

# Database of Researchers Manual for Faculty and Staff



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# 1 Introduction

## 1.1 Requests on data registration

The Database of Researchers is used to accumulate data on the research activities of our faculty and staff, enabling us to keep track of these activities and make use of the data to prepare materials for internal and external evaluation. Part of the data in the database is made available to society to disseminate reliable information.

Part of the data accumulated in the Database of Researchers is published on websites based on individual privacy settings (Researchers can select “Public” or “Private” for part of the data) and under the information protection/management system of the university.

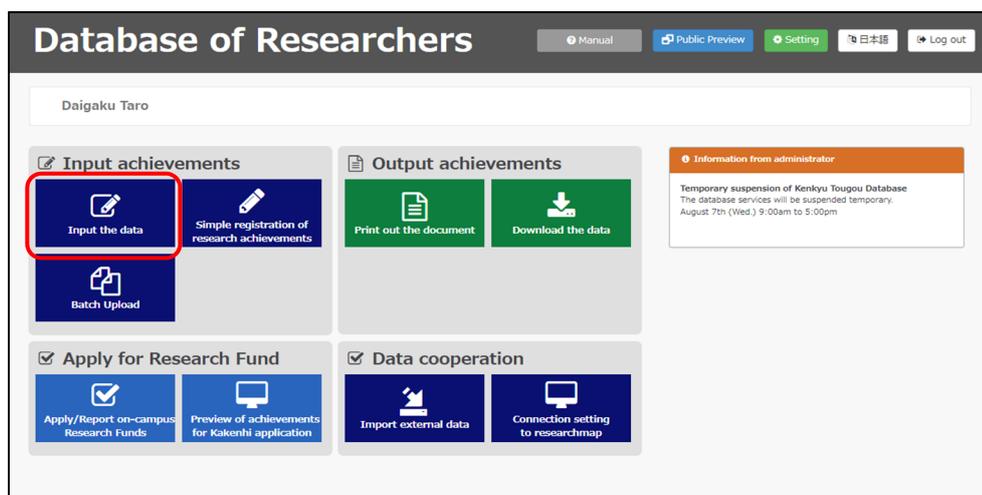
Please register error-free, accurate data.

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# 2 Using the Database of Researchers

## 2.1 Register and Refer to Individual Data Sets

The Input the data feature enables researchers to register and view their basic information and academic achievements. Click the button on the menu screen.



The submenu page of [Input the data] will be displayed. Select an item you want to register/refer to from the list on the left of the screen.

Target :  Public Preview Top

Simplified Researcher History		Icon Description	
<ul style="list-style-type: none"> <li>Profile</li> <li>Researcher identification</li> <li>Name(s) appearing in print</li> <li>Research Interests</li> <li>Reference URL</li> <li>Graduating School</li> <li>Graduate School</li> <li>Studying abroad experiences</li> <li>Degree</li> <li>External Career</li> <li>Association Memberships</li> <li>Research Areas</li> <li>SDGs (Sustainable Development Goals) Selection</li> <li>Qualification Acquired</li> <li>Training Attendance Career</li> <li>Teacher organization examination execution</li> </ul>		<ul style="list-style-type: none"> <li>R : Link to researchmap</li> <li>W : Public to overview</li> <li>K : Output to KAKENHI</li> <li>P : Output to Personal Record</li> </ul>	
Simplified Researcher History			
Profile	R W P	Researcher identification	R W
Name(s) appearing in print	R	Research Interests	R W P
Reference URL	W	Graduating School	R W P
Graduate School	R W P	Studying abroad experiences	W P
Degree	R W P	External Career	R W P
Association Memberships	R W P	Research Areas	R W P
SDGs (Sustainable Development Goals) Selection	W	Qualification Acquired	W P
Training Attendance Career	W	Teacher organization examination execution	W P
Research Activity			
Research Career	R W	Papers	R W K P
Books etc	R W K P	MISC	R W K P
Industrial Property Rights	R W P	Works	R W P
Other Research Activities	R W P	Awards	R W P
Research Projects	R W	Contribution,Course,Research Section	W
Presentations	R W K P	Preferred joint research theme	W
Matter concerning results on duty	W P		
Education Activity			
Charge of on-campus class subject	R W	Charge of class subject	R W
Award for Educational Activities	W P	Device of Educational Contents	W P
Development of Textbook and Teaching Material	W P	Lecture at Education Method and Practice	W P
Evaluation of Educational Capability	W P	Special Affairs about A person who has work experience	W P
Special Affairs	W P		
Contribution to Society			
Committee Memberships	R W P	Social Contribution	R W P
Companies and organizations founded	W P	Media Coverage	R W P
Academic Contribution	R W P		

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## 2.1.1 Register, Refer to, and Delete Achievement Data

Select a research activity you want to register/refer to from the list on the left of the screen. The list of the achievements in the selected research activity will be displayed on the right of the screen.

In this example, we will select [Papers].

The details of the Relation and Distribution features are shown in sections 2.1.2 Establish a Relation between Achievements and 2.1.3 Distribute Achievements, respectively.

- ① To newly register an achievement, click the **Create New** button.

Target : Daigaku Taro Public Preview Top

**Papers**

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition Major achievement :  Date of publication :  Year  Month~  Year  Month

1 1 - 2 (2 results)

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			〇〇に關する研究	2022/10/01	
<input type="radio"/>	2			△△に關する研究	2021/10	

Download will take some time. Please wait until the download is complete.

- ② To copy and add, modify, delete, or refer to achievement data, check the radio button in the [Select] column of the data to be processed and click the appropriate action button.

**Research Activity**

Research Career

**Papers**

Books etc

MISC

Industrial Property Rights

Works

Other Research Activities

Awards

Research Projects

Contribution,Course,Research Section

Presentations

Preferred joint research theme

Matter concerning results on duty

**Education Activity**

Charge of on-campus class subject

Charge of class subject

Award for Educational Activities

### Papers

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition    Major achievement :

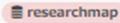
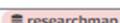
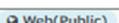
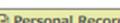
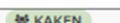
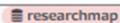
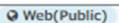
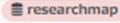
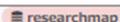
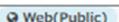
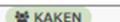
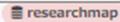
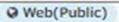
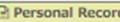
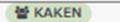
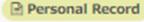
Date of publication :  None | Year  None | Month~  None | Year  None | Month

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			〇〇に関する研究	2022/10/01	
<input checked="" type="radio"/>	2			△△に関する研究	2021/10	

1 1 - 2 (2 results)

Download will take some time. Please wait until the download is complete.

- ③ In the case of newly creating, copying and adding, or modifying data, the achievement edit screen will appear. Follow the instructions to input and modify the information.

Papers	
About Input	
1. Enter papers published in academic journals, international conference proceedings, and university bulletins. 2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below. 3. The achievements without data registration are not exhibited including an item, either. 4. Items in red character are all necessary to input in order to register the achievements.	
<input type="checkbox"/> Enter details	
Major achievement	<input type="checkbox"/> Check as a major achievement  researchmap • If you check as a major achievement, it will be displayed preferentially in the researchmap and researcher directory.
Title <span style="color: red; font-weight: bold;">Either required</span>	(Japanese) <input type="text"/> Special Character  researchmap  Web(Public)  Personal Record  KAKEN
	(English) <input type="text"/> Special Character  researchmap  Web(Public)  Personal Record  KAKEN
Date of publication <span style="color: red; font-weight: bold;">Required</span>	<input type="text"/>  researchmap  Web(Public)  Personal Record  KAKEN • Enter the dates, e.g. April 1, 2020 → 20200401 • Enter "00" if the day is not specified, e.g. April 2020 → 20200400 • Enter "0000" if the date is not specified, e.g. 2020 → 20200000
Author(s)	(Japanese) <input type="text"/>  researchmap  Web(Public)  Personal Record  KAKEN
	(English) <input type="text"/>  researchmap  Web(Public)  Personal Record  KAKEN
	(Underline) <input type="text"/>  Personal Record • Enter the name of the author to be underlined. • If there is no input, your name will be used as it appears in the Researcher Information section, in its original form and in Roman script.

- Be sure to input information in the fields with the Required icon.
- For the details of the icons, refer to section 2.2.8.4 Icons on the Data Input Pages.

④ After inputting data, click the **Create New** button.

\* In the case of copying and adding/modifying data, the button corresponding to each action is displayed.

Public setting <b>Required</b>	<input type="radio"/> Private <input type="radio"/> Public (on-campus) <input checked="" type="radio"/> Public (on-campus and off-campus)
Listing order	<input type="text"/> <ul style="list-style-type: none"> <li>Enter numbers to determine the display order if necessary.</li> <li>If left blank, the items will be displayed in chronological order.</li> </ul>
Last researchmap link date	<input type="text"/>

Enter details  
    
 Edit the mandatory fields, and click "Create New".

Click the **Reset** button if you want to reenter the data from the beginning or the **Return to list** button if returning to the list page of achievements.

Note that if you do not input the required information or enter invalid data when submitting the data, an error message will appear. If any error message is displayed, enter correct data according to the instructions in the message box.

**⚠ Entered items are not correct.**

▼ Please check the errors displayed under the input box and try again.

### Papers

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.

Enter details

Major achievement	<input type="checkbox"/> Check as a major achievement <input checked="" type="checkbox"/> researchmap If you check as a major achievement, it will be displayed preferentially in the researchmap and researcher directory.
Title <b>Either required</b>	(Japanese) <input type="text"/> Special Character <input checked="" type="checkbox"/> researchmap <input checked="" type="checkbox"/> Web(Public) <input checked="" type="checkbox"/> Personal Record <input checked="" type="checkbox"/> KAKEN (English) <input type="text" value="testaaa"/> Special Character <input checked="" type="checkbox"/> researchmap <input checked="" type="checkbox"/> Web(Public) <input checked="" type="checkbox"/> Personal Record <input checked="" type="checkbox"/> KAKEN
Date of publication <b>Required</b>	<div style="border: 1px solid red; padding: 2px;">⚠ Date of publication is required to input.</div> <input checked="" type="checkbox"/> researchmap <input checked="" type="checkbox"/> Web(Public) <input checked="" type="checkbox"/> Personal Record <input checked="" type="checkbox"/> KAKEN <ul style="list-style-type: none"> <li>Enter the dates, e.g. April 1, 2020 → 20200401</li> <li>Enter "00" if the day is not specified, e.g. April 2020 → 20200400</li> <li>Enter "0000" if the date is not specified, e.g. 2020 → 20200000</li> </ul>

- ⑤ After the confirmation screen appears, click the **Register** button.

Papers	
<p><b>❗ Register is not complete yet.</b></p> <ul style="list-style-type: none"> <li>To complete Register with the following content, please press the [Register] button at the bottom of the screen.</li> <li>If you need to make corrections, press the [Return] button.</li> </ul>	
Item name	Input data
Major achievement	Not Major
Title	(Japanese) : △△に関する研究 (English) :
Date of publication	2021/10
Author(s)	(Japanese) : (English) : (Underline) :
Authorship	No : Lead author No : Last author No : Corresponding author
	J-GLOBAL ID .
Last researchmap link date	
<p> <input type="button" value="Register"/> <input type="button" value="Back"/> </p> <p>The database will be updated.</p> <p>If the contents displayed is correct, click "Register". If you want to edit the contents, click "Back".</p>	

The registered data will be newly added to the list and the list page of achievements will be displayed again.

In the case of modification, the selected achievement will be updated.

- ⑥ If you want to remove an achievement, select the achievement to be deleted and click the **Delete** button on the list page.

**Papers**

**About Input**

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition	Major achievement : <input type="text"/>
Date of publication	: <input type="text" value="None"/> Year <input type="text" value="None"/> Month~ <input type="text" value="None"/> Year <input type="text" value="None"/> Month

1 1 - 2 (2 results)

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			○○に関する研究	2022/10/01	
<input checked="" type="radio"/>	2			△△に関する研究	2021/10	

- ⑦ After the confirmation screen appears, click the **Delete** button if you are sure that you want to delete the data.

Papers	
<b>❗ Delete is not complete yet.</b>	
<ul style="list-style-type: none"><li>To complete Delete with the following content, please press the [Delete] button at the bottom of the screen.</li><li>If you want to cancel the deletion, please click the [Back] button.</li></ul>	
Item name	Input data
Major achievement	Not Major
Title	(Japanese) : △△に関する研究 (English) :
Date of publication	2021/10
Author(s)	(Japanese) : (English) : (Underline) :
Authorship	No : Lead author No : Last author No : Corresponding author
Last researchmap link date	
<input type="button" value="Delete"/> <input type="button" value="Back"/>	
The contents <del>will be deleted</del> from the database. Click "Delete" after you check the contents you delete. If you want to stop deleting the contents, click "Back."	

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## 2.1.2 Establish a Relation between Achievements

The Relation feature allows a researcher to copy an achievement data set created by another faculty member and use the data to create his or her own achievement data.

This feature is used if, for example, researcher A has created a data set on his/her paper and researcher B, who is the co-author of the paper, wants to refer to the data to create researcher B's achievement data.

Data sets associated with each other are linked with an ID called [Relation ID].

In this example, we will use an achievement categorized as "Papers" to explain the procedure for relating an achievement with another.

- ① Click the **Relation** button on the list page of achievements.

**Papers**

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition	Major achievement : <input type="text"/>
	Date of publication : <input type="text" value="None"/> Year <input type="text" value="None"/> Month~ <input type="text" value="None"/> Year <input type="text" value="None"/> Month

1 1 - 2 (2 results)

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			○○に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	

- ② The achievement search screen will be displayed. Search the achievements registered to the system for the appropriate achievement. For the detailed procedure for specifying search criteria, refer to section 2.7.1 How to Specify Search Criteria.

Target :  [Public Preview](#) [Top](#)

**Simplified Researcher History**

- [Profile](#)
- [Researcher identification](#)
- [Name\(s\) appearing in print](#)
- [Research Interests](#)
- [Reference URL](#)
- [Graduating School](#)
- [Graduate School](#)
- [Studying abroad experiences](#)
- [Degree](#)
- [External Career](#)
- [Association Memberships](#)
- [Research Areas](#)
- [SDGs \(Sustainable Development Goals\) Selection](#)
- [Qualification Acquired](#)

### Papers Relation

About Input

1. Please select Papers that you relate.

Please select the condition of the displayed object.

Name(Original)	:	<input type="text"/>
Major achievement	:	<input type="text"/>
Title (Japanese)	:	<input type="text"/>
	:	<input type="text" value="Special Character"/>
Title (English)	:	<input type="text"/>
	:	<input type="text" value="Special Character"/>
Date of publication	:	<input type="text" value="None"/> Year <input type="text" value="None"/> Month~ <input type="text" value="None"/> Year <input type="text" value="None"/> Month
Author(s) (Japanese)	:	<input type="text"/>
Author(s) (English)	:	<input type="text"/>
Name of author(s) (Underline)	:	<input type="text"/>
Lead author	:	<input type="text"/>
Last author	:	<input type="text"/>
Corresponding author	:	<input type="text"/>
Journal name (Japanese)	:	<input type="text"/>
Journal name (English)	:	<input type="text"/>
Volume	:	<input type="text"/>

	ORCID Put Code	:	<input type="text"/>
	arXiv ID	:	<input type="text"/>
	Bibcode	:	<input type="text"/>
	J-GLOBAL ID	:	<input type="text"/>

We did not find any results.

Select	No.	Name(Original)	Major	Title	Date of publication	Listing order
<input type="button" value="Relation"/> <input type="button" value="Return to list"/>						

- ③ The search results will appear in the lowest part of the screen. Select the data set to be related and click the **Relation** button.

1 1 - 1 (1 results)

Select	No.	Name(Original)	Major	Title	Date of publication	Listing order
<input type="radio"/>	1	大学 花子		〇〇についての研究	2020/08	1
<input type="button" value="Relation"/> <input type="button" value="Return to list"/>						

- ④ The achievement edit screen where the selected achievement data are input as default values will be displayed. If you need to correct the information, follow the instructions to modify the data.

Papers	
About Input	
1. Enter papers published in academic journals, international conference proceedings, and university bulletins. 2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below. 3. The achievements without data registration are not exhibited including an item, either. 4. Items in red character are all necessary to input in order to register the achievements.	
<input type="checkbox"/> Enter details	
Major achievement	<input type="checkbox"/> Check as a major achievement <div style="background-color: #f08080; padding: 2px;">researchmap</div> · If you check as a major achievement, it will be displayed preferentially in the researchmap and researcher directory.
Title <span style="background-color: #f08080; padding: 2px;">Either required</span>	(Japanese) <input type="text" value="○○に関する研究"/> <input type="button" value="Special Character"/> <div style="display: flex; gap: 5px;"> <div style="background-color: #f08080; padding: 2px;">researchmap</div> <div style="background-color: #add8e6; padding: 2px;">Web(Public)</div> <div style="background-color: #90ee90; padding: 2px;">Personal Record</div> <div style="background-color: #90ee90; padding: 2px;">KAKEN</div> </div> (English) <input type="text" value="testaaa"/> <input type="button" value="Special Character"/> <div style="display: flex; gap: 5px;"> <div style="background-color: #f08080; padding: 2px;">researchmap</div> <div style="background-color: #add8e6; padding: 2px;">Web(Public)</div> <div style="background-color: #90ee90; padding: 2px;">Personal Record</div> <div style="background-color: #90ee90; padding: 2px;">KAKEN</div> </div>
Date of publication <span style="background-color: #f08080; padding: 2px;">Required</span>	<input type="text" value="20221001"/> <div style="display: flex; gap: 5px;"> <div style="background-color: #f08080; padding: 2px;">researchmap</div> <div style="background-color: #add8e6; padding: 2px;">Web(Public)</div> <div style="background-color: #90ee90; padding: 2px;">Personal Record</div> <div style="background-color: #90ee90; padding: 2px;">KAKEN</div> </div> · Enter the dates, e.g. April 1, 2020 → 20200401 · Enter "00" if the day is not specified, e.g. April 2020 → 20200400 · Enter "0000" if the date is not specified, e.g. 2020 → 20200000

- ⑤ After completing the data input, click the **Relation** button.

