Summary (Public)(ReaD)	Japanese	Word Count	
	English	Word Count	
Research field (ReaD)	Japanese	Research field Code 1	714 Show list
	English	Research field Code 2	Show list
	English	Research field Code 3	Show list
Research system (ReaD)	Japanese	0112 Show list	
	English	0112 Show list	
Research mode (ReaD)	<input checked="" type="radio"/> Individual research <input type="radio"/> Joint research within a university or institute <input type="radio"/> Domestic joint research within Japan <input type="radio"/> International joint research		
Start year for the research (Public)(ReaD)	A. D.	2000	Year
End year for the research (Public)(ReaD)	A. D.	2005	Year
Available on the University home page	<input checked="" type="radio"/> Yes <input type="radio"/> No (Select "Yes" if this information can be published on the university home page)		
Provide to ReaD survey	<input checked="" type="radio"/> Yes <input type="radio"/> No (Select "Yes" if this information can be provided to the ReaD survey)		

\*Click on Show list and select the field from the list.  
 \*If the category is not there, please select the closest field.  
 \*When the field is selected, the field code and the field name will be set.  
 \*The language in which the research system name was set cannot be changed.

The 3 digit number is the old code. Click on the [Show list] button to choose your research field from the "List of Research Field Codes." After choosing your field, the new 4 digit code and research field name will automatically register (in Japanese and English).

By clicking on the Show list, you can select the Research system from the list.  
 \*If the category is not there, please select the closest research system from the list.  
 \*When the research system is selected, the code and the research system will be set.

<Desired themes for joint or funded research> <Joint or funded research achievements>

- When adding new information, click the [Add] button and follow the instructions on the screen.
- To edit registered data, click the [Edit] button.

Researchers Information System

research activities

Research areas and themes

Current research fields

Research keywords

Research themes

Desired themes for joint or funded research

Joint or funded research achievements

Register

Return to the Admini

Desired themes for joint or funded research (Published on University home page) (Provided to ReaD)

You can register up to 99 "Desired themes for joint or funded researches". The information can be displayed in the following order: Specific Ascending order by the date that the data was registered.

Add	Display order	Desired themes for joint or funded research	Type of joint or funded research desired	Possible form of co
The data has not been registered.				

Clicking the [Add] button will open the input screen.

Don't forget to **click [Register]** after inputting information!

Desired themes for joint or funded research (Published on University home page) (Provided to ReaD)

Cancel Register

Desired themes for joint or funded research (Public)(ReaD)(Required)

Japanese Word Count

English Word Count

Summary (Public)(ReaD)

Japanese Word Count

English Word Count

Type of joint or funded research desired (Public)

Wish to undertake joint research with industry and other organizations including private sector.  
 Joint research with other research organizations such as universities.

Possible form of cooperation (Public)

Technical consultation  Funded research  Joint research  Others

Message (Public)

Japanese Word Count

English Word Count

Available on the University home page

Yes  No (Select "Yes" if this information can be published on the university home page)

Provide to ReaD survey

Yes  No (Select "Yes" if this information can be provided to the ReaD survey)

Joint or funded research achievements (Published on University home page) (Provided to ReaD)

Cancel Register

Result of joint or funded research (Public)(ReaD)(Required)

Japanese Word Count

English Word Count

Representative researcher (Public)

Japanese

English

Joint researchers (Public)

Japanese Word Count

English Word Count

Research period (Public)(ReaD)(Required)

A. D. [ ] Year (Required) - A. D. [ ] Year

Research funds [ ] ,000 yen. Example (100,000,000 or 100000000)

Funding source

Japanese

English

Type of joint or funded research (Public)

Joint research  Funded research

Form of research (Public)

Joint research within university  Domestic joint research within Japan  Funded research by the investment  
 Funded research by company  International joint research  Other

Result

Japanese Word Count





## <Other research achievements>

- Please enter other research achievements such as producing technology, being a coordinator, doing field work, and so on.
- When adding new information, click the [Add] button and follow the instructions on the screen.
- To edit registered information, click the [Edit] button to open the input screen.

Don't forget to **click [Register]** after inputting information!

Researchers Information System

Other research achievements (Published on University home page) (Provided to ReaD)

Up to 9999 "Other research achievements" can be registered. The data will be displayed in the specified order, according to period order or according to the time it was registered in descending order.  
[Copy] button: You can use this button to copy information that has already been registered, reducing the work required to enter st

Display order	Type of research achievement	Research achievement name	Implement
The data has not been registered.			

