

&lt;Important&gt;

## Research Support Section of the Research Promotion Division

Obtaining a researcher number (so as to apply for public research funds)

Regarding the registration of researcher information (and obtaining a researcher number) necessary for applying for public research funds: researchers who wish to make a new registration or researchers who need to change their registered information as a result of transferring from another institution are required to fill out the form, “Researcher number registration” provided on the reverse side of this document.

To apply for Grants-in-Aid for Scientific Research (“*Kakenhi*”) offered by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), it is necessary to complete your registration of researcher information with MEXT in advance and obtain a researcher number.

**At Waseda University, a condition for obtaining a researcher number is to have “on campus eligibility for applying for *Kakenhi*” in principle.** Researchers concerned are required to submit the “Researcher number registration” form (provided on the reverse side of this document) to the relevant department office by the day of arrival to take up the new post. (In particular those who start a post in April and plan to apply for a research category for which application starts in March (particularly “Grants-in-Aid for Research Activity Start-up”) must strictly observe this deadline.)

<On campus eligibility for *Kakenhi* (eligibility to apply for the grant)>

Eligibility is given to faculty members, researchers, professors emeritus, honorary fellows, distinguished guest research professors, and those with JSPS research fellowships for young scientists (SPD, PD or RPD) whose status is among those listed below (from ① to ④) and who are scheduled to be employed in the year of adoption, and meet the all conditions provided in section ※ below. For those whose status is visiting professor, visiting associate professor, visiting assistant professor, visiting senior researcher, visiting researcher or visiting junior researchers, the eligibility for the registration of researcher information depends on whether other requirements, such as contract period, are met or not. Please contact the Research Support Section to check your eligibility through your affiliated office beforehand.)

- ① Full-time faculty (Note: does not include instructors without tenure.)  
Professors, associate professors and assistant professors  
Professors (without tenure), associate professors (without tenure), assistant professors (without tenure), research associates
- ② Full-time researchers  
Senior researchers, researchers, junior researchers, research associates  
Senior researchers (professors), researchers (associate professors), junior researchers (assistant professors)
- ③ Part-time faculty (Note: does not include part-time lecturers and part-time instructors)  
Guest professors, guest associate professors, guest assistant professors
- ④ Part-time researchers (Note: does not include adjunct researchers assigned by institutes, centers and research organizations.)  
Guest senior researchers, guest senior researchers (guest professors), guest researchers, guest researchers (guest associate professors), guest junior researchers, guest junior researcher (guest assistant professors)

※ The applicant must meet all of the following conditions:

- ① The applicant is affiliated with Waseda University, in principle. The applicant's research activity is conducted mainly at Waseda University.
- ② The applicant's duties at Waseda include research activity
- ③ Environment for the applicant's research activity is provided (e.g. place for research)
- ④ In the case where the applicant is employed or mandated by external funding (including employed or mandated using the overhead expenses of competitive funding), the applicant is not obliged to focus entirely on research activity covered by that external funding.
- ⑤ The applicant shall comply with the code of conduct and rules regarding academic research ethics established by Waseda University.

What is the Cross-ministerial R & D Management System (e-Rad)?

This system was created for use in various research projects by eight ministries (the Cabinet Office, the Ministry of Internal Affairs and Communications, the Ministry of Education, Culture, Sports, Science and Technology, the Ministry of Health, Labour and Welfare, the Ministry of Agriculture, Forestry and Fishery, the Ministry of Economy, Trade and Industry, the Ministry of Land, Infrastructure, Transport and Tourism, and the Ministry of the Environment) for the purpose of conducting certain administrative operations regarding competitive funding, ranging from receiving the application, screening applications, adoption and management of the adopted project, and assessment. The system has been in operation since 2008. In order to use this system, a “researcher number” is required.

e-Rad portal site: <http://www.e-rad.go.jp/en/index.html>

What are MEXT's Grants-in-Aid for Scientific Research (“*Kakenhi*”)?