Last researchmap link date	
<input type="checkbox"/> Enter details <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px;">Relation</div> <div style="padding: 2px;">Return to list</div> <div style="padding: 2px;">Reset</div> </div> Edit the <span style="background-color: #f08080; padding: 2px;">mandatory</span> fields , and click "Relation".	

Click the **Reset** button if you want to reenter the data from the beginning or the **Return to list** button if returning to the list page of achievements.

- ⑥ After the confirmation screen appears, click the **Register** button if you are sure that you want to modify the data.

Papers	
<p><b>Register is not complete yet.</b></p> <ul style="list-style-type: none"> <li>To complete Register with the following content, please press the [Register] button at the bottom of the screen.</li> <li>If you need to make corrections, press the [Return] button.</li> </ul>	
Item name	Input data
Major achievement	Not Major
Title	(Japanese) : ○○についての研究 (English) :
Date of publication	2020/08
Author(s)	(Japanese) : (English) : (Underline) :
Authorship	No : Lead author No : Last author No : Corresponding author

	J-GLOBAL ID :
Last researchmap link date	
<p> <input type="button" value="Register"/> <input type="button" value="Back"/> </p> <p>           The <del>database will</del> be updated.            If the contents displayed is correct, click "Register".            If you want to edit the contents, click "Back".         </p>	

- ⑦ The achievement data related to the other one will be registered and the list page of achievements will be displayed. “○” will be inserted in the Relation column of the achievement related to the other one.

Papers						
About Input						
1. Enter papers published in academic journals, international conference proceedings, and university bulletins. 2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below. 3. The achievements without data registration are not exhibited including an item, either. 4. Items in red character are all necessary to input in order to register the achievements. 5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload. 6. You can change the File Format of a downloading Excel file at the menu of [Setting].						
Click "Search" after you selected search criteria.						
Search condition	Major achievement	:	▼			
	Date of publication	:	None ▼	Year	None ▼	Month~ None ▼ Year None ▼ Month
Search						
1 1 - 2 (2 results)						
Select	No.	Relation	Major	Title	Date of publication	Listing order
<input checked="" type="radio"/>	1	○		○○に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	
<input type="button" value="Create New"/> <input type="button" value="Copy"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Refer"/> <input type="button" value="Relation"/> <input type="button" value="Distribution"/>						

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### 2.1.3 Distribute Achievements

The Distribution feature allows a researcher to copy an achievement data set created by him/her to create other faculty members' achievement data.

This feature is used if, for example, researcher A has created a data set on his/her paper and wants researchers B and C, who are the co-authors of the paper, to refer to the data created by researcher A as their own achievement data.

The distributed data will be handled as a set of data by linking with each other using an ID called [Relation ID].

In this example, we will use an achievement categorized as "Papers" to explain the procedure for distributing the achievement.

- ① Select an achievement data set to be distributed on the list page of achievements and click the **Distribution** button.

**Papers**

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition	Major achievement : <input type="text"/>
	Date of publication : <input type="text"/> None <input type="text"/> Year <input type="text"/> None <input type="text"/> Month ~ <input type="text"/> None <input type="text"/> Year <input type="text"/> None <input type="text"/> Month

1 1 - 2 (2 results)

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input checked="" type="radio"/>	1	○		○○に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	

- ② The window for selecting faculty members to whom the data will be distributed will appear. Specify search criteria and click the **Search** button to search for the recipient(s) of the data.

**Papers**

**About Input**

1. Please select Coauthor or Collaborators.  
2. The distributed data is treated as one achievement that is copied by the researcher who selects it, and related.

Achievement confirmation

Please select the condition of the displayed object.

Search condition	Belongs to(LV1) : Kwansei Gakuin University	<input type="button" value="Select"/>
	Belongs to(LV2) :	<input type="text"/>
	Belongs to(LV3) :	<input type="text"/>
	Belongs to(LV4) :	<input type="text"/>
	Belongs to(LV5) :	<input type="text"/>
	Name(original) :	<input type="text"/>
	Name(alphabet) :	<input type="text"/>
Name(katakana) :	<input type="text"/>	

Search

If you want to check the details of the data to be distributed, click the **Achievement confirmation** button.

- ③ The search results will be displayed in the middle part of the screen. Select a researcher or researchers to whom the data will be distributed and click the **↓Add** button. Multiple recipient researchers can be selected at the same time.

Select	Belong	Name	State
<input type="checkbox"/>	Kwansei Gakuin University	関学 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	確認 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	大学 花子	
<input type="checkbox"/>	Kwansei Gakuin University	大学 太郎	

Select	Belong	Name
--------	--------	------

Edit the mandatory fields , and click "Distribution".

- ④ The selected recipients will be added to the field at the bottom of the screen. Confirm that any incorrect recipient has not been selected.

Select	Belong	Name	State
<input type="checkbox"/>	Kwansei Gakuin University	開学 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	確認 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	大学 花子	
<input type="checkbox"/>	Kwansei Gakuin University	大学 太郎	

Select	Belong	Name
<input type="checkbox"/>	Kwansei Gakuin University	大学 花子
<input type="checkbox"/>	Kwansei Gakuin University	大学 太郎

Edit the mandatory fields , and click "Distribution".

If you want to cancel the selection, select a recipient you want to remove and click the **↑Cancel** button.

Select	Belong	Name	State
<input type="checkbox"/>	Kwansei Gakuin University	関学 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	確認 太郎	
<input type="checkbox"/>	Kwansei Gakuin University	大学 花子	
<input type="checkbox"/>	Kwansei Gakuin University	大学 太郎	

Select	Belong	Name
<input type="checkbox"/>	Kwansei Gakuin University	大学 花子
<input checked="" type="checkbox"/>	Kwansei Gakuin University	大学 太郎

Edit the mandatory fields , and click "Distribution".

⑤ After completing the selection of recipients, click the **Distribution** button.

Select	Belong	Name
<input type="checkbox"/>	Kwansei Gakuin University	関学 太郎
<input type="checkbox"/>	Kwansei Gakuin University	佐藤 太郎

Edit the mandatory fields , and click "Distribution".

- ⑥ After the confirmation screen appears, click the **Register** button if you are sure that you want to modify the data.

Papers	
Select	Belong
Kwansei Gakuin University	関学 太郎
Kwansei Gakuin University	佐藤 太郎

The contents will be deleted from the database.  
 If the contents displayed is correct, click "Register".  
 If you want to edit the contents, click "Back".

The list page of achievements will be displayed. This completes the procedure for distribution of achievement data.

\* Update of the distribution result on the recipient's achievement list page

The achievement data distributed will be displayed on the achievement list page of the user(s) to whom the data have been distributed as an achievement related to the data of the distributor. "○" will be displayed in the relevant field.

(In reality, faculty/staff members as an individual user cannot view the screen of other users.)

Papers						
About Input						
1. Enter papers published in academic journals, international conference proceedings, and university bulletins. 2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below. 3. The achievements without data registration are not exhibited including an item, either. 4. Items in red character are all necessary to input in order to register the achievements. 5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload. 6. You can change the File Format of a downloading Excel file at the menu of [Setting].						
Click "Search" after you selected search criteria.						
Search condition	Major achievement	Date of publication	: <input type="text"/>	: <input type="text"/>	: <input type="text"/>	: <input type="text"/>
			: <input type="text"/>	Year <input type="text"/>	Month~ <input type="text"/>	Year <input type="text"/>
			: <input type="text"/>	Year <input type="text"/>	Month~ <input type="text"/>	Year <input type="text"/>
<input type="button" value="Search"/>						
1 1 - 2 (2 results)						
Select	No.	Relation	Major	Title	Date of publication	Listing order
○	1			○○に関する研究	2022/10/01	
○	2			△△に関する研究	2021/10	
<input type="button" value="Create New"/> <input type="button" value="Copy"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Refer"/> <input type="button" value="Relation"/> <input type="button" value="Distribution"/>						
<input type="button" value="Excel Download"/> <input type="button" value="Bulk Registration"/>						
Download will take some time. Please wait until the download is complete.						

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## 2.2 Import Data from External Databases (WoS, CiNii, researchmap)

The automated external data import feature allows users to easily import data using web APIs from external databases, such as Web of Science, CiNii, and researchmap.

Data in external databases are automatically collected nightly and stored in the intermediate database area. Users can complete data registration simply by selecting data sets that they want to import from the candidate data sets and approving them.

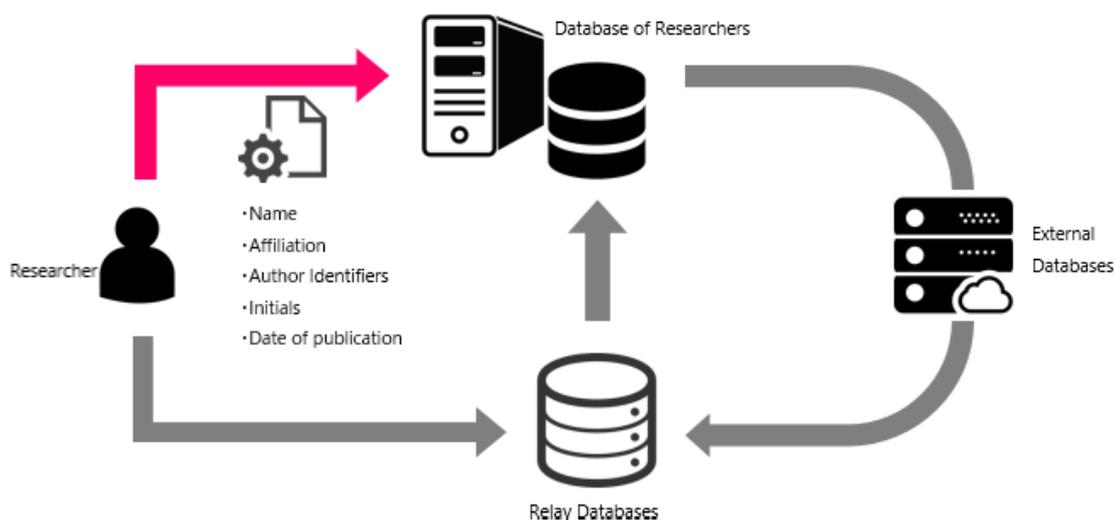
To import data, follow the instructions in section 2.2.5.4 Configure Data Import Settings to define the settings.

### 2.2.1 Flow of Data Registration

- ① Specify criteria to import data from external databases.

Define common conditions, such as the user's name and department, and individual conditions for each external database.

\* The name and department of the user are registered as default values.



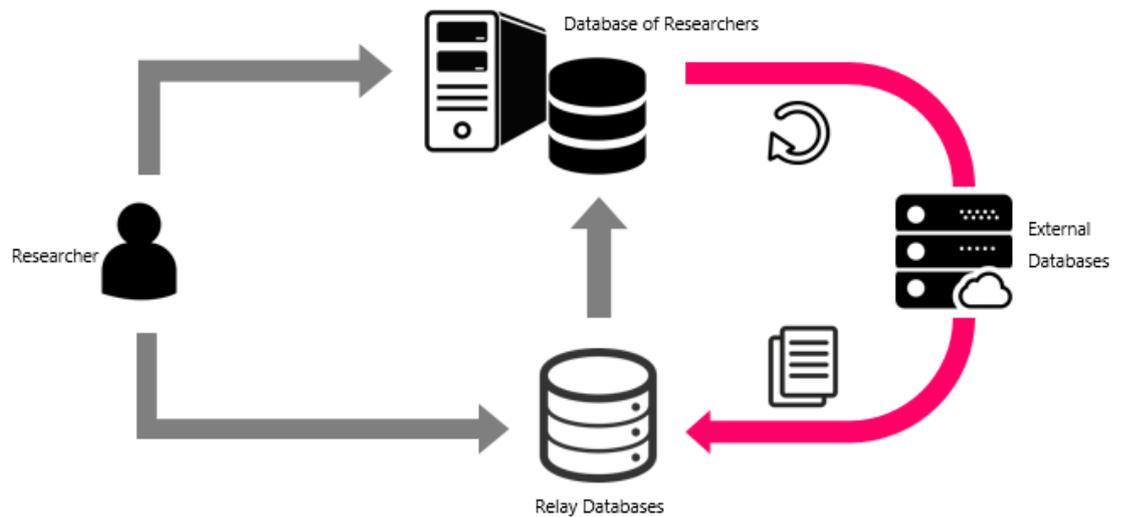
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- ② The system stores the search results in the intermediate database and notifies the user of the results as candidate data.

The automated data collection feature imports candidate data from the selected external databases to the intermediate database during daily batch processing based on the conditions defined in advance.

**\* When the system imports the candidate data to the intermediate database, the data are not yet stored in the internal database of the university.**

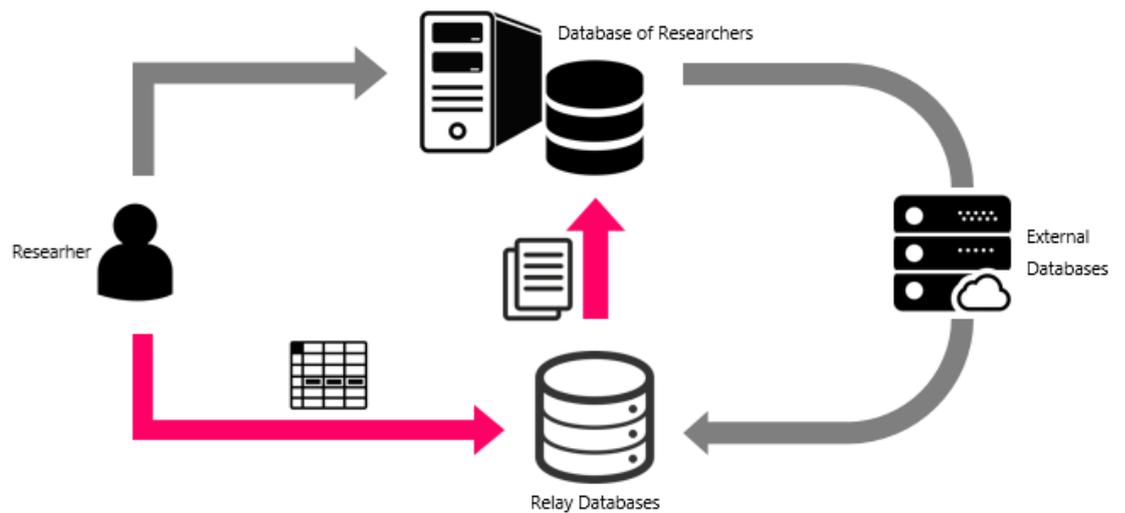
When some candidate data sets are imported to the intermediate database, the user is notified of the obtainment of the data on the menu screen after the user logs in.



- ③ Select data to be imported from the candidate data sets to register the data.

To import data to the internal database of the university, select data sets to be imported from the list of the candidate data stored in the intermediate database and approve the data sets.

Note that data excluded from the data to be imported at this time will never be shown in the notifications after the user logs in.



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## 2.2.2 External Databases and the Types of Achievements That Users Can Import

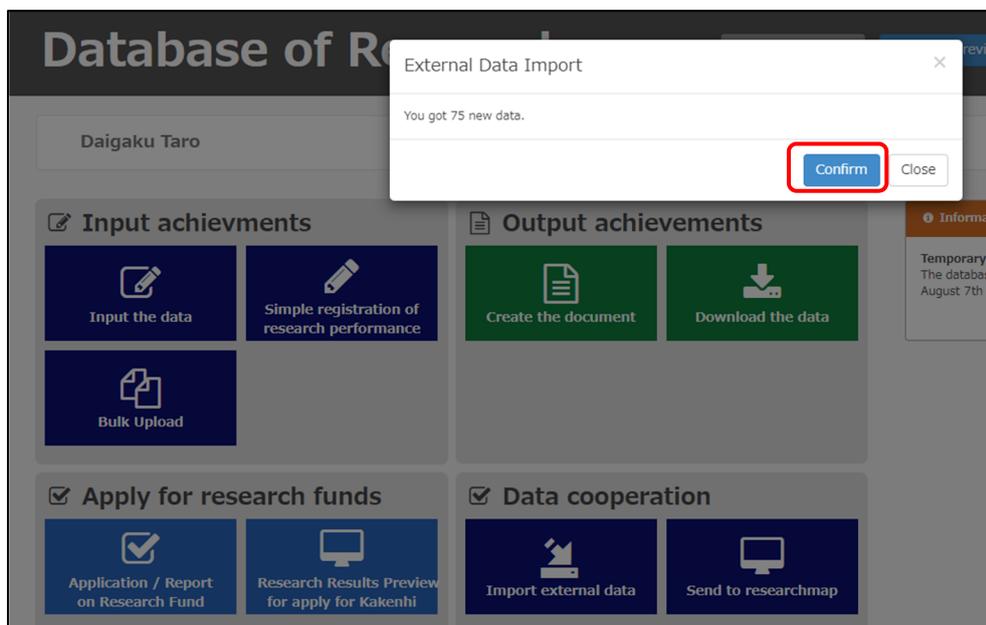
The following are import source databases and the types of achievements that can be imported.