Clicking the [Add] button will open the input screen.

Other research achievements (Published on University home page) (Provided to ReaD)

Cancel Register

Internal category (Required)

Creation of technologies of products  
 Diagnoses/treatments for improvement or stabilization  
 Databases created  
 Administrative methods conceived  
 Artistic creations or performances  
 Development/improvement of techniques for reconstructing, unearthing or presenting works of art  
 Coordinator  
 Research Project Participation  
 Cocert Performance  
 Exhibition of Works  
 Misc.

Type of research achievement (Public)(ReaD)(Required)

Artistic activities    Sporting activities    Fieldwork    Others

Authorship (Public)(Required)

Only    Joint

Research achievement name (Public)(ReaD)(Required)

Japanese Word Count [ ]  
 English Word Count [ ]

Implementation period (Public)(ReaD)(Required)

If the implementation period is one day, please enter the same date for start and finish.

Start date A. D. [ ] Year(Required) [ ] Month(Required) [ ] Day

End date A. D. [ ] Year [ ] Month [ ] Day

Joint researchers

Japanese Word Count [ ]  
 English Word Count [ ]

< Intellectual property rights > < Academic awards >

- Just like other items until now, please [Add] or [Edit] relevant information.

Researchers Information System

Academic awards (Published on University home page) (Provided to ReaD)

Up to 99 "Academic awards" can be registered. The data can be displayed in the specified order, according to the day the prize order, or according to the time the data was registered in descending order.  
[Copy] button: You can use this button to copy information that has already been registered, reducing the work required to enter information.

Add	Display order	Academic award name	Date awarded	Location	HP
The data has not been registered.					

Don't forget to **click [Register]** after inputting information!

Intellectual property rights (Published on University home page) (Provided to ReaD)

Cancel Register

Type (Public)(Required)  Patent  Application for Employee Invention  Utility design  Design  Trademark  Technology Transfers only

Application for Employee Invention Date A. D. [ ] Year [ ] Month [ ] Day

Technology Transfers  Yes  No

Technology Transfers Date A. D. [ ] Year [ ] Month [ ] Day

Authorship (Required)  Only  Joint

Intellectual property right name (Public)(ReaD)(Required)

Japanese Word Count [ ]

English Word Count [ ]

Application (Public) Application number [ ] Application date A. D. [ ] Year [ ] Month [ ] Day

Publication (Public)(ReaD) Publication number [ ] Publication date A. D. [ ] Year [ ] Month [ ] Day

Registration (Public)(ReaD) Registration number [ ] Registration date A. D. [ ] Year [ ] Month [ ] Day

Japanese [ ]

Academic awards (Published on University home page) (Provided to ReaD)

Cancel Register

Academic award name (Public)(ReaD)(Required)

Japanese Word Count [ ]

English Word Count [ ]

Date awarded (Public)(ReaD)(Required) A. D. [ ] Year(Required) [ ] Month(Required) [ ] Day

Location (Public)(ReaD)  Domestic  Overseas

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

Provide to ReaD survey  Yes  No (Select "Yes" if this information can be provided to the ReaD survey)

## <Overseas research activities>

- Please input information about overseas research you have participated in. Enter this information for each year you did overseas research.

In order to display a different year, please choose the year and click the [Re-display] button.

Researchers Information System

Overseas research activities (Provided to ReaD)

Year of overseas travel: 2008 Academic year  \*Please click "Re-display" when you

Year of overseas travel: 2008 Academic year

Number of trips overseas (ReaD)

Trips during 2008 academic year that were more than two weeks long		Total	Trips
Trips during 2008 academic year that were less than two weeks long		Total	Trips

Number of overseas international conferences or academic conferences (ReaD)

Person who bore most of the costs	Number of attendances	Number of presentations	
1 Organizer	Times	Times	
2 Overseas institution	Times	Times	
3 MEXT / JSPS	Times	Times	
4 Other Japanese government organization	Times	Times	
5 Institution that the researcher works for	Times	Times	
6 Foundation, etc (including donations and scholarship contributions)	Times	Times	
7 Self-funded	Times	Times	
Total (calculated automatically)		Times	Times

Left sidebar menu items: Research activities, Aims and achievements, Main achievements of Research Activities, Books, Papers, Research presentations, Other research achievements, Intellectual property rights, Academic awards, **Overseas research activities**, Language proficiency, Internal subsidies, Grant-in-aid acquired, Grant-in-aid and other applications, Competitive research funds acquired through public application, Educational activities, Educational achievements, Textbooks and teaching materials, Social activities

## <Language proficiency>

- Please choose any other languages you have used when presenting at an international conference, or when publishing an article in an international academic journal.
- If you choose "Other" please input the language within 8 characters, using full-width characters (全角英数).

system

Language proficiency (Provided to ReaD)

If specifying other languages, write the language in 8 full-width (zenkaku) characters.