*Kakenhi* is a competitive funding aimed at enabling noteworthy advances in all sorts of academic research (research based on freewheeling thinking by researchers) ranging from foundation studies to application in all fields of the humanities, social sciences and natural sciences. Through screening by peer review, the subsidy will be granted to proposals for original and pioneering research. *Kakenhi* is granted to researchers as individuals. To apply for *Kakenhi*, a researcher number must be obtained in advance. Waseda University has determined the eligibility as mentioned above.

Regarding current application information, please check the Research Promotion Division website at: <http://www.waseda.jp/rps/>

(Usually calls for application of major research categories start in September, and calls for Grants-in-Aid for Research Activity Start-up start in March.)

The Research Support Section of the Research Promotion Division(kakenhi@list.waseda.jp)

( ) New registration ( ) External or internal transfer

Please mark ( ) as (x) \*1

(Researcher number: ( ) )

Affiliation	(Affiliated lab : _____)									
Faculty number (10 digit)	0	0	0	0						
Last name (Alphabet) ※2						First name (Alphabet)				
Last name (Katakana)						First name (Katakana)				
Gender*3	( ) Male ( ) Female									
Your title*3	( ) Professor ( ) Associate professor ( ) Assistant professor ( ) Professor (without tenure) ( ) Associate professor (without tenure) ( ) Assistant professor (without tenure) ( ) Research associate ( ) Senior researcher ( ) Researcher ( ) Junior researcher ( ) other ( _____ ) ※OFFICE USE ONLY (※箇所確認使用欄) 裏面の【本学における科研費の応募資格(交付申請資格)】を参照し、人事データ上の職名を記入。 ( _____ ) 科研費応募資格確認 ( <input type="checkbox"/> 資格あり ・ <input type="checkbox"/> 資格なし ) 訪問教授等の登録は、事前に箇所担当者から研究推進部にご相談ください。									
Date of arrival at the new post	/ / (yyyy/mm/dd)									
Date of degree awarded (For only doctoral degree)	/ / (yyyy/mm/dd)									
Institution of degree (For only doctoral degree)										
Degree*3	( ) Masters ( ) Doctor ( ) None ( ) Other ( _____ )									
Date of birth (Gregorian year)	/ / (yyyy/mm/dd)									
Other institute's name (if it is the main affiliation) *4	(Research institute number: _____)									
e-mail address/external number (ex: _____) ※5	e-mail address					external number: (ext.: _____)				
Remarks (If you are transferring to Waseda, please write the name of your former affiliated institute here. If you have used some variation of your name in the name section above, please write your real name here. If you wish to use a Roman-letter name, please write here.)										

<Guide for filling in the form>

\*1: Researcher number

Those who wish to newly obtain a researcher number, please darken '□new'

Those who already have a researcher number, please darken '□transferred,' and state your researcher number in ( \_\_\_\_\_ ). If you don't know your researcher number, please mention that in ( \_\_\_\_\_ ).

\*2: Name

The total number of letters in the full name should not be more than 15 characters. If the number of characters exceeds 15, your name is registered as the following example.

Researcher's name: Family name: Pfannberger (11 characters) First name: Friedrich (9 characters)

Katakana: (Family name) プファンベルガー (8 characters) First name: フリードリヒ (7 characters)

Name	Pfannberger F (13 characters)
Name (katakana)	プファンベルガー F (10 characters)

\*3: Regarding the sections of Gender, Your title and Degree:

Please mark ( ) as (x)..

Please leave the 'OFFICE USE ONLY' area in the 'Your title' section blank.

For applying "若手研究", "Doctor" must be an academic degree. It includes Doctor(thesis only) and also a doctoral degree awarded by overseas institutions (e.g. Ph.D. etc.), however, honorary degree (e.g. honorary doctorate) and a professional degree are NOT acceptable.

\*4: If you are affiliated with an institute other than Waseda University and wish to make it your main affiliation (at which you will receive the notification from the review committee), please write as below:

Other institute's name (if it is the main affiliation)	Tokyo Institute of Technology (Institution number: 12681)
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\*5: e-mail address must be provided.