Achievement	researchmap	Web of Science	CiNii Research
Paper	•	•	•
Misc	•	•	•
Books etc	•		
Presentations	•	•	
Contribution, Course, Research Section	•		
External Career	•		
Awards	•		
Research Interests	•		
Research Areas	•		
Association Memberships	•		
Teaching Experience (Off-campus)	•		
Other Research Activities	•		
Works	•		
Industrial Property Rights	•		
Education	•		
Committee Memberships	•		
Social Contribution	•		
Media Coverage	•		
Academic Contribution	•		

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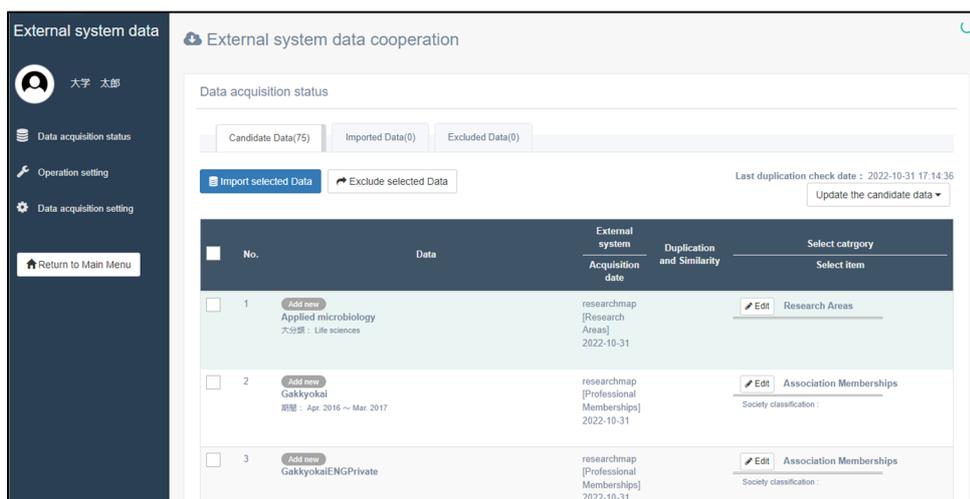
## 2.2.3 Notification of Data Obtainment

If some data sets have been imported during daily batch processing at nighttime, the notification window will be displayed on the menu screen as follows.



Click the **Confirm** button to move to the External system data cooperation screen.

The Data acquisition status pane will be displayed by default.



To move to the menu screen, click the **Close** button.

If you click the **Import external data** button on the menu screen, you will move to the External system data cooperation screen.

Database of Researchers

Manual Public Preview Setting 日本語 Log out

Daigaku Taro

**Input achievements**

- Input the data
- Simple registration of research achievements
- Batch Upload

**Output achievements**

- Print out the document
- Download the data

**Information from administrator**

Temporary suspension of Kenkyu Tougou Database  
The database services will be suspended temporary.  
August 7th (Wed.) 9:00am to 5:00pm

**Apply for Research Fund**

- Apply/Report on-campus Research Funds
- Preview of achievements for Kakenhi application

**Data cooperation**

- Import external data
- Connection setting to researchmap

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## 2.2.4 Data Acquisition Status Pane

Data acquisition status can be checked in the Candidate Data tab on the Data acquisition status pane.

The description of each item is as follows:

### ① Header area

The screenshot shows the 'Data acquisition status' interface. On the left is a dark sidebar with navigation options: 'Data acquisition status', 'Operation setting', and 'Data acquisition setting'. The main content area has a header 'External system data cooperation' and a sub-header 'Data acquisition status'. Below this are three tabs: 'Candidate Data(75)', 'Imported Data(0)', and 'Excluded Data(0)'. There are buttons for 'Import selected Data' and 'Exclude selected Data'. A 'Last duplication check date' is shown as '2022-10-31 17:14:36' with an 'Update the candidate data' dropdown. A search bar is present. Below the search bar is a 'Show 200 entries' dropdown and pagination controls showing 'Showing 1 to 75 of 75 entries'. A table with the following columns is displayed: 'No.', 'Data', 'External system Acquisition date', 'Duplication and Similarity', and 'Select category'. The first row shows '1', 'Applied microbiology (大分類: Life sciences)', 'researchmap [Research Areas] 2022-10-31', and 'Research Areas'.

Item	Descriptions
Candidate Data	Allows users to view the list of data sets imported from external databases.
Imported Data	Allows users to view the history of data import from external databases to the internal database of the university. Data registered by mistake can be removed from the internal database and returned to the candidate data list. <b>* Data that have been already registered to the internal database of the university cannot be directly deleted from the internal database.</b>
Excluded Data	Allows users to view the list of data marked as unnecessary data (not the user's own data). Data excluded by mistake can be returned to the candidate data list.
Last duplication check date	Indicates the date and time of the last duplication/similarity check. If you return data from the registered data list or excluded data list to the candidate data list, the date and time will be updated after duplication/similarity check is performed.
Update the candidate data	Allows users to perform a duplication/similarity check or import data sets from external databases again.
Show XX	Allows users to specify the number of achievements displayed.
Search	Allows users to enter search criteria to retrieve data matching the criteria from the list of the data sets.

② List of candidate data

No.	Data	External system Acquisition date	Duplication and Similarity	Select category Select item
<input type="checkbox"/> 24	<a href="#">Add new</a> MiscAllJuyoPublic Chosha Publication Name : Zasshimei Publication Date : Mar. 1, 2010	researchmap [Misc] 2022-10-31	<a href="#">Similar</a> <a href="#">Review</a> <a href="#">Papers</a>	<a href="#">Edit</a> Review Papers Major achievement : Major Lead author : Yes Last author : Yes Corresponding author : Yes Peer reviewed/Not peer reviewed : Refereed Invited/Not invited : Invited Language : Chinese Publishing type : Unselected International coauthorship : Yes International/Domestic journal : Domestic journal Kind of work : Unselected Authorship : No Setting Authorization for registering with the repository : No setting Reason for not authorizing : No Setting
<input type="checkbox"/> 25	<a href="#">Add new</a> MISC1 Publication Date : Feb. 2017	researchmap [Misc] 2022-10-31	<a href="#">Similar</a> <a href="#">Review</a> <a href="#">Papers</a>	<a href="#">Edit</a> Review Papers Major achievement : Not Major Lead author : No Last author : No Corresponding author : No Peer reviewed/Not peer reviewed : Unselected Invited/Not invited : Unselected Language : Unselected Publishing type : Unselected International coauthorship : Unselected International/Domestic journal : Unselected Kind of work : Unselected Authorship : No Setting Authorization for registering with the repository : No setting Reason for not authorizing : No Setting
<input type="checkbox"/> 26	<a href="#">Add new</a> MISC2 著者名 Publication Name : 著者名	researchmap [Misc] 2022-10-31	<a href="#">Similar</a> <a href="#">Review</a> <a href="#">Papers</a>	<a href="#">Edit</a> Review Papers Major achievement : Not Major Lead author : No

Item	Descriptions
No	Indicates the number assigned to each set of data on the list.
Data	Indicates the overview of the data obtained from external databases. [Displayed items] Title, journal, date of publication, DOI, ISBN, and ISSN
External system / Acquisition date	(1) External system Indicates the external database from which the data has been imported. * If data sets in different external databases have the same DOI, the data sets will be grouped as the same data. (2) Acquisition date Indicates the date of acquisition of the data from external databases.
Duplication and Similarity	If duplicate or similar data sets are listed, the following three types of icons will be displayed. Moving the cursor to the icon shown will display the reason for duplication or similarity. (1) Duplicate data set in the internal database of the university The icon will appear if a data set that has the same DOI has already been registered to the internal database. Click the icon to view the detail of the data set in the internal database. (2) Similar data set in the internal database of the university The icon will appear if a similar data set has been registered to the internal database. Click the icon to view the detail of the data set in the internal database. [Similarity criteria] - The title is identical to that of the data in the internal database. - The title, name of the journal, and year of publication are identical to those of data in the internal database. (3) Similar data set in the candidate data list

	<p>The icon will appear if a similar data set or data sets are included in the candidate data sets imported from external databases.</p> <p>"No. X" indicates the number assigned to the data similar to this data set.</p> <p>[Similarity criteria]</p> <ul style="list-style-type: none"> <li>- The title and category are identical to those of the similar data.</li> <li>- The title, name of the journal, category, and year of publication are identical to those of the similar data.</li> </ul> <p>* If one of the data sets compared does not have "Category," the item will not be used as a similarity check criterion because "Category" exists only in the case of Scopus.</p>
--	--

Item	Descriptions
Edit	Allows users to specify a research activity as the import destination and edit the default values at the time of registration to the internal database.
Select category / Select item	<p>(1) Select category (in the internal database of the university) Allows users to define a research activity as the import destination in the internal database.</p> <p>(2) Select item (to fill in blank items) Allows users to configure the default values at the time of registration.</p>

### ③ List of registered data

Data acquisition status

Candidate Data(72) Imported Data(3) Excluded Data(0)

Delete imported data from database

Search:

Show  entries

Showing 1 to 3 of 3 entries Previous 1 Next

No.	Data	External system	Category
		Acquisition date	Imported Date
<input type="checkbox"/> 1	MISC1 Publication Name : Publication Date : Feb. 2017 DOI : ISBN : ISSN :	researchmap [Misc] 2022-10-31	Review Papers 2022-11-14 14:40:53
<input type="checkbox"/> 2	Misc2 Chosha Publication Name : Zasshimei Publication Date : Mar. 1, 2010 DOI : ISBN : ISSN :	researchmap [Misc] 2022-10-31	Review Papers 2022-11-14 14:40:53
<input type="checkbox"/> 3	MISC3 番名 Publication Name : 誌名 Publication Date : May. 2, 2019 DOI : ISBN : ISSN :	researchmap [Misc] 2022-10-31	Review Papers 2022-11-14 14:40:53

Showing 1 to 3 of 3 entries Previous 1 Next

Item	Descriptions
No	Indicates the number assigned to each set of data on the list.
Data	Indicates the overview of the data obtained from external databases. [Displayed items] Title, journal, date of publication, DOI, ISBN, and ISSN
External system / Acquisition date	(1) External system Indicates the external database from which the data has been imported. <b>* If data sets in different external databases have the same DOI, the data sets will be grouped as the same data.</b> (2) Acquisition date Indicates the date of acquisition of the data from external databases.
Category / Imported Date	(1) Category (in the internal database of the university) Allows users to define a research activity as the import destination in the internal database. (2) Imported Date Indicates the date and time of registration to the internal database of the university.

#### ④ List of excluded data

Candidate Data(69)		Imported Data(3)		Excluded Data(3)	
<a href="#">Return selected data to candidate data</a>					
Search: <input type="text"/>					
Show <input type="text" value="200"/> entries		Showing 1 to 3 of 3 entries <a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>			
No.	Data	External system Acquisition date	Excluded date		
<input type="checkbox"/> 1	<b>Applied microbiology</b> Publication Name : Publication Date : DOI : ISBN : ISSN :	researchmap [Research Areas] 2022-10-31	2022-11-14 14:42:31		
<input type="checkbox"/> 2	<b>Gakkyokai</b> Publication Name : Publication Date : DOI : ISBN : ISSN :	researchmap [Professional Memberships] 2022-10-31	2022-11-14 14:42:31		
<input type="checkbox"/> 3	<b>GakkyokaiENGPrivate</b> Publication Name : Publication Date : DOI : ISBN : ISSN :	researchmap [Professional Memberships] 2022-10-31	2022-11-14 14:42:31		
Showing 1 to 3 of 3 entries <a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>					

Item	Descriptions
No	Indicates the number assigned to each set of data on the list.
Data	Indicates the overview of the data obtained from external databases. [Displayed items] Title, journal, date of publication, DOI, ISBN, and ISSN
External system/ Acquisition date	(1) External system Indicates the external database from which the data has been imported. <b>* If data sets in different external databases have the same DOI, the data sets will be grouped as the same data.</b> (2) Acquisition date Indicates the date of acquisition of the data from external databases.
Excluded date	Indicates the date and time of exclusion from the candidate data sets.

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## 2.2.5 Import Data Sets

### 2.2.5.1 Import Candidate Data Sets

Users can simultaneously register multiple data sets on the list page of candidate data.

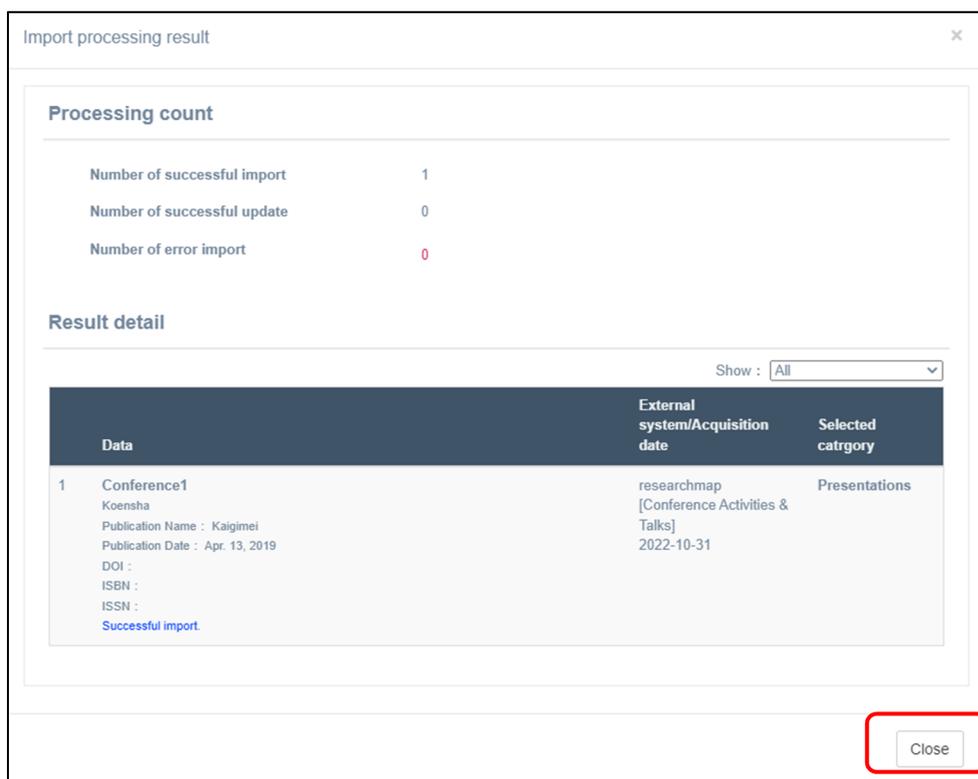
① Check the checkbox(es) of data you want to import.

Click the **Edit** button to change the setting of the category in the internal database and fill in blank items if necessary.

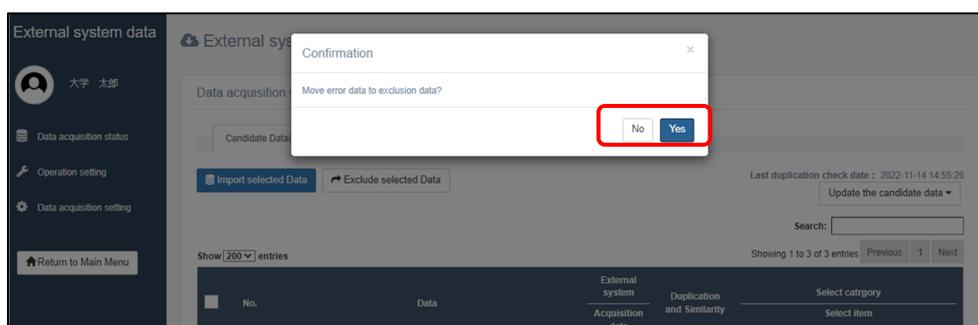
② Click the **Import selected Data** button to import the data.

The screenshot displays the 'Candidate Data' management interface. At the top, there are tabs for 'Candidate Data(69)', 'Imported Data(3)', and 'Excluded Data(3)'. A red box highlights the 'Import selected Data' button. Below the tabs, there is a search bar and pagination controls. The main area shows a table of candidate data entries. A red box highlights the first entry, which has a checked checkbox. The entry details include: No. 1, Title: KoenkotoAllJuyoPublic, Author: Koensha, Publication Name: Kaigimei, Publication Date: Apr. 13, 2019, and Period: Apr. 14, 2019 ~ Apr. 15, 2019. The 'External system' is 'researchmap' and the 'Acquisition date' is '2022-10-31'. The 'Duplication and Similarity' section is empty. The 'Select category' dropdown menu is open, showing 'Presentations' as the selected category. The 'Edit' button is highlighted with a red box. The interface also shows 'Showing 1 to 69 of 69 entries' and 'Previous 1 Next' navigation buttons.

③ The result of the data import processing will be displayed. Check the numbers of the imported data sets and data sets with an error or errors and click the **Close** button.



- ④ If any error is detected, the Confirmation window asking how the data with an error will be treated will appear. If you select “Yes” (Move the data), the data will be moved to the excluded data list and will never be listed on the candidate data list. If you select “No” (Do not move the data), the data will remain as a candidate data set and be checked as data to be imported when data import is performed next time.



- ⑤ The imported data sets will be displayed on the list of registered data.

Data acquisition status

Candidate Data(74) Imported Data(1) Excluded Data(0)

Delete imported data from database

Search:

Show 200 entries

Showing 1 to 1 of 1 entries Previous 1 Next

	No.	Data	External system	Category
			Acquisition date	Imported Date
<input type="checkbox"/>	1	Paper1 Choosta Publication Name : Zashime Publication Date : Dec 17, 2019 DOI : 10.1111/hex.12487 ISSN :	researchmap [Published Papers] 2022-10-31	Papers 2022-11-14 14:52:19

Showing 1 to 1 of 1 entries Previous 1 Next

- ⑥ The registered data will be displayed as achievements in the research activity to whom the data have been imported.

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			Paper1	2019/12/17	

Create New Copy Change Delete Refer Relation Distribution

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## 2.2.5.2 Remove a Registered Data Set from the Internal Database of the University

Users can return data registered to the internal database to the candidate data list.

- ① Check the checkbox(es) of data you want to remove from the internal database.
- ② Click the **Delete imported data from database** button.

Data acquisition status

Candidate Data(74) Imported Data(1) Excluded Data(0)

Delete imported data from database ②

Search:

Show 200 entries ①

Showing 1 to 1 of 1 entries Previous 1 Next

	No.	Data	External system	Category
			Acquisition date	Imported Date
<input checked="" type="checkbox"/>	1	Paper1 Choosta Publication Name : Zashime Publication Date : Dec 17, 2019 DOI : 10.1111/hex.12487 ISSN :	researchmap [Published Papers] 2022-10-31	Papers 2022-11-14 14:52:19

Showing 1 to 1 of 1 entries Previous 1 Next

- ③ The data removed from the internal database will be displayed on the list of the candidate data.