Main foreign language used to announce research results at international academic conferences, etc(ReaD)

English  French  Spanish  
 Russian  German  Chinese  
 Other

Main foreign language used to write papers for international academic journals, etc(ReaD)

English  French  Spanish  
 Russian  German  Chinese  
 Other

Don't forget to **click [Register]** after inputting information!

## <Competitive research funds acquired through public application>

- Please input any funds you are receiving **other than** Grant-in-Aid for Scientific Research (KAKENHI) and APU Academic Research Subsidies.
- Please follow the instructions on the screen to input any competitive research funds you have received through individual application.

Researchers Information System

Language proficiency  
Internal Subsidies  
Grant-in-aid acquired  
Grant-in-aid and other applications  
**Competitive research funds acquired through public application**  
Educational achievements  
Textbooks and teaching materials

Register Return to the Administration

Competitive research funds acquired through public application

Add	Display order	Type	Acting Representative or Member	Competitive research fund name	Academic year	Amount acquired
The data has not been registered.						

Clicking the [Add] button will open the input screen.

The following items are required to enter:  
Type, Acting Representative or Member,  
Competitive research fund name, Academic year.  
Please input the year number, and enter the amount you received in thousands of yen.

Don't forget to **click [Register]** after inputting information!

Competitive research funds acquired through public application

Cancel Register

Type (Required)
 

- Research Subsidies
- Domestic/International Joint Research Funding
- Commissioned Research

Acting Representative or Member (Required)
 

- Acting Representative
- Member

Competitive research fund name (Required)
 

Japanese	Word Count	
English	Word Count	

Academic year (Required) A. D. [ ] Year(Required)

Amount acquired Please enter the amount acquired for one academic year.  
[ ] ,000 yen Example (100,000,000 or 100000000)

Remarks
 

Japanese	Word Count	
English	Word Count	

Notes on entering information:
 

- (Required) indicates that an item must be entered.
- (Public) indicates an item that will be published on the university home page.
- (Read) indicates an item that will be provided to the Read survey.

Cancel Register

## (4) Inputting educational activities

### <Educational achievements> <Textbooks and teaching materials>

- Follow instructions on the screen to enter information about your educational achievements and textbooks/teaching materials you have made.

Researchers Information System

applications

- Competitive research funds acquired through public application
- Educational activities
  - Educational achievements**
  - Textbooks and teaching materials
- Social activities
  - Activities contributing to Society
  - Academic societies affiliated with

Educational achievements (Published on University home page)

You can register up to 9999 "Educational achievements". The information will be displayed in the specified order, the implemented period in desc or by the date that the data was registered.  
 [Copy] button: You can use this button to copy information that has already been registered, reducing the work required to enter similar information.

Add	Display order	Achievement name	Type	Implementation period	HP privacy setting
The data has not been registered.					

Educational achievements (Published on University home page)

Cancel Register

Achievement name (Public)(Required)

Japanese Word Count

English Word Count

Type (Required)

Innovations in educational contents and methods (includes course evaluation)

Presentations or lectures concerning educational methods and educational practices

Other achievements about your educational practices(except for the above-mentioned)

Implementation period (Public)(Required)

Start date A. D. Year(Required) Month(Required) Day

End date A. D. Year Month Day

Summary (Public)

Japanese Word Count

English Word Count

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

Don't forget to **click [Register]** after inputting information!

Textbooks and teaching materials (Published on University home page)

Cancel Register

Title of textbook or teaching materials (Public)(Required)

Japanese

English

Creation date (Public)(Required)

A. D. Year(Required) Month(Required) Day

Summary (Public)

Japanese Word Count

English Word Count

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

## (5) Inputting social activities

<Activities contributing to society>

<Academic societies affiliated with>

<Director and committee career>

- Just like other items until now, please [Add] or [Edit] relevant information.