No.	Data	External system Acquisition date	Duplication and Similarity	Select category Select item
1	<input type="checkbox"/> <a href="#">Add new</a> <b>Paper1</b> Chosha Publication Name : Zasshimei Publication Date : Dec. 17, 2019 DOI : 10.1111/hex.12487	researchmap [Published Papers] 2022-10-31		<input type="checkbox"/> <a href="#">Edit</a> <b>Papers</b> <hr/> Major achievement : Major Lead author : Yes Last author : Yes Corresponding author : Yes Peer reviewed/Not peer reviewed : Refereed Invited/Not invited : Invited Language : Jtar Publishing type : Research paper (scientific journal) International coauthorship : Yes International/Domestic journal : International journal Kind of work : Unselected Authorship : No Setting Authorization for registering with the repository : No setting Reason for not authorizing : No Setting

\* If you directly delete data in the internal database, the deleted data will remain on the list of the registered data.

Please delete on this page any data imported from external databases.

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### 2.2.5.3 Return Excluded Data Sets to the List of Candidate Data

Users can return excluded data sets to the list of candidate data.

① On the list of excluded data sets, check the checkbox(es) of the data that you want to return to the list of candidate data.

② Click the **Return selected data to candidate data** button.

Data acquisition status

Candidate Data(74) Imported Data(0) Excluded Data(1)

Return selected data to candidate data ②

Search:

Showing 1 to 1 of 1 entries Previous 1 Next

① Show 200 entries

No.	Data	External system	Acquisition date	Excluded date
1	Paper1 Chosha Publication Name : Zasshimei Publication Date : Dec. 17, 2019 DOI : 10.1111/hex.12487 ISBN : ISSN :	researchmap [Published Papers]	2022-10-31	2022-11-14 14:57:12

Showing 1 to 1 of 1 entries Previous 1 Next

③ The data sets returned from the list of excluded data to the list of candidate data will be displayed on the list of candidate data.

No.	Data	External system	Acquisition date	Duplication and Similarity	Select category
1	<a href="#">Add new</a> Paper1 Chosha Publication Name : Zasshimei Publication Date : Dec. 17, 2019 DOI : 10.1111/hex.12487	researchmap [Published Papers]	2022-10-31		<a href="#">Edit</a> Papers Major achievement : Major Lead author : Yes Last author : Yes Corresponding author : Yes Peer reviewed/Not peer reviewed : Refereed Invited/Not invited : Invited Language : Afar Publishing type : Research paper (scientific journal) International coauthorship : Yes International/Domestic journal : International journal Kind of work : Unselected Authorship : No Setting Authorization for registering with the repository : No setting Reason for not authorizing : No Setting

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## 2.2.5.4 Configure Data Import Settings

### 2.2.5.4.1 Flow of Configuring Data Import Settings

The following four steps of configuration on the Data acquisition setting screen are necessary to import data from external databases.

Step 1: Select external databases from which you will import data.

Step 2: Specify data acquisition conditions.

Step 3: Specify the category of achievements (research activity) to which the data will be imported.

Step 4: Define required items by research activity.

On the Data acquisition setting screen, users can visually find the status of settings from steps 1 through 4 with status colors: green (configuration completed), navy (in process of configuration), and gray (not configured).

External system	Achievements selectable as import target
CINii Research	<input checked="" type="radio"/> Papers
	<input type="radio"/> Review Papers
Web of Science	<input checked="" type="radio"/> Books
	<input type="radio"/> Presentations
researchmap	<input checked="" type="radio"/> Papers
	<input type="radio"/> Review Papers
	<input checked="" type="radio"/> Books
	<input checked="" type="radio"/> Presentations

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## 2.2.5.4.2 Step 1: Select External Databases from Which You Will Import Data

- ① Select external databases from which you want to import data and set priorities.

Check the checkbox(es) of databases from which you want to import data in the External system column.

In addition, assign priorities to external databases by clicking the ↑ or ↓ icon in the Priority column.

If data sets with the same DOI are imported from multiple external databases, the data items of the achievement data in the external database of higher priority will be preferentially acquired.

- ② If you are sure that the conditions have been correctly specified, click the **Next** button to proceed to Step 2.

Data acquisition setting

Set the necessary information for acquiring performance data from the External System step by step.

- 1 Selection of data acquisition destination DB  
Select External System to use
- 2 Setting data acquisition condition  
Set conditions for identifying researchers to be acquired
- 3 Setting of import target achievement  
Set the initial value of the import target performance for each external database
- 4 Setting required items by performance  
Set initial value of input value of missing items when importing

Set the external databases to be acquired and their priorities.  
If the same achievement is acquired from multiple external databases, use the achievement of the external database with the highest priority.

External system	Priority	Achievements selectable as import target															
		Papers	Review Papers	Books	Presentations	Grant-in-Aid for Scientific Research	Research Career	Academic & Professional Experience	Awards & Honors	Research Interests	Research Areas	Association Memberships	Teaching Experience	Other	Works	Patents	Grad Sc
<input checked="" type="checkbox"/> CNS Research	↑ ↓	✓	✓	✓	✓												
<input checked="" type="checkbox"/> Web of Science	↑ ↓	✓	✓		✓												
<input checked="" type="checkbox"/> researchmap	↑ ↓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

①

② Next

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### 2.2.5.4.3 Step 2: Specify Data Acquisition Conditions

- ① Set conditions for importing achievement data from external databases.

Common conditions are shown in the upper part of the screen.

Switch the tabs for individual conditions to configure the settings for each external database.

Data acquisition setting

Set the necessary information for acquiring performance data from the External System step by step.

1 Selection of data acquisition destination DB  
Select External System to use

2 Setting data acquisition condition  
Set conditions for identifying researchers to be acquired

3 Setting of import target achievement  
Set the initial value of the import target performance for each external database

4 Setting required items by performance  
Set initial value of input value of missing items when importing

Set acquisition conditions when acquiring achievement from external database.  
The upper part is acquisition condition common to all external databases.  
Please set the acquisition condition for each external database by switching tabs at the bottom of the page.

Researcher's name 大学 太郎 Add Delete  
Daigaku Taro  
Daigaku, T

Affiliation 関西学院大学 Add Delete  
Kwansei Gakuin University

Common conditions

Cinii Research Web of Science researchmap

Articles Books

Acquisition setting of Articles

Confirm the data of Cinii Research Articles

Author ID Add Delete  
※In this item, you can specify the Author ID (NRID) of Cinii Article, the Author ID of Cinii Books, and the Researcher Number.

Publication year ~  
※As the number of data to be extracted increases, the time required to obtain the data increases, so the initial setting for the target period is set to 2 years. If you wish to obtain data retroactively to an earlier period, please change the applicable period.

Acquisition setting of Books

Confirm the data of Cinii Research Books

Author ID Add Delete  
※In this item, you can specify the Author ID (NRID) of Cinii Article, the Author ID of Cinii Books, and the Researcher Number.

Publication year ~  
※As the number of data to be extracted increases, the time required to obtain the data increases, so the initial setting for the target period is set to 2 years. If you wish to obtain data retroactively to an earlier period, please change the applicable period.

Next Back

Individual conditions

- \* Clicking the **Add** button adds a new condition. Clicking the **Delete** button deletes the condition.

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- ② To view the specified conditions, click the orange button for each acquisition setting to show its preview.

Set the necessary information for acquiring performance data from the External System step by step.

Preview of data to be retrieved from researchmap

Show  entries Search:

**Data list in search results**

RonbunAllJuyoPublic Chosha Publication Name : Zasstimei Publication Date : Dec. 17, 2019 DOI : 10.1111/hex.12487 Classification with External Database : 論文	ISBN : ISSN :
論文必須のみ Publication Name : Publication Date : Aug. 2018 DOI : Classification with External Database : 論文	ISBN : ISSN :
論文日本語研究者のみ 著者 Publication Name : 誌名 Publication Date : Mar. 2016 DOI : Classification with External Database : 論文	ISBN : ISSN :
RonbunENGPPrivate Chosha	

- ③ If you are sure that the conditions have been correctly specified, click the **Next** button to proceed to Step 3.

Publication year  ~

※As the number of data to be extracted increases, the time required to obtain the data increases, so the initial setting for the target period is set to 2 years. If you wish to obtain data retroactively to an earlier period, please change the applicable period.

Done **Next** Back

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### 2.2.5.4.4 Step 3: Specify the Category of Achievements (Research Activity) to Which the Data Will Be Imported

Define the category of achievements (research activity) in the internal database of the university to which the data obtained from external databases will be imported.

- ① Set a research activity in the Achievements selectable as import target column for each external database.

Data acquisition setting

Set the necessary information for acquiring performance data from the External System step by step.

1 Selection of data acquisition destination DB  
Select External System to use

2 Setting data acquisition condition  
Set conditions for identifying researchers to be acquired

3 Setting of import target achievement  
Set the initial value of the import target performance for each external database

4 Setting required items by performance  
Set initial value of input value of missing items when importing

External system		Achievements selectable as import target		
CINii Research	articles	<input checked="" type="radio"/> Papers	<input type="radio"/> Review Papers	<input type="radio"/> Presentations
	books	<input checked="" type="radio"/> Books		
Web of Science		<input checked="" type="radio"/> Papers	<input type="radio"/> Review Papers	
researchmap	published_papers	<input checked="" type="radio"/> Papers		
	books_etc	<input checked="" type="radio"/> Books		
	presentations	<input checked="" type="radio"/> Presentations		
	misc	<input checked="" type="radio"/> Review Papers		
	research_experience	<input checked="" type="radio"/> Academic & Professional Experience		

- ② If you are sure that the conditions have been correctly specified, click the **Next** button to proceed Step 4.

media_coverage	<input checked="" type="radio"/> Media Coverage
academic_contribution	<input checked="" type="radio"/> Academic Contribution

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### 2.2.5.4.5 Step 4: Define Required Items by Research Activity

Set default values for selection items required to be entered when importing data acquired from external databases to the internal database of the university. Values set in this step are just displayed by default. You can change the values each time you perform data import on the candidate data list page.

- ① Switch the tabs for individual conditions and define the values for each research activity.

Data acquisition setting

Set the necessary information for acquiring performance data from the External System step by step.

1 Selection of data acquisition destination DB  
Select External System to use

2 Setting data acquisition condition  
Set conditions for identifying researchers to be acquired

3 Setting of import target achievement  
Set the initial value of the import target performance for each external database

4 Setting required items by performance  
Set initial value of input value of missing items when importing

Papers Review Papers Books Presentations Grant-in-Aid for Scientific Research Research Career Awards & Honors Association Memberships Other Works Patents

Graduating School Graduate School Social Contribution

Major achievement Not Major

Invited talk Unselected

Language Unselected

Presentation type Unselected

International/Domestic presentation Unselected

International coauthorship Unselected

Collaborative range No Setting

Classification of research achievement No Setting

Done Back

- ② If you are sure that the settings have been correctly configured, click the **Done** button to complete the configuration.

Authorization for registering with the repository No setting

Reason for not authorizing No Setting

Done Back

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## 2.2.6 Configure Basic Settings

### 2.2.6.1 Basic Settings for External Data Linkage

On the Operation settings page, users can define the basic settings required to use the external data integration system.

Operation settings

Set the necessary operation information for use External system data cooperation.

a) Selection of Use of update function

Only new registration

Also updates registered data

- If you need to protect the data you enter on campus, select "Only new registration".
- If you want to synchronize with external system data, select "Update registered data".

b) Selection of update policy

Add candidate data to unentered items of registered data

Overwrite all items of registered data with candidate data

- If the external system data is inaccurate and unreliable, select "Add candidate data to unentered items of registered data" to give priority to the values entered on campus.
- If the external system data is highly accurate and reliable, you can reduce the trouble of modifying the data on campus by selecting "Overwrite all items of registered data with candidate data".

Done

a) [Selection of Use of update function] section

If you need to protect the data entered on the campus, select [Only new registration].

If you wish to make the data in the internal database of the university synchronize with the external data, select [Also update registered data].

b) [Selection of update policy] section

If the external data are not reliable due to insufficient accuracy, select [Add candidate data to unentered items of registered data] to prioritize the values entered on the campus.

If the external data are reliable due to high accuracy, select [Overwrite all items of registered data with candidate data] to save you from having to correct the values entered on the campus.

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## 2.2.7 Privacy Settings for Personal Information

Following the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc., which took effect on April 1, 2005, we request each faculty and staff member to state his/her permission for the university to put his/her information on public view in the following manner.

Publishing his/her information on the university's website

Providing his/her information to researchmap, managed by the Japan Science and Technology Agency (JST), and publishing the information on this website

Before configuring the settings, please refer to the Personal Information Management Rules and the Basic Policy Concerning the Protection of Personal Information.

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## Configure Privacy Settings

Select [Profile] and [Researcher Identification]. The Profile page and the Researcher identification page will be displayed.

Target : Daigaku Taro Public Preview Top

**Simplified Researcher History**

- Profile
- Researcher identification
- Name(s) appearing in print
- Research Interests
- Reference URL
- Graduating School
- Graduate School
- Studying abroad experiences
- Degree
- External Career
- Association Memberships
- Research Areas
- SDGs (Sustainable Development Goals) Selection
- Qualification Acquired
- Training Attendance Career
- Teacher organization

**Icon Description**

R : Link to researchmap W : Public to overview K : Output to KAKENHI P : Output to Personal Record

Simplified Researcher History		Simplified Researcher History	
Item	Settings	Item	Settings
Profile	R W P	Researcher Identification	R W
Name(s) appearing in print	R	Research Interests	R W P
Reference URL	W	Graduating School	R W P
Graduate School	R W P	Studying abroad experiences	W P
Degree	R W P	External Career	R W P
Association Memberships	R W P	Research Areas	R W P
SDGs (Sustainable Development Goals) Selection	W	Qualification Acquired	W P
Training Attendance Career	W	Teacher organization examination execution	W P
Research Activity		Research Activity	
Research Career	R W	Papers	R W K P
Books etc	R W K P	MISC	R W K P
Industrial Property Rights	R W P	Works	R W P
Other Research Activities	R W P	Awards	R W P

- ① Select whether your information will be published on publicly accessible websites, etc. After you complete the configuration process, click the **Change** button.

The following are items for which you can choose your privacy settings on the Profile screen:

Alias or other alternative names, publicly accessible email, URLs, face photo, description, etc.

**Profile**

(Japanese)

**researchmap** **Web(Public)**

• Enter the Research Outline.

(English)

**researchmap** **Web(Public)**

• Enter in English if necessary.

Public setting **Required**

Private  Public (on-campus)  Public (on-campus and off-campus)

Researcher identification	
About Input	
researchmap ID	<input type="text" value="researchmap"/>
researchmap permalink	<input type="text"/> <input type="button" value="researchmap"/> <input type="button" value="Web(Public)"/>
Research funding number	Research funding number <input type="text"/> <input type="button" value="researchmap"/> <input type="button" value="Web(Public)"/> Public setting <b>Required</b> <input checked="" type="radio"/> Private <input type="radio"/> Public (on-campus) <input type="radio"/> Public (on-campus and off-campus)
Researcher ID	Researcher ID <input type="text"/> <input type="button" value="researchmap"/>
J-GLOBAL ID	J-GLOBAL ID <input type="text"/> <input type="button" value="Web(Public)"/> Public setting <b>Required</b> <input checked="" type="radio"/> Private <input type="radio"/> Public (on-campus) <input type="radio"/> Public (on-campus and off-campus)
Last researchmap link date	<input type="text"/>
<input type="button" value="Change"/> <input type="button" value="Reset"/>	
Edit the mandatory fields , and click "Change".	

- If you select [Private], your personal information will not be published on publicly accessible websites.
- If you select [Public (on-campus)], your personal information will be listed on document preparation conditions but will not be published on publicly accessible websites.
- If you select [Public (on-campus and off-campus)], your personal information will be published on publicly accessible websites.

- ② After the confirmation screen appears, click the **Register** button if you are sure that you want to modify the data.

Profile	
<p><b>ⓘ Register is not complete yet.</b></p> <ul style="list-style-type: none"> <li>To complete Register with the following content, please press the [Register] button at the bottom of the screen.</li> <li>If you need to make corrections, press the [Return] button.</li> </ul>	
Item name	Input data
Organization	Belongs to(LV1) : Kwansei Gakuin University Belongs to(LV2) : School of Humanities Belongs to(LV3) : Department of Culture and History Belongs to(LV4) : Belongs to(LV5) :
Name	(Japanese) : 大学 太郎 No : Name (Foreign name) (English) : Daigaku Taro Name (Kana) : ダイガク タロウ
Alternative names	(Japanese) : (English) : Public setting : Private
Mail Address	E-mail (public) : aaaa@bbbb.co.jp Public setting : Private E-mail : aaaa@bbbb.co.jp No : receive by e-mail (E-mail) Mobile mail : No : receive by e-mail (Mobile mail) Alternative mail address : No : receive by e-mail (Alternative mail address)

Syllabus information	
Photo	 <p>Photo : Public setting : Public (on-campus and off-campus)</p>
Gender	Male
Date of birth	Date of birth : 1990/12/17 Public setting : Private
Nationality	Japan
Profile	(Japanese) : (English) : Public setting : Private
ZIP code	
Current address	
Qualifications for research supervisor	No
Date of adoption	2022/04/01
Laboratory Address	(Japanese) : (English) : Public setting : Private
Laboratory Phone number	(Japanese) : (English) : Public setting : Private

Laboratory Phone number	(Japanese) : (English) : Public setting : Private
Laboratory Fax number	(Japanese) : (English) : Public setting : Private
Monthly basic salary	
Examination division	No : Request for examination as a professional researcher Name of research field for examination :
Last researchmap link date	
<input type="button" value="Register"/> <input type="button" value="Back"/> The database will be updated. If the contents displayed is correct, click "Register". If you want to edit the contents, click "Back".	

## Researcher identification

### **Register is not complete yet.**

- To complete Register with the following content, please press the [Register] button at the bottom of the screen.
- If you need to make corrections, press the [Return] button.

Item name	Input data
researchmap ID	
researchmap permalink	yama-test2
Research funding number	Research funding number : Public setting : Private
Researcher ID	Researcher ID :
J-GLOBAL ID	J-GLOBAL ID : Public setting : Private
Last researchmap link date	

The database will be updated.  
If the contents displayed is correct, click "Register".  
If you want to edit the contents, click "Back".

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## 2.2.7.1 Specify the Privacy Setting for Each Achievement

You can configure the privacy setting for each data set on achievements on the achievement registration screen.

In this example, the data set of an achievement categorized as Papers is set as [Private].

The screenshot shows the 'Research Activity' registration screen. On the left, a sidebar lists categories: Research Career, Papers, Books etc, MISC, Industrial Property Rights, Works, Other Research Activities, Awards, and Research Projects. The 'Papers' category is selected. The main area displays a table with 2 results:

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			〇〇に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	

Below the table are buttons: Create New, Copy, Change, Delete, Refer, Relation, and Distribution. At the bottom, there are 'Excel Download' and 'Bulk Registration' buttons, and a note: 'Download will take some time. Please wait until the download is complete.'

The screenshot shows the configuration screen for the 'Papers' category. The 'Public setting' is set to 'Required'. The 'Listing order' is set to 'Public (on-campus and off-campus)'. The 'Last researchmap link date' is set to 'Enter details'. Buttons at the bottom include 'Change', 'Return to list', and 'Reset'. A note says: 'Edit the mandatory fields, and click "Change".'

When displaying the publicly accessible page, the item [Papers] is displayed on the screen, but the information on the achievement specified as [Private] does not appear.

The screenshot shows the 'Database of Researchers' page for Daigaku Taro. The page is in English. The 'Research Activity' section is active, and 'Papers' is selected. The 'Papers' section shows the following information:

- Title: 〇〇に関する研究
- Date of publication: 2022.10

Buttons for 'display' and 'non-display' are visible.

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## 2.2.8 Explanation on Data Input Screen

### 2.2.8.1 How to Use the Select Button

For items with the **Select** button displayed, you can select a menu item from the selection list.

In this example, we will explain the procedure for selecting your [Nationality] on the Profile screen.

- ① Click the **Select** button.

Nationality	JPN   Japan	Select
	researchmap	[Personal Record]

- ② The window for selecting a menu item will be displayed. Enter search criteria and click the **Search** button to search the selection list.

**Country**

Select a Location from the drop-down list, and click "Search".  
If a part of Country name is inputted and "Search" is pushed, it can narrow down further.

Location :

Select by clicking Country in the list. Then click "Enter".

Bangladesh
Bhutan
Brunei Darussalam
Cambodia
China
Hong Kong
India
Indonesia
Japan
Kazakhstan
Korea, Democratic People's Republic of
Korea, Republic of
Kyrgyzstan
Lao People's Democratic Republic
Macao

- a) Click the drop-down list of [Location] to select the appropriate item. In this example, [Asia] has been selected.
- b) If there is an input field, typing a keyword or keywords will narrow

down the search results. Keywords are not necessarily required.

- c) Clicking the **Search** button will search the selection list based on the specified search criteria.

- ③ Select the appropriate item from the narrowed-down search results. In this image, [Japan] will be selected. After selecting the item, click the **Enter** button.

**Country**

Select a Location from the drop-down list, and click "Search".  
If a part of Country name is inputted and "Search" is pushed, it can narrow down further.

Location :

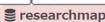
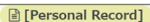
Select by clicking Country in the list. Then click "Enter".

- Bangladesh
- Bhutan
- Brunei Darussalam
- Cambodia
- China
- Hong Kong
- India
- Indonesia
- Japan**
- Kazakhstan
- Korea, Democratic People's Republic of
- Korea, Republic of
- Kyrgyzstan
- Lao People's Democratic Republic
- Macao

If you want to cancel your selection, click the **Back** button.

- Korea, Republic of
- Kyrgyzstan
- Lao People's Democratic Republic
- Macao

- ④ The item selection window will close and the item selected will be entered in the input field.

Nationality	<input type="text" value="JPN Japan"/> <input type="button" value="Select"/>
 	

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## 2.2.8.2 How to Use the Special Character Button

You can enter special characters used in chemical and mathematical formulae in the fields of items with the **Special Character** button displayed.

For special characters you can enter, refer to section 2.2.8.2.1 List of Special Characters.

In this example, we will explain the procedure for inputting  $\text{COS}^2$ .

- ① Enter the letter string before the special character. COS has been entered in the image below.



Title <b>Either required</b>	(Japanese) COS	Special Character
researchmap Public [Personal Record] JUAA		

- ② Click the **Special Character** button.



Title <b>Either required</b>	(Japanese) COS	Special Character
researchmap Public [Personal Record] JUAA		

- ③ The Special Character Input Form window will be displayed. Referring to the example, input the letter to be converted in the input field for the special character and click the **Conversion** button. “2” has been input in the input field of [superscript style] below.

**Special character Input Form**

Please input the character which changes an example into reference and push [conversion].

Back

Concrete example and notes	
[superscript style]	
$\text{OH}^-$	OH#U-#UR
$\text{COS}^2$	COS#U2#UR
#U <input style="width: 50px;" type="text" value="2"/>	#UR <input style="width: 50px;" type="button" value="Conversion"/>
[subscript style]	
$\text{CH}_3$	CH#D3#DR
$\text{V}_2\text{O}_5$	V#D2#DRO#D5#DR
#D <input style="width: 50px;" type="text"/>	#DR <input style="width: 50px;" type="button" value="Conversion"/>

- ④ The Special Character Input Form window will close and the special character will be input.

Title <span style="color: red;">Either required</span>	(Japanese) <input style="width: 90%;" type="text" value="COS#U2#UR"/>	Special Character
	<input type="button" value="researchmap"/> <input type="button" value="Public"/> <input type="button" value="[Personal Record]"/> <input type="button" value="JUAA"/>	

- ⑤ Entered special characters, with some exceptions, can be viewed on the registration confirmation screen.

Title	(Japanese) : <input style="width: 80%;" type="text" value="COS&lt;sup&gt;2&lt;/sup&gt;"/> (English) :
-------	--

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## 2.2.8.2.1 List of Special Characters

The following are special characters that can be entered by clicking the **Special Character** button of the Database of Researchers.

Note that the print preview of the special characters in the red frames cannot be viewed on your monitor. You can view how the special character looks only on printed materials.

[superscript style]		[Square root]	
$\text{OH}^-$	OH#U-#UR	$\sqrt{x}$	#QX#QR
$\text{COS}^2$	COS#U2#UR	#Q	#QR Conversion
#U	#UR Conversion	[over strings style (RANGE)]	
[subscript style]		Base strings and the over strings with them, enter the former first. In addition, must type "/" between those two strings.	
$\text{CH}_3$	CH#D3#DR	$\overrightarrow{VW}$	#EVW(/)-#ER
$\text{V}_2\text{O}_5$	V#D2#DRO#D5#DR	#E	(/) - #ER Conversion
#D	#DR Conversion	[under strings style(RANGE)]	
[character with superscript and subscript style]		Base strings and the under strings with them, enter the former first. In addition, must type "/" between those two strings.	
$[\text{a}]_{365}^{25}$	[a]#A25(/)365#AR	$\underline{XY}$	#HXY(/)-#HR
$\text{T}^{\text{3opqr}}$ $\text{stuv}$	T#A3opqr(/)stuv#AR	#H	(/) - #HR Conversion
#A	(/) #AR Conversion	[Bold style]	
[Fraction]		$\text{DML}$ D#BM#BRL	
In a fraction, the numerator and the denominator, enter the former first. In addition, must type the "/" strings between them.		#B	#BR Conversion
$\frac{14}{53}$	#F14(/)53#FR	[Oblique or Italic style]	
#F	(/) #FR Conversion	In PDF form document, Japanese is not displayed by oblique style.	
		$\text{EXE}$	#IEXE#IR
		#I	#IR Conversion

➤ Double-byte characters cannot be italicized.

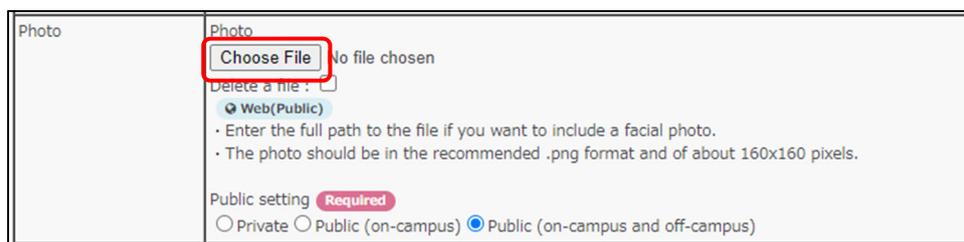
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### 2.2.8.3 How to Use the Choose File Button

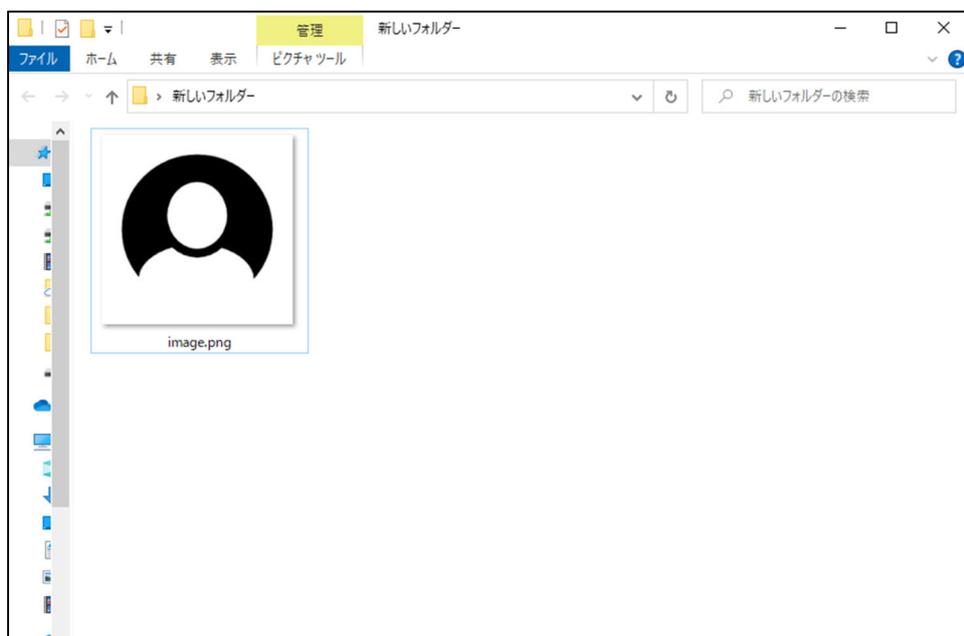
You can register an image for items with the **Choose File** button displayed.

In this example, we will explain the procedure for uploading a face photo to the Profile.

- ① Click the **Choose File** button.



- ② The file upload window will be displayed. Select a file to be registered and click the **開く (Open)** button. In this example, we will select the image file of a face photo.



- ③ The file upload window will close and the selected image file will be set as the profile photo.

Photo	Photo <input type="button" value="Choose File"/> img.png Delete a file : <input type="checkbox"/> <input checked="" type="radio"/> Web(Public) · Enter the full path to the file if you want to include a facial photo. · The photo should be in the recommended .png format and of about 160x160 pixels. Public setting <b>Required</b> <input type="radio"/> Private <input type="radio"/> Public (on-campus) <input checked="" type="radio"/> Public (on-campus and off-campus)
-------	---

- ④ The uploaded image file can be viewed on the registration confirmation screen.

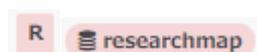
Photo	 Photo : Public setting : Public (on-campus and off-campus)
-------	---

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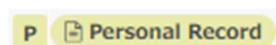
## 2.2.8.4 Icons on the Data Input Pages

Some input items of achievement data may have a symbol or symbols indicating an institution to which the data will be submitted.

The following are the descriptions of the symbols.



- Personal information of the faculty member to be provided to researchmap



- Personal information of the faculty member to be output to his/her personal data sheet



- Data published on the complete list of researchers



- Data to be output to the Grants-in-Aid for Scientific Research (Kakenhi) preview screen

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## 2.3 Perform Batch Registration Using an Excel File

The batch registration feature (using an Excel file) of the Database of Researchers allows faculty/staff members to register, modify, and delete multiple data sets of their own research activity at the same time.

For performing batch registration using an Excel file by research activity, refer to section 2.3.1 Batch Registration of Achievements by Research Activity Using an Excel File. For simultaneously registering all your achievement data using an Excel file, refer to section 2.3.2 Batch Registration of Achievements in All Research Activities Using an Excel File.

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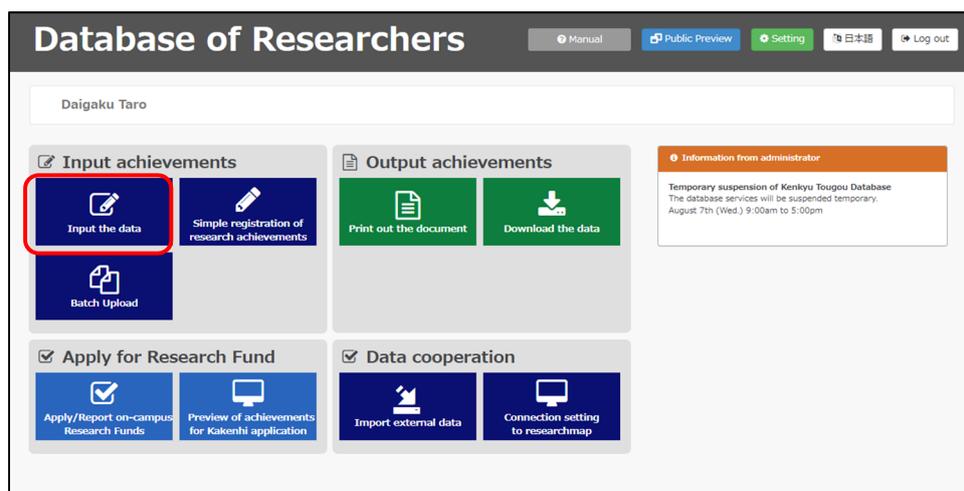
## 2.3.1 Batch Registration of Achievements by Research Activity Using an Excel File

### 2.3.1.1 Download a Batch Registration Excel File (by Research Activity)

The Excel Download feature in the individual data registration/reference page allows users to download an Excel file by selected research activity.

- To simultaneously download all your achievement data in Excel format, refer to section 2.3.2.1 Download a Batch Registration Excel File (All Research activities).
- If you want to download achievement data after filtering the data with certain criteria or download the data in other file formats, such as ODS and CSV, refer to section 2.7 Download Achievement Data as a File.

① Click the **Input the data** button.



- ② Select a research activity whose data you want to download. [Papers] will be selected in this example.

Target : Daigaku Taro Public Preview Top

Navigation Menu:

- Association Memberships
- Research Areas
- SDGs (Sustainable Development Goals) Selection
- Qualification Acquired
- Training Attendance Career
- Teacher organization examination execution
- Research Activity**
- Research Career
- Papers**
- Books etc
- MISC
- Industrial Property Rights
- Works
- Other Research Activities
- Awards
- Research Projects
- Contribution,Course,Research Section
- Presentations
- Preferred joint research theme

**Simplified Researcher History**

Profile	R W P	Researcher identification	R W
Name(s) appearing in print	R	Research Interests	R W P
Reference URL	W	Graduating School	R W P
Graduate School	R W P	Studying abroad experiences	W P
Degree	R W P	External Career	R W P
Association Memberships	R W P	Research Areas	R W P
SDGs (Sustainable Development Goals) Selection	W	Qualification Acquired	W P
Training Attendance Career	W	Teacher organization examination execution	W P

**Research Activity**

Research Career	R W	<b>Papers</b>	R W K P
Books etc	R W K P	MISC	R W K P
Industrial Property Rights	R W P	Works	R W P
Other Research Activities	R W P	Awards	R W P
Research Projects	R W	Contribution,Course,Research Section	W
Presentations	R W K P	Preferred joint research theme	W
Matter concerning results on duty	W P		

**Education Activity**

Charge of on-campus class subject	R W	Charge of class subject	R W
Award for Educational Activities	W P	Device of Educational Contents	W P
Development of Textbook and Teaching Material	W P	Lecture at Education Method and Practice	W P
Evaluation of Educational Capability	W P	Special Affairs about A person who has work experience	W P
Special Affairs	W P		

- ③ The list page of [Papers] will be displayed. Click the **Excel Download** button.

1 1 - 2 (2 results)

Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			○○に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	

Download will take some time. Please wait until the download is complete.

- ④ The Excel file download window will appear. Select the **保存 (Save File)** button and click the **OK** button.

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## 2.3.1.2 Create a Batch Registration Excel File (by Research Activity)

You can enter data for a research activity in the batch registration Excel file (by research activity).

① Open the Excel file downloaded by following the procedure in section 2.3.1.1 Download a Batch Registration Excel File (by Research Activity).

\* The batch registration Excel file (by research activity) is downloaded and given a file name including the research activity (e.g., gy\_c\_ronbn.xls).

② Perform data input.