Researchers Information System

Competitive research  
funds acquired through public application  
Educational activities  
Educational achievements  
Textbooks and teaching materials  
Social activities  
**Activities contributing to Society**  
Academic societies affiliated with  
Director and committee career  
Head of Organization  
Article Refereeing

Register Return to the Administrator Menu

### Activities contributing to Society (Published on University home page)

You can register up to 9999 "Activities contributing to Societies". The information will be displayed in the following order: Specified descending order by date of activity period, or by descending order by the date that the data was registered.  
[Copy] button: You can use this button to copy information that has already been registered, reducing the work required to enter similar information.

Add	Display order	Name of Activities contributing to society	Activity period	HP privacy setting
The data has not been registered.				

Don't forget to **click [Register]** after inputting information!

Activities contributing to Society (Published on University home page)

Cancel Register

Internal category (Required)

Lectures on research/academics  
 Joint Research with the Community  
 Awards for research/academics  
 Newspaper coverage of research  
 Radio/TV coverage of research  
 Research outcomes used in public organization policy  
 Initiation/Operation of a Research  
 Symposia Hosting

Name of Activities contributing to society (Public)(Required)

Japanese Word Count

English Word Count

Activity period (Public)(Required)

Input the same date on the start date and the end date in the case of 1 day.

Start date A. D. Year(Required) Month(Required) Day

End date A. D. Year Month Day

Location  Domestic  Overseas

Summary (Public)

Japanese Word Count

English Word Count

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

Academic societies affiliated with (Published on University home page) (Provided to ReaD)

Cancel Register

Academic society name (Public)(ReaD)(Required)

Japanese Word Count

English Word Count

Membership period (Public)(Required)

Start date A. D. Year(Required) Month(Required) Day

End date A. D. Year Month Day

Location (Public)(ReaD)  Domestic  Overseas

Available on the University home page  Yes  No (Select "Yes" if this information can be published on the university home page)

Provide to ReaD survey  Yes  No (Select "Yes" if this information can be provided to the ReaD survey)

Director and committee career (Provided to ReaD)

Indicate your history of Committee Membership or Executive Post held for national or regional public organizations, newspaper company, organizations and international institutions, government overseas, etc.  
If there are multiple Committee Memberships and Executive Posts, please write them in list form.

Enter your research background in Japanese using no more than 1000 full-width (zenkaku) characters.

Japanese (ReaD) Word Count

Enter your research background in English using no more than 3000 half-width (hankaku) characters.

English (ReaD) Word Count

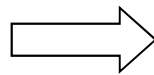
Provide to ReaD survey  Yes  No (Select "Yes" if this information can be provided to the ReaD survey)

# IV Privacy settings

- From the menu on the right, you can choose what information is made available to the public.

Researchers Information

- Privacy
  - Privacy settings**
- Profile
- Name and contact details
- Faculty or department/ position / emeritus professorship
- Career
- Academic background (graduate school)
- Academic background (undergraduate)
- Academic degrees obtained



After choosing, make sure to click the [Registration] button!

**Privacy settings**

Use this page to make the following privacy settings regarding the information about you that is registered in the information available from the University's official website, whether to provide this information to the Read survey, Research and Development Activities, which is managed by JST - the Japan Science and Technology Agency, and provide to Read available from the Read website.

Select whether to make this information available from the university website. Help

Item	Yes	No	Notes
Make this information available from the university website	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If "No" is selected, *1
<b>Profile</b>			
Photograph	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Year of birth	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Contact address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is not made available from the university website. *2
Email address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Individual website address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Telephone number (direct number)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Fax number	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Names of universities that have awarded the researcher an emeritus professorship	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If "No" is selected, background, academic degrees, and licenses and qualifications will not be made available. *2
Work experience	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Academic background (graduate school / school)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Academic degrees	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Licenses and qualifications	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Status of research and teaching activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No	It is assumed that this information will be made available on the university website, and as a result, it is records private by default. *2
<b>Research areas and themes</b>			
Current research fields	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Research keywords	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Research themes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	It is assumed that this information will be made available on the university website, and as a result, it is records private by default. *2
Dissed jointly funded research themes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Jointly funded research achievements	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>Research activities</b>			
Books	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Papers	<input checked="" type="radio"/> Yes	<input type="radio"/> No	It is assumed that this information will be made available on the university website, and as a result, it is records private by default. *2
Research announcements	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Other research results	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Intellectual property rights	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If "No" is selected, *1
Academic prizes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Overseas research activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Language proficiency	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is not made available from the university website. *2
<b>Teaching activities</b>			
Teaching achievements	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If "No" is selected, *1
Textbooks and teaching materials	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
<b>Community activities</b>			
Community activities	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If "No" is selected, then all records will be kept private. *1
Memberships of academic societies	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Director and committee career	<input type="radio"/> Yes	<input checked="" type="radio"/> No	This information is not made available from the university website. *1

\*1 Even if "Yes" is selected here, records for which "No" has been selected for "Available on the University's official website" will not be made available.  
 \*2 Records for which "No" has been selected for "Available on the University's official website" will not be made available.