Users		Name		Title		Author(s)		Date of publication		Authorship		
LogoutID	Name	Check as	major	number	name	eng	auth	name	eng	auth	name	
text1026	大宇 大徳											
Operation	Serial number	Update	Last researchmap link	Major activity	Title	(日本語)	(英語)	Date of publication	Author(s)	(日本語)	(英語)	Authorship
operation_n	serial_no	upd_date	rr_research_map_link	major_actio	number	name	eng	pub_yrmd	auth	name	eng	auth
	*****	2022-10-27 17:56:15.582		Not Major	〇〇に関する研究	あああ		20221001				No
Add	*****	2022-11-01 14:00:16.100		Not Major	△△に関する研究			202211000				No
Add												
Add												
Add												
Add												
Add												

- Confirm that the name of the appropriate research activity is written on the sheet.
- Follow the instructions in the seventh row of the Excel sheet to input data.

Data in all cells in the first to 10th rows and in the second and third columns cannot be modified because the data are necessary for the system settings.

If the message “For the details, refer to the (R) XX sheet.” is written in an instruction field, the sheet for reference is attached. Click on the tab of the relevant sheet at the lower left corner of the Excel screen.



- ④ If you want to enter special characters in the input field, use the reference sheet for inputting special characters. For how to use the sheet, refer to the instructions for data input at the top of the sheet.

**Input Special Character**  
 ※Please input the value in which a special character is converted into the cell that is the blank of "Conversion" referring to the concrete example and notes. The value in which a special character is converted into the cell of "After it converts it" is output when inputting it.  
 Please copy , and use it to input the batch registration seat.

Concrete example and notes	
<b>(With the top)</b>	
OH <sup>-</sup>	OH#U-#UR
COS <sup>2</sup>	COS#U2#UR
Conversion	After Conversion
#U	#UR
#U#UR	#U#UR
<b>(With the bottom)</b>	
CH <sub>3</sub>	CH#D3#DR
V <sub>2</sub> O <sub>5</sub>	V#D2#DRO#D5#DR
Conversion	After Conversion
#D	#DR
#D#DR	#D#DR
<b>(Character with upper and lower)</b> The superscript and the subscript previously puts the superscript, and it writes on both sides of a "(/)"	
[a] <sup>25</sup> <sub>365</sub>	[a]#A25(/)365#AR
T <sup>3opqr</sup> stuv	T#A3opqr(/)stuv#AR
Conversion	After Conversion
#A	#AR
#A(/)#AR	#A(/)#AR
<b>(Fraction)</b> The numerator and a denominator carry out a numerator previously and writes it on both sides of "(/)"	
14/53	#F14(/)53#FR
Conversion	After Conversion
#F	#FR
#F(/)#FR	#F(/)#FR
<b>(Square root)</b>	
√X	#QX#QR

ENTTKB0110\_Papers (R)Research Areas Supplement.Special Character

- ⑤ No menu item is selected in the Operation column of the downloaded sheet. If you want to update or delete the data, select the appropriate item of the Operation.

Papers							
LoginID	Name						
test1026	大学 太郎						
Download data type "Operation" is set to blank. In Update or Delete, Please choose "Operation"				Please select a from pull-down list		(Character that can be input) *Emphasis Single byte (Alphabet/Figure/Sign), Latin alphabet, Special character (Number of characters input restrict) *Within 7,500 byte [Line feed] impossible	
						(Character that can be input) *Emphasis Single byte (Alphabet/Figure/Sign), Latin alphabet, Special character (Number of characters input restrict) *Within 7,500 byte [Line feed] impossible	
Operation	Serial number	Update	Last researchmap link	Major achieve	Title	Check as a r (日本語)	(英語)
operation ty	serial.no	upd_date	rr_renkei_last_date	major_achie	ronbn_name_gng	*Either required	ronbn_name_eng
	*****	2022-10-27 17:56:15.582		Not Major	〇〇に関する研究		あああ
Add	*****	2022-11-01 14:00:16.100		Not Major	△△に関する研究		
Update							
Delete							

- Add
  - If you want to newly add achievement data, select [Add]. If you select another item, an error will occur during registration process.
- Update
  - If you want to modify achievement data, select [Update]. Only the

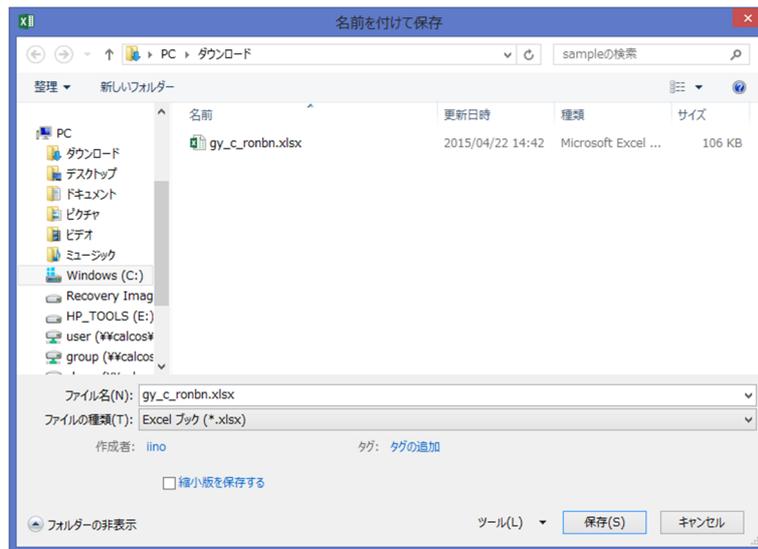
data having status of [Update] will be modified during batch registration process.

- Delete

- If you want to delete achievement data, select [Delete].

⑥ After completing the input and update of achievement data, save the file.

Note that if you use the Save As command, keep in mind the following.



- a) If changing the file name, use only single-byte alphanumeric characters.
- b) **Excel 2002/2003 Workbook (.xls)** or **Excel 2007/2010 Workbook (.xlsx)** can be selected as a file format. Select the Excel file format that you have selected in the Excel file format selection section on the Preference page and save the file.

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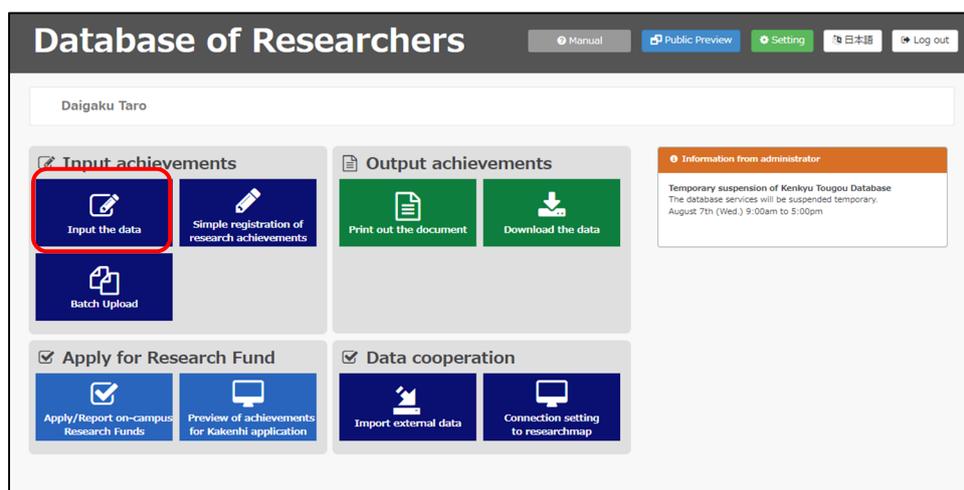
### 2.3.1.3 Upload a Batch Registration Excel File (by Research Activity)

The batch registration feature of the Database of Researchers using a batch registration Excel file (by research activity) allows faculty/staff members to register, modify, and delete multiple data sets of achievements in their own research activity at the same time.

It is necessary to prepare a batch registration Excel file (by research activity) for the registration procedure before operating the batch registration feature on the screen. For how to prepare a batch registration Excel file (by research activity), refer to section 2.3.1.2 Create a Batch Registration Excel File (by Research Activity).

- \* Only data of one person can be saved in an Excel file.
- \* During a batch registration process, error checking and registration are performed at the same time. Please note that even if only one error occurs, all the data in the Excel file will not be registered.

- ① Select the category of data to be registered by batch on the Input the data screen.



- ② Select a research activity to be registered by batch. [Papers] will be selected in this example.

Target : Daigaku Taro Public Preview Top

- Research Career
- Association Memberships
- Research Areas
- SDGs (Sustainable Development Goals) Selection
- Qualification Acquired
- Training Attendance Career
- Teacher organization examination execution
- Research Activity**
- Research Career
- Papers**
- Books etc
- MISC
- Industrial Property Rights
- Works
- Other Research Activities

Simplified Researcher History	
Profile	Researcher identification <span style="float: right;">R W</span>
Name(s) appearing in print	Research Interests <span style="float: right;">R W P</span>
Reference URL	Graduating School <span style="float: right;">R W P</span>
Graduate School	Studying abroad experiences <span style="float: right;">W P</span>
Degree	External Career <span style="float: right;">R W P</span>
Association Memberships	Research Areas <span style="float: right;">R W P</span>
SDGs (Sustainable Development Goals) Selection	Qualification Acquired <span style="float: right;">W P</span>
Training Attendance Career	Teacher organization examination execution <span style="float: right;">W P</span>
Research Activity	
Research Career	<b>Papers</b> <span style="float: right;">R W K P</span>
Books etc	MISC <span style="float: right;">R W K P</span>
Industrial Property Rights	Works <span style="float: right;">R W P</span>
Other Research Activities	Awards <span style="float: right;">R W P</span>
Research Projects	Contribution,Course,Research Section <span style="float: right;">W</span>
Presentations	Preferred joint research theme <span style="float: right;">W</span>
Matter concerning results on duty	<span style="float: right;">W P</span>

- ③ The list of achievements categorized as Papers will be displayed. Click the **Bulk Registration** button.

### Papers

About Input

1. Enter papers published in academic journals, international conference proceedings, and university bulletins.
2. In the case of a contribution to a Festschrift, enter both the title of the Festschrift and the publisher in the journal title section below.
3. The achievements without data registration are not exhibited including an item, either.
4. Items in red character are all necessary to input in order to register the achievements.
5. You can register the achievement collectively with the Excel file with bulk registration. Please click "Bulk Registration" and select the Excel file to upload.
6. You can change the File Format of a downloading Excel file at the menu of [Setting].

Click "Search" after you selected search criteria.

Search condition	Major achievement : <input type="text"/>
	Date of publication : <span style="border: 1px solid black; padding: 2px;">None</span> Year <span style="border: 1px solid black; padding: 2px;">None</span> Month~ <span style="border: 1px solid black; padding: 2px;">None</span> Year <span style="border: 1px solid black; padding: 2px;">None</span> Month

1 1 - 2 (2 results)

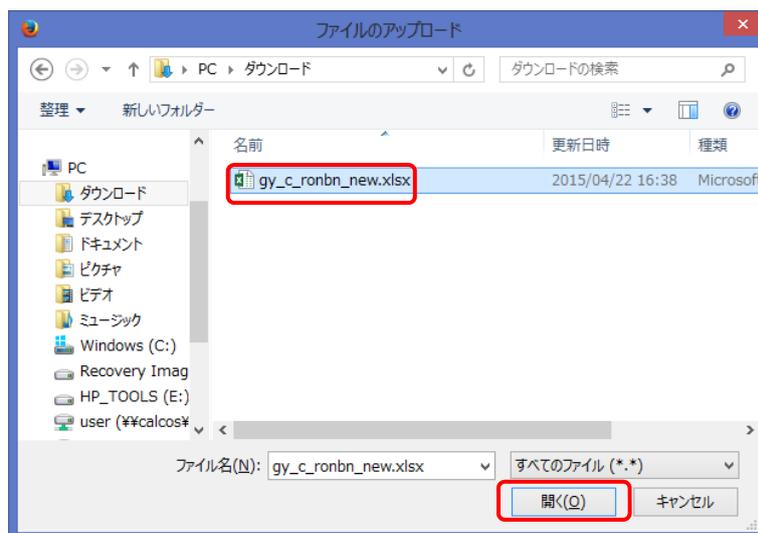
Select	No.	Relation	Major	Title	Date of publication	Listing order
<input type="radio"/>	1			○○に関する研究	2022/10/01	
<input type="radio"/>	2			△△に関する研究	2021/10	

Download will take some time. Please wait until the download is complete.

- ④ After the file selection screen appears, click the **Choose File** button.

Papers			
About Input			
1. You can register the data edited with the Excel file with bulk registration. Please select the Excel file. 2. Please download the Excel file from "Excel Download" button on the achievement list or "Download" menu in the top menu, and edit the file. 3. By using a bulk registration function, you can create, edit and delete the data at one time. 4. Please see the manual for more information about editing the Excel file. Manual is accessible from the main menu.			
<input type="button" value="Choose File"/>		No file chosen	
		<input type="button" value="Upload"/>	
Upload will take some time. Please wait until the upload is complete.			
<input type="button" value="Reload"/>		Press the "Reload" button, please update of processing status.	
<input type="button" value="Select"/>	<input type="button" value="Process start time"/>	<input type="button" value="Upload data details"/>	<input type="button" value="Process Status"/>
<input type="button" value="Delete"/>		<input type="button" value="View results"/>	<input type="button" value="Return to achievement list"/>

- ⑤ The file upload window will appear. Select an Excel file to be uploaded and click the **開く (Open)** button.



- ⑥ After the file upload window automatically closes, confirm that the name of the selected file has been entered and click the **Upload** button.

Choose File | gy\_c\_ronbn.xlsx | **Upload**

Upload will take some time. Please wait until the upload is complete.

**Reload** | Press the "Reload" button, please update of processing status.

Select	Process start time	Upload data details	Process Status

**Delete** | **View results** | **Return to achievement list**

- ⑦ The result of the processing will be displayed in the bottom part of the screen and the Progress Status of the batch registration will change to [Running...]. After some time, click the **Reload** button.

**Reload** | Press the "Reload" button, please update of processing status.

Select	Process start time	Upload data details	Process Status
<input type="radio"/>	2022-11-14 13:24:13		Running...

**Delete** | **View results** | **Return to achievement list**

- \* If [Failure] is displayed in the Process Status column, refer to section 2.3.1.4 In the Case of Failure in Batch Registration.

- ⑧ When the Process Status changes to [Success], the batch registration process is complete.

**Reload** | Press the "Reload" button, please update of processing status.

Select	Process start time	Upload data details	Process Status
<input type="radio"/>	2022-11-14 13:26:50	2 (Add:0, Update:1, Delete:0, Skip:1)	Success

**Delete** | **View results** | **Return to achievement list**

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### 2.3.1.4 In the Case of Failure in Batch Registration

If batch registration using an Excel file fails, you can refer to the error information to determine the error details.

- ① If an error occurs during a batch registration process, the Process Status will change to [Failure]. Select the row of the data with status of [Failure] and click the **Reference** button.

Reload		Press the "Reload" button, please update of processing status.	
Select	Process start time	Upload data details	Process Status
<input type="radio"/>	2022-11-14 13:29:17	2 (Add:0, Update:1, Delete:0, Skip:1)	Failure
<input type="radio"/>	2022-11-14 13:26:50	2 (Add:0, Update:1, Delete:0, Skip:1)	Success
<input type="button" value="Delete"/> <input type="button" value="View results"/> <input type="button" value="Return to achievement list"/>			

- ② The error detail screen will be displayed.

**Entered items are not correct.**

- Please check the results of validating upload data and input the items displayed in red again.

**Papers**

Processing result	
Processing status	Failure (Canceled upload)
File Name	gy_c_ronbn.xlsx
Sheet Name	Papers
Upload data details	All data counts : 2(Error:1) Add : 0 Update : 1 Delete : 0 Skip : 1

If you want to return to list, click "Return to list".

[Display all results](#) 1 1 - 1 (1 results)

Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Date of publication is required to input.

- The numbers of “valid data sets” with no problem in the input items and “invalid data sets” with an error or errors, which cannot be registered, will be displayed in the Processing result table. Note that if any error occurs in the file, “valid data sets” will not be registered

either.

- Clicking on [Display all errors] will display only entries with an error.
- In the Data Validation Results (list) table, the row(s) of data with an error and the details will be displayed. Referring to the error details, correct the data in the uploaded file and perform batch registration again.

The following is an example of the screen when selecting [Display only errors] to display only entries with an error. If you want to display all items, click on [Display all results].

Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Date of publication is required to input.

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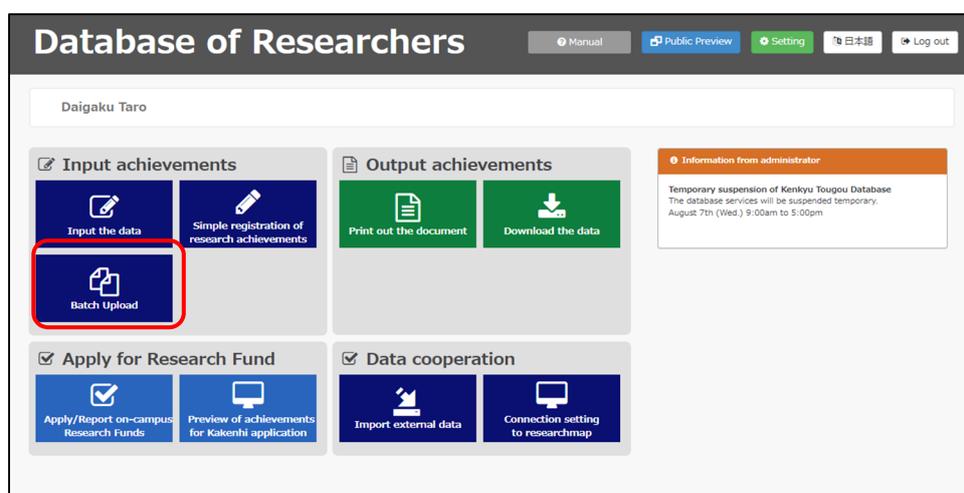
## 2.3.2 Batch Registration of Achievements in All Research Activities Using an Excel File

### 2.3.2.1 Download a Batch Registration Excel File (All Research activities)

Researchers can download all their achievements by batch using the batch data registration feature.

- For how to edit the downloaded file, refer to section 2.3.2.2 Create a Batch Registration Excel File (All Research Activities).
- For how to register the edited data in the file by batch, refer to section 2.3.2.3 Upload a Batch Registration Excel File (All Research Activities).
- If you want to download achievements by research activity using an Excel file, refer to section 2.3.1.1 Download a Batch Registration Excel File (by Research Activity).

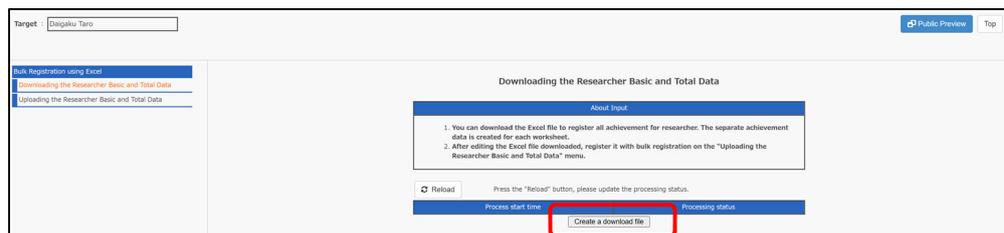
① Click the **Batch Upload** button.



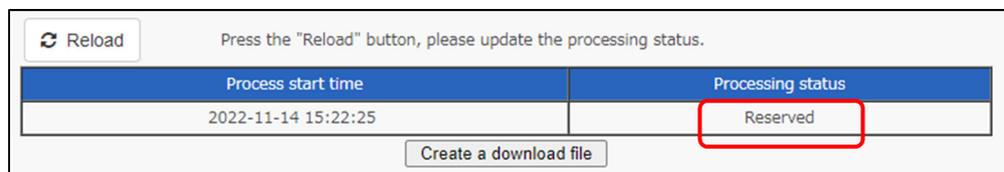
- ② The submenu page of [Batch Upload] will appear. Select [Downloading the Researcher Basic and Total Data].



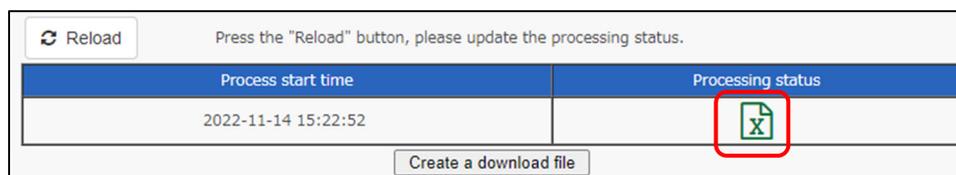
- ③ The Downloading the Researcher Basic and Total Data screen will be displayed. Click the **Create a download file** button.



- ④ The result of the processing will be displayed in the bottom part of the screen and the status [Reserved] will appear in the Processing Status column of the file data. After some time, click the **Reload** button.

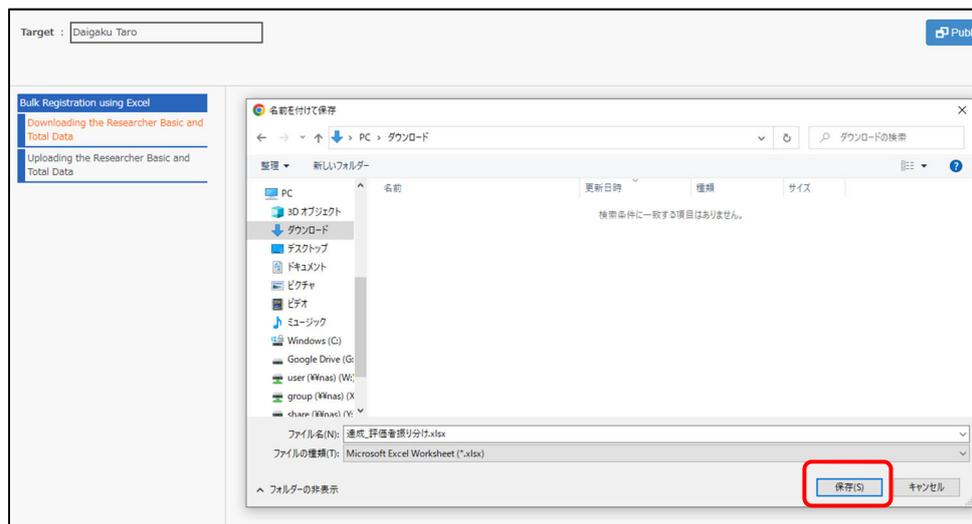


- ⑤ When the file creation process is complete, the Excel icon is shown in the Process Status column of the file data. Click the Excel icon.



- \* The created file will be downloaded in the format selected in the Excel file format selection section on the Preference page.

- ⑥ The Excel file download window will appear. Select the **保存 (Save File)** button and click the **OK** button.



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### 2.3.2.2 Create a Batch Registration Excel File (All Research Activities)

- ① Open the file downloaded by following the procedure in section 2.3.2.1  
Download a Batch Registration Excel File (All Research activities).

\* The downloaded batch registration Excel file (all research activities) is named all\_achievement.xls.

- ② Perform data input.

Papers		Name									
1	test1026	大宇	大徳								
2	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date
3	Operation	Serial number	Update	Last research	Check as a	(Japanese)	(English)	Date of publication	Author(s)	(Japanese)	(English)
4	operation type	serial no.	upd. date	yr	rank	last	major achiev.	corbn name eng	pub. name eng	auth. name eng	auth. name last
10		*****	2022-11-14 13		Not Major		〇〇〇〇研究	test			
11		*****	2022-11-01 14		Not Major		△△△研究				
12	Add										
13	Add										
14	Add										
15	Add										
16	Add										
17	Add										
18	Add										
19	Add										
20	Add										
21	Add										
22	Add										
23	Add										
24	Add										
25	Add										
26	Add										
27	Add										

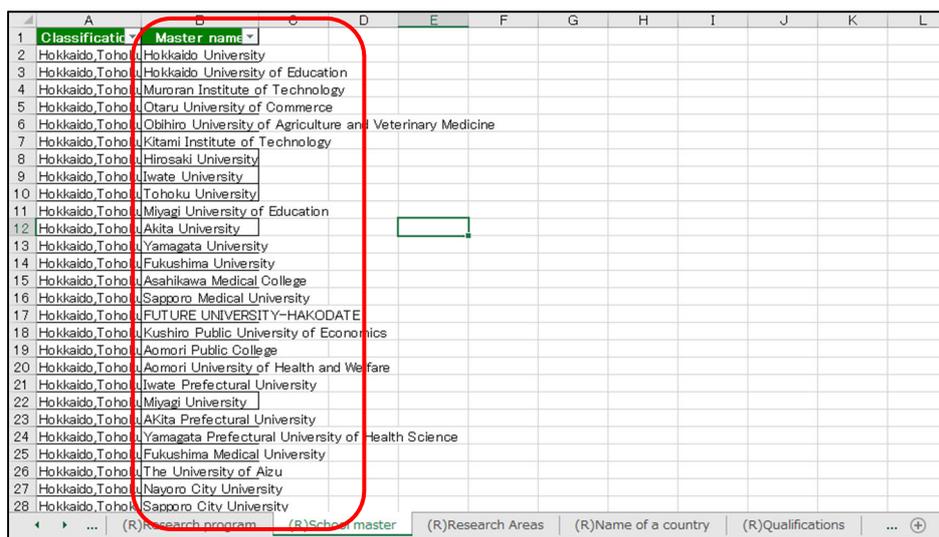
- Confirm that the name of the appropriate research activity is written on the sheet.
- Follow the instructions in the seventh row of the Excel sheet to input data.

Data in all cells in the first to 10th rows and in the second and third columns cannot be modified because the data are necessary for the system settings.

Papers		Name									
1	test1026	大宇	大徳								
2	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date	Download date
3	Operation	Serial number	Update	Last research	Check as a	(Japanese)	(English)	Date of publication	Author(s)	(Japanese)	(English)
4	operation type	serial no.	upd. date	yr	rank	last	major achiev.	corbn name eng	pub. name eng	auth. name eng	auth. name last
10		*****	2022-11-14 13		Not Major		〇〇〇〇研究	test			
11		*****	2022-11-01 14		Not Major		△△△研究				
12	Add										
13	Add										
14	Add										
15	Add										
16	Add										
17	Add										
18	Add										
19	Add										
20	Add										
21	Add										
22	Add										
23	Add										
24	Add										
25	Add										
26	Add										
27	Add										

If the message “For the details, refer to the (R) XX sheet.” is written in an instruction field, the sheet for reference is attached. Select the tab of the relevant sheet at the lower left corner of the Excel screen.

③ Selecting the (R) XX tab will show you the sheet for reference.



- If you click the drop-down menu in the first row, you can narrow down the data.
- Data to be entered are listed in the rightmost column of all reference sheets. You can copy and paste the data from the column to the achievement input sheet.

- ④ If you want to enter special characters in the input field, use the reference sheet for inputting special characters. For how to use the sheet, refer to the instructions for data input at the top of the sheet.

**Input Special Character**

※ Please input the value in which a special character is converted into the cell that is the blank of "Conversion" referring to the concrete example and notes. The value in which a special character is converted into the cell of "After it converts it" is output when inputting it. Please copy, and use it to input the batch registration seat.

Concrete example and notes		
<b>(With the top)</b>		
OH <sup>-</sup>		OH#U-#UR
CO <sub>2</sub> S <sup>2</sup>		CO <sub>2</sub> #U2#UR
Conversion		After Conversion
#U	#UR	#U#UR
<b>(With the bottom)</b>		
CH <sub>3</sub>		CH#D3#DR
V <sub>2</sub> O <sub>5</sub>		V#D2#DRO#D5#DR
Conversion		After Conversion
#D	#DR	#D#DR
<b>(Character with upper and lower)</b> The superscript and the subscript previously puts the superscript, and It writes on both sides of a "(/)"		

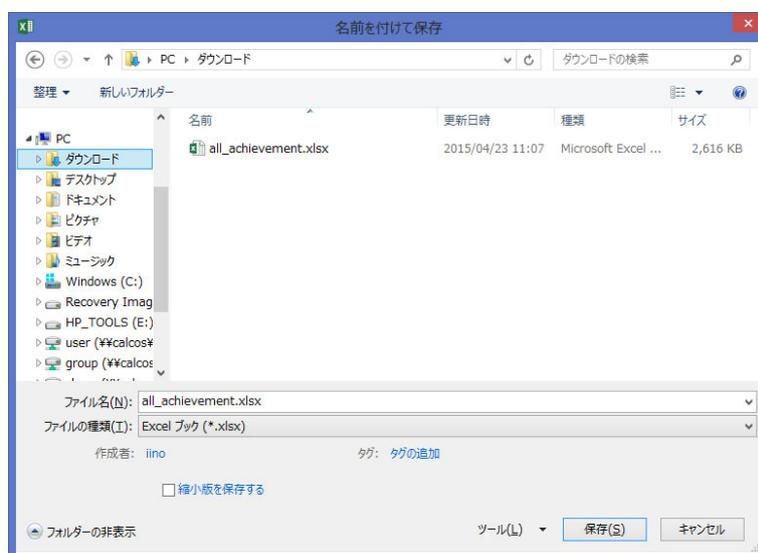
- ⑤ No menu item is selected in the Operation column of the downloaded sheet. If you want to update or delete the data, select the appropriate item of the Operation.

Operation	Serial number	Update	Last research	Major achievement	Title	Date of publication
	serial no	upd date	rr renkei las	major achiev	ronbn name jpn *(Either required)	ronbn name eng *(Required)
	*****	2022-11-14 1		Not Major	○○に関する研究	test
	*****	2022-11-01 1		Not Major	△△に関する研究	20211000

- Add
  - If you want to newly add achievement data, select [Add]. If you select another item, an error will occur during registration process.
- Update
  - If you want to modify achievement data, select [Update]. Only the data with status of [Update] will be modified during batch registration process.

- Delete
  - If you want to delete achievement data, select [Delete].

- ⑥ After completing the input and update of achievement data, save the file.  
Note that if you use the Save As command, keep in mind the following.



- a) If changing the file name, use only single-byte alphanumeric characters.
- b) **Excel 2002/2003 Workbook (.xls)** or **Excel 2007/2010 Workbook (.xlsx)** can be selected as a file format. Select the Excel file format that you have selected in the Excel file format selection section on the Preference page and save the file.

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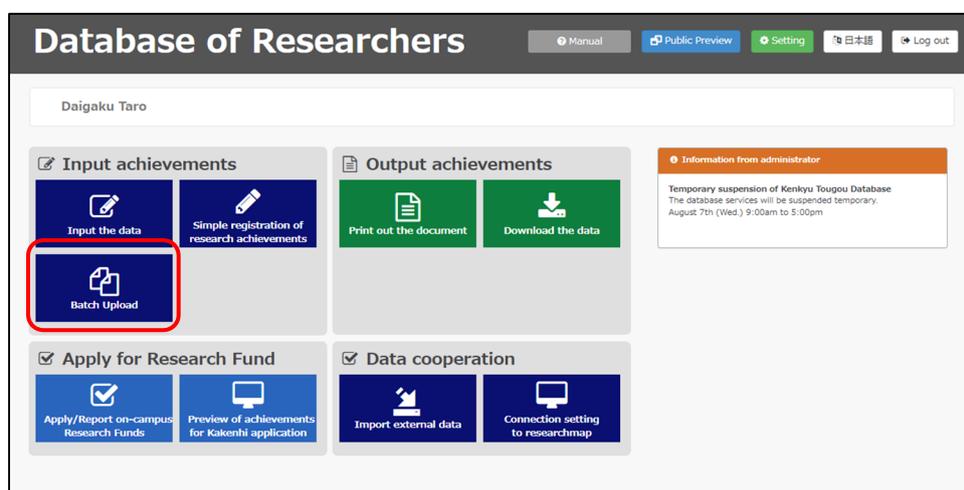
### 2.3.2.3 Upload a Batch Registration Excel File (All Research Activities)

The batch registration feature of the Database of Researchers using a batch registration Excel file (all research activities) allows faculty/staff members to register, modify, and delete multiple data sets of achievements in all their research activities at the same time.

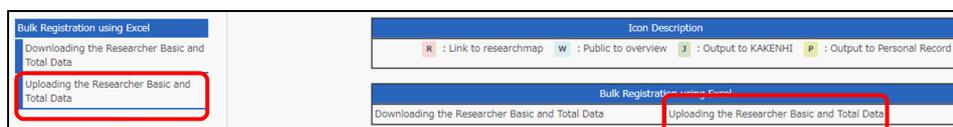
It is necessary to prepare a batch registration Excel file (all research activities) for the registration procedure before operating the batch registration feature on the screen. For how to create a batch registration Excel file (all research activities), refer to section 2.3.2.2 Create a Batch Registration Excel File (All Research Activities).

- \* Only data of one faculty member can be saved in an Excel file.
- \* During a batch registration process, error checking and registration are performed at the same time. Please note that even if only one error occurs, all the data in the Excel file will not be registered.

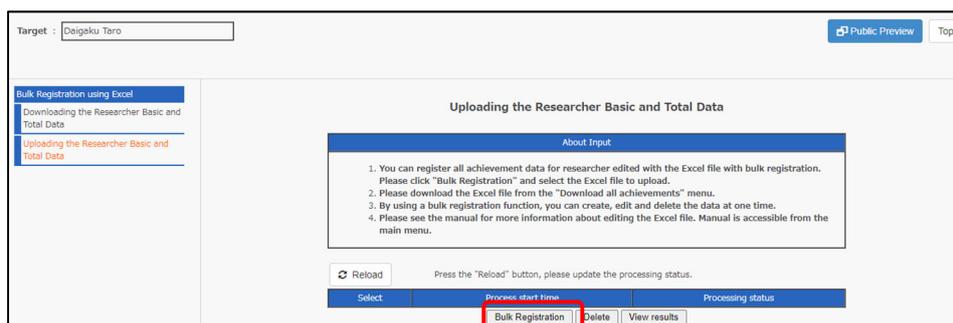
① Click the **Batch Upload** button.



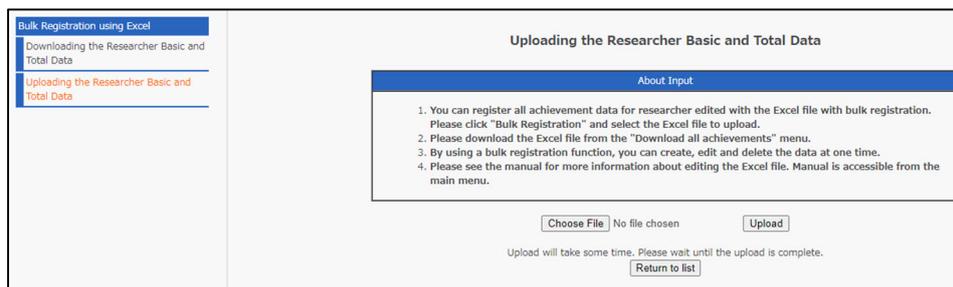
- ② The submenu page of [Batch Upload] will appear. Select [Uploading the Researcher Basic and Total Data].