Select whether to provide information to Read. Help

Item	Yes	No	Notes
Provide individual information to Read	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If "No" is selected, information will not be provided to Read. *1
Select whether to allow the information provided to Read to be made available over the Internet. <small>Help</small>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>Profile</b>			
Photograph	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is not provided to the Read survey. *2
Birth date	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Contact address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information will not be made available if "No" is selected. *3
Email address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Individual website address	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *4
Telephone number (direct number)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information will not be made available if "No" is selected. *3
Fax number	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Names of universities that have awarded the researcher an emeritus professorship	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Work experience	<input checked="" type="radio"/> Yes	<input type="radio"/> No	All records will be selected. *3
Academic background (graduate school / school)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	All records will be selected. *3
Academic degrees	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Licenses and qualifications	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Status of research and teaching activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is not provided to the Read survey.
<b>Research areas and themes</b>			
Current research fields	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Research keywords	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Research themes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Dissed jointly funded research themes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Jointly funded research achievements	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>Research activities</b>			
Books	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Papers	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Research announcements	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Other research results	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is made available by Read in principle. *3
Intellectual property rights	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Academic prizes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Overseas research activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No	This information is not made available from the university website. *2
Language proficiency	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>Teaching activities</b>			
Teaching achievements	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Textbooks and teaching materials	<input type="radio"/> Yes	<input checked="" type="radio"/> No	This information is not provided to the Read survey.
<b>Community activities</b>			
Community activities	<input type="radio"/> Yes	<input checked="" type="radio"/> No	This information is not provided to the Read survey.
Memberships of academic societies	<input type="radio"/> Yes	<input checked="" type="radio"/> No	This information is made available by Read in principle. *4
Director and committee career	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

\*3 Even if "Yes" is selected here, records for which "No" has been selected for "Provide to Read survey" will not be provided.  
 \*4 Records for which "No" has been selected for "Provide to Read survey" will not be provided.

You can choose what information is made available to the public from the university's website. In the new Researcher Database, you can choose whether or not to make the following information viewable by the public. It is also possible to keep all information private with just one click.

- Career
- Academic background (Graduate/Undergraduate school)
- Academic degrees obtained
- Licenses and qualifications
- Intellectual property rights
- Academic awards
- Educational achievements
- Textbooks and teaching materials
- Activities contributing to society
- Academic societies affiliated with

← You can choose what information will be sent to Read.

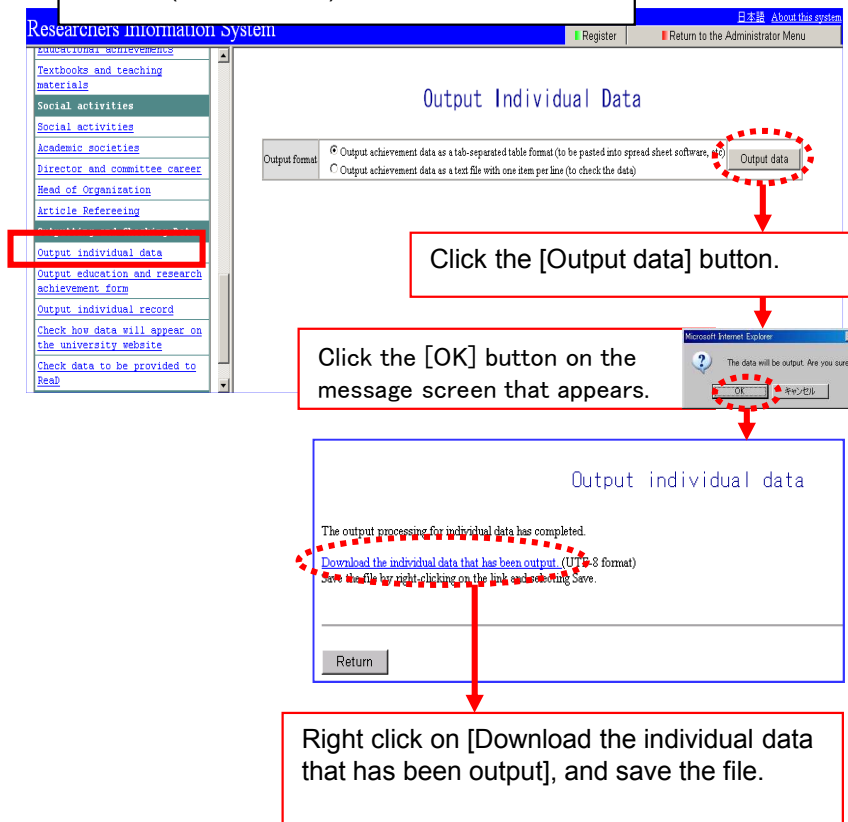
You can select what information sent to Read is made public on Read's website. Revisions in the Read Survey have made it possible to choose which of the following is made public:

- Career
- Academic background (Graduate/Undergraduate school)

# V How to Use Information

- All profile and achievement information that is entered into the researcher database can be output into a file that the researcher can use.
- For more details on how to output information, please refer to [Help] on the login screen.

**【 Output Individual Data 】**  
All registered data can be downloaded as a text file (tab delimited).



Click the [Output data] button.

Click the [OK] button on the message screen that appears.

Right click on [Download the individual data that has been output], and save the file.

**【Output Education and Research Achievement Form】**  
Education and Research Achievement Form can be downloaded (as a Word file).



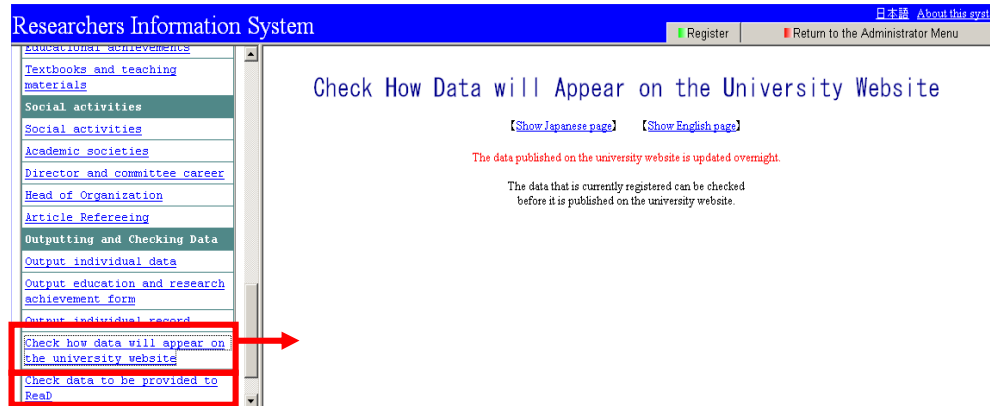
Click the [Output data] button.

Right click on [Download the individual data that has been output], and save the file.

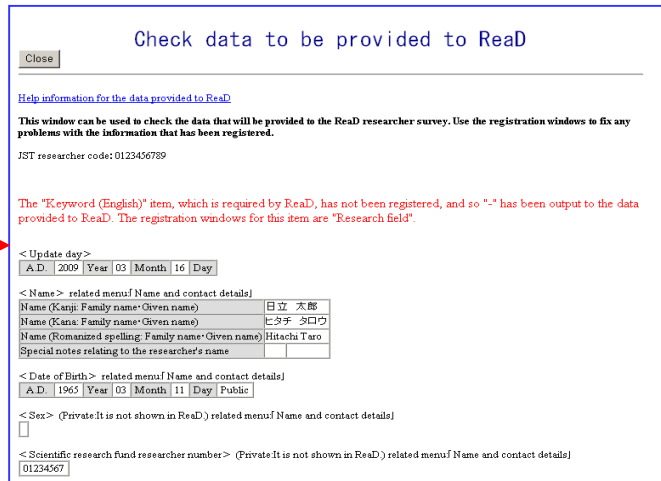


# VI How to Check Information

- You can check how input information will appear on the university homepage, and what information will be sent to researchmap.



**【Check How Data will Appear on the APU Homepage】**  
 Can preview how uploaded information will appear to the public.  
 ※The screen that appears is a preview - not what is being display to the public.  
 ※Information input into the Researcher Database will be viewable by the public the following day.



**【Check data to be provided to researchmap】**  
 Can check which information will be sent to the researchmap.  
 ※The university sends researcher information to researchmap 1-2 times a year. Keep in mind that information that is input into the Researcher Database is not immediately shown to researchmap.