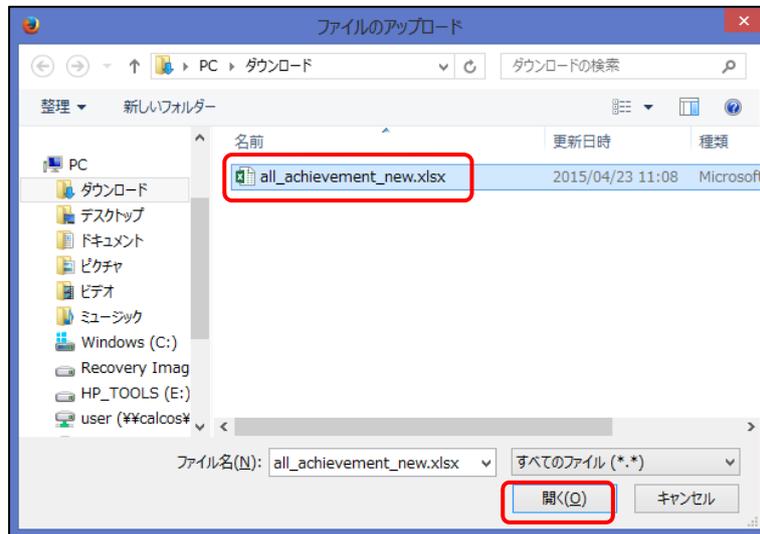
- ③ The Uploading the Researcher Basic and Total Data screen will appear. Click the **Bulk Registration** button.



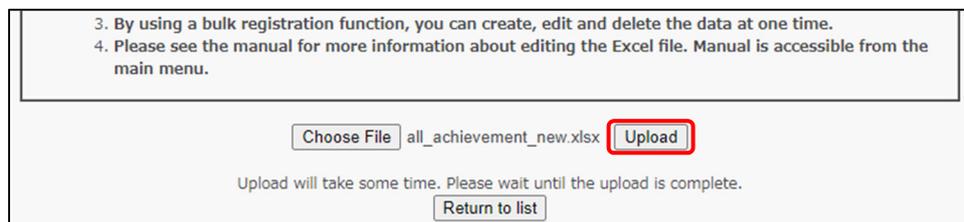
- ④ After the file selection screen is displayed, click the **Choose File** button.



- ⑤ The file upload window will appear. Select an Excel file to be uploaded and click the **開く (Open)** button.



- ⑥ After the file upload window automatically closes, confirm that the name of the selected file has been entered and click the **Upload** button.



- ⑦ The result of the processing will be displayed in the bottom part of the screen and the Progress Status of the batch registration will change to [Running...]. After some time, click the **Reload** button.

 Press the "Reload" button, please update the processing status.		
Select	Process start time	Processing status
<input type="radio"/>	2022-11-22 14:13:09	Running...
<input type="button" value="Bulk Registration"/> <input type="button" value="Delete"/> <input type="button" value="View results"/>		

- \* If [Failure] is displayed in the Process Status column, refer to section 2.3.2.4 In the Case of Failure in Batch Registration.

- ⑧ When the Process Status changes to [Success], the batch registration process is complete.

 Press the "Reload" button, please update the processing status.		
Select	Process start time	Processing status
<input type="radio"/>	2022-11-22 14:13:36	Success
<input type="button" value="Bulk Registration"/> <input type="button" value="Delete"/> <input type="button" value="View results"/>		

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### 2.3.2.4 In the Case of Failure in Batch Registration

If batch registration using an Excel file fails, you can refer to the error information to determine the error details.

- ① If an error occurs during a batch registration process, the Process Status will change to [Failure]. Select the row of the data with status of [Failure] and click the **Reference** button.

<input type="button" value="Reload"/> Press the "Reload" button, please update the processing status.		
Select	Process start time	Processing status
<input checked="" type="radio"/>	2022-11-14 15:56:07	Failure
<input type="radio"/>	2022-11-14 15:54:19	Success
<input type="button" value="Bulk Registration"/> <input type="button" value="Delete"/> <input type="button" value="View results"/>		

- ② The error detail screen will appear. Click the drop-down menu in the Sheet Name row.

**Entered items are not correct.**

- Please check the results of validating upload data and input the items displayed in red again.

#### Uploading the Researcher Basic and Total Data

Processing result	
Processing status	Failure (Canceled upload)
File Name	all_achievement.xlsx
Sheet Name	<div style="border: 1px solid red; display: inline-block; padding: 2px;">           [ERROR] Researcher identific         </div> <input type="button" value="View results"/>
Upload data details	All data counts : 1(Error:1) Add : 0 Update : 1 Delete : 0 Skip : 0

If you want to return to list, click "Return to list".

[Display all results](#) 1 1 - 1 (1 results)

Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Other user may have already updated or deleted the data. Select the data again.

- ③ The word [ERROR] is shown in the name of the sheet(s) with an error. Select the sheet name with [ERROR].

Processing result	
Processing status	Failure (Canceled upload)
File Name	all_achievement.xlsx
Sheet Name	[ERROR] Researcher identific <input type="button" value="View results"/>
Upload data details	[ERROR] Researcher identific Name(s) appearing in Research Interests Reference URL Graduating School Graduate School Studying abroad expe Degree External Career Association Membersh Research Areas SDGs (Sustainable De Qualification Acquir Teacher organization Research Career <input type="button" value="Return to list"/> <input type="button" value="Return to list"/> .
<a href="#">Display all results</a>	1 1 - 1 (1 results)
<b>No.</b>	<b>Type</b>
	[ERROR] Papers
	Validation Results

- ④ Click the **View results** button.

Uploading the Researcher Basic and Total Data	
Processing result	
Processing status	Failure (Canceled upload)
File Name	all_achievement.xlsx
Sheet Name	[ERROR] Papers <input type="button" value="View results"/>
Upload data details	All data counts : 4(Error:1) Add : 0 Update : 1 Delete : 0 Skip : 3
<input type="button" value="Return to list"/> If you want to return to list, click "Return to list".	

- ⑤ The details of the registration results will be displayed in the bottom part of the screen.

Uploading the Researcher Basic and Total Data			
<b>Processing result</b>			
Processing status	Failure (Canceled upload)		
File Name	all_achievement.xlsx		
Sheet Name	<input type="text" value="【ERROR】 Papers"/> <input type="button" value="View results"/>		
Upload data details	All data counts : 4(Error:1) Add : 0 Update : 1 Delete : 0 Skip : 3		
<input type="button" value="Return to list"/> If you want to return to list, click "Return to list".			
<a href="#">Display all results</a>		1 1 - 1 (1 results)	
Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Date of publication is required to input.

- The numbers of “valid data sets” with no problem in the input items and “invalid data sets” with an error or errors, which cannot be registered, will be displayed in the Processing result table. Note that if any error occurs in the file, “valid data sets” will not be registered either.
- Clicking on [Display only errors] will display only entries with an error.
- In the Data Validation Results (list) table, the row(s) of data with an error and the details will be displayed. Referring to the error details, correct the data in the Excel file and perform batch registration again.

The following is an example of the screen when selecting [Display only errors] to display only entries with an error. If you want to display all items, click on [Display all results].

Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Date of publication is required to input.

Data Validation Results (list)			
No.	Type	Line position	Validation Results
1	Update	12	Date of publication is required to input.
2		13	The data are out of an update object.
3		14	The data are out of an update object.
4		15	The data are out of an update object.

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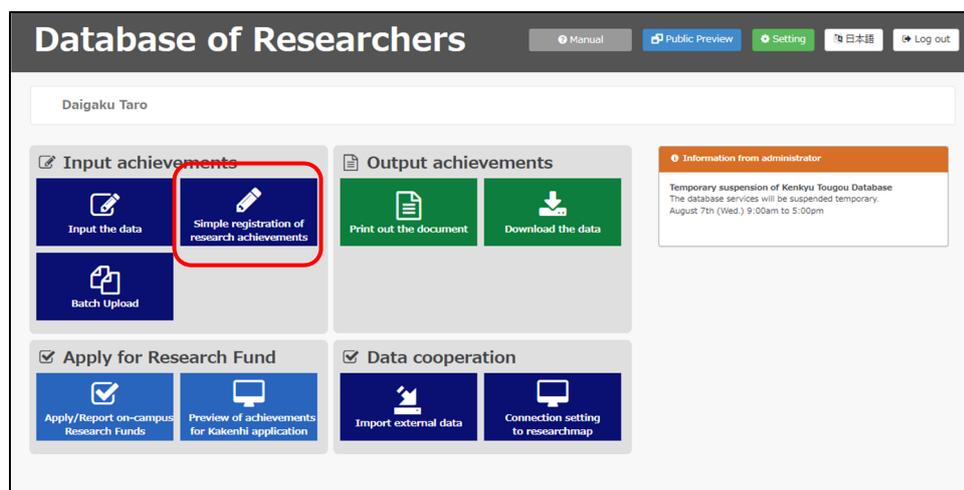
## 2.4 Simply Register, Copy and Add, Modify, and Refer to Academic Achievement Data

On the Simple registration of research achievements page, you can easily register and refer to the details of your bibliography and research achievements by copying and pasting the existing text data.

The pasted data will be displayed on websites as they are.

- \* This feature only helps you process your achievement data before registering the information. The processed data using this feature cannot be downloaded and synchronized with researchmap. Accordingly, be sure to perform data registration by following the instructions in section 2.1.1 Register, Refer to, and Delete Achievement Data.

- ① Click the **Simple registration of research achievements** button on the menu page.



- ② Click on [Simple registration of research achievements]. The list of your research activities will be displayed in the right part of the screen.

Research Activity

Simple registration of research activities

### Simple registration of research activities

About Input

1. Enter bibliographic information, results contents, etc by copying and pasting existing text data.  
2. The achievements without data registration are not exhibited including an item, either.  
3. Items in displayed Required are all necessary to input in order to register the achievements.

1 1 - 3 (3 results)

Select	No.	Classification	Bibliographic information, results contents, etc.	Listing order
<input type="radio"/>	1	Presentations	○○についての発表	
<input type="radio"/>	2	Presentations	○○に関する研究成果の発表	
<input type="radio"/>	3	Papers	○○に関する研究	

- ③ To newly perform simple registration, click the **Create New** button.

### Simple registration of research activities

About Input

1. Enter bibliographic information, results contents, etc by copying and pasting existing text data.  
2. The achievements without data registration are not exhibited including an item, either.  
3. Items in displayed Required are all necessary to input in order to register the achievements.

1 1 - 2 (2 results)

Select	No.	Classification	Bibliographic information, results contents, etc.	Listing order
<input type="radio"/>	1	Papers	○○に関する研究	
<input type="radio"/>	2	Papers	○○に関する研究成果の発表	

To copy and add, modify, delete, or refer to achievement data, check the radio button in the Select column of the data to be processed and click the appropriate action button.

The copy and add feature displays the same data as the selected existing achievement data on the edit screen and allows users to edit the copied data and newly add the edited data to the list.

**Simple registration of research activities**

About Input

1. Enter bibliographic information, results contents, etc by copying and pasting existing text data.  
 2. The achievements without data registration are not exhibited including an item, either.  
 3. Items in displayed **Required** are all necessary to input in order to register the achievements.

1 1 - 3 (3 results)

Select	No.	Classification	Bibliographic information, results contents, etc.	Listing order
<input type="radio"/>	1	Presentations	〇〇についての発表	
<input checked="" type="radio"/>	2	Presentations	〇〇に関する研究成果の発表	

④ The screen for editing the achievement data to be simply registered will appear. Follow the instructions to input necessary information.

**Simple registration of research activities**

About Input

1. Enter bibliographic information, results contents, etc by copying and pasting existing text data.  
 2. The achievements without data registration are not exhibited including an item, either.  
 3. Items in displayed **Required** are all necessary to input in order to register the achievements.

<b>Classification</b> <span style="color: red; font-weight: bold;">Required</span>	<b>a)</b> Papers <input type="text" value="Papers"/> <small>・ Select the classification.</small>
Bibliographic information, results contents, etc.	(Japanese) <span style="color: red; font-weight: bold;">Required</span> <input style="width: 90%;" type="text"/> <small>Special Character</small> <input checked="" type="radio"/> Web(Public) <small>・ Enter the bibliographic information, results contents, etc.</small> (English) <input style="width: 90%;" type="text"/> <small>Special Character</small> <input checked="" type="radio"/> Web(Public) <small>・ Enter an English title if the original is not in English.</small>
<b>Public setting</b> <span style="color: red; font-weight: bold;">Required</span>	<input checked="" type="radio"/> Public (on-campus and off-campus)
Listing order	<input style="width: 50%;" type="text"/> <small>・ Enter numbers to determine the display order if necessary.</small>

Edit the mandatory fields , and click "Create New".

a) You are required to fill in the fields with the red icon displayed. Please be sure to input information for these items.

⑤ After inputting data, click the **Create New** button.

\* In the case of copying and adding/modifying data, the button corresponding to each action is displayed.

Public setting <b>Required</b>	<input checked="" type="radio"/> Public (on-campus and off-campus)
Listing order	<input type="text"/> • Enter numbers to <b>determine</b> the display order if necessary.
<input type="button" value="Create New"/> <input type="button" value="Return to list"/> <input type="button" value="Reset"/> Edit the mandatory fields , and click "Create New".	

Click the **Reset** button if you want to reenter the data from the beginning or the **Return to List** button if returning to the list screen.

Public setting <b>Required</b>	<input checked="" type="radio"/> Public (on-campus and off-campus)
Listing order	<input type="text"/> • Enter numbers to determine the display order if necessary.
<input type="button" value="Create New"/> <input type="button" value="Return to list"/> <input type="button" value="Reset"/> Edit the mandatory fields , and click "Create New".	

Note that if you do not input the required information or enter invalid data when submitting the data, an error message will appear. If any error message is displayed, enter correct data according to the instructions in the message box.

**⚠ Entered items are not correct.**

▼ Please check the errors displayed under the input box and try again.

### Simple registration of research activities

About Input

1. Enter bibliographic information, results contents, etc by copying and pasting existing text data.
2. The achievements without data registration are not exhibited including an item, either.
3. Items in displayed Required are all necessary to input in order to register the achievements.

Classification <span style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">Required</span>	Papers · Select the classification.
Bibliographic information, results contents, etc.	(Japanese) <span style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">Required</span> <div style="border: 2px solid red; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">Special Character</div> <p><b>⚠ Bibliographic information, results contents, etc. (Japanese) is required to input.</b></p> Public · Enter the bibliographic information, results contents, etc.

⑥ The confirmation screen will appear if no error is detected. Click the **Register** button.

### Simple registration of research activities

**ℹ Register is not complete yet.**

- To complete Register with the following content, please press the [Register] button at the bottom of the screen.
- If you need to make corrections, press the [Return] button.

Item name	Input data
Classification	Papers
Bibliographic information, results contents, etc.	(Japanese) : ○○に関する研究 (English) : Research of ○○
Public setting	Public (on-campus and off-campus)
Listing order	

Register
Back

The database will be updated.  
 If the contents displayed is correct, click "Register".  
 If you want to edit the contents, click "Back".

The registered data will be newly added to the list and the list of achievements will be displayed again.

In the case of modification, the selected achievement will be updated.

- ⑦ If you want to remove the simply-registered achievement, select the data set to be deleted and click the **Delete** button.

Select	No.	Classification	Bibliographic information, results contents, etc.	Listing order
<input type="radio"/>	1	Papers	○○に関する研究	
<input checked="" type="radio"/>	2	Papers	○○に関する研究成果の発表	

Create New Copy Change **Delete** Refer

- ⑧ After the confirmation screen appears, click the **Delete** button if you are sure that you want to delete the data.

**Simple registration of research activities**

**ⓘ Delete is not complete yet.**

- To complete Delete with the following content, please press the [Delete] button at the bottom of the screen.
- If you want to cancel the deletion, please click the [Back] button.

Item name	Input data
Classification	Papers
Bibliographic information, results contents, etc.	(Japanese) : ○○に関する研究成果の発表 (English) : Prsentation of ○○
Public setting	Public (on-campus and off-campus)
Listing order	

**Delete** Back

The contents will be deleted from the database.  
Click "Delete" after you check the contents you delete.  
If you want to stop deleting the contents, click "Back."

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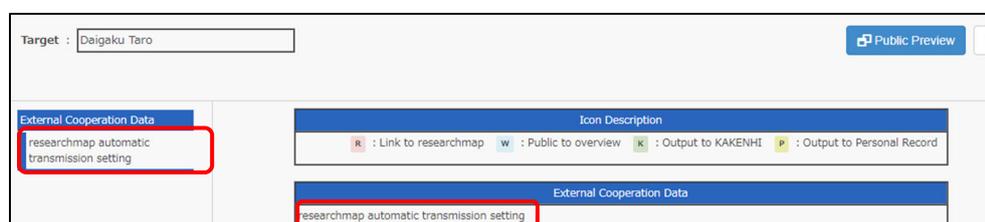
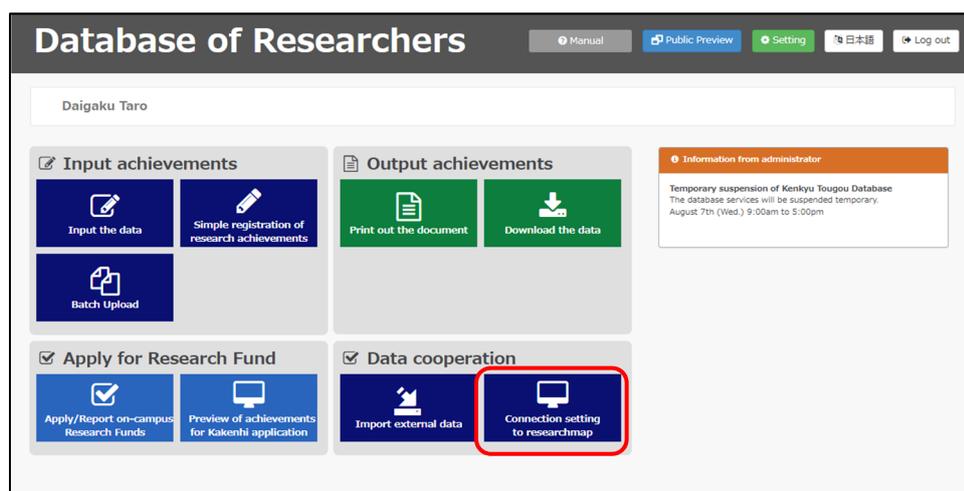
## 2.5 Connection Setting to researchmap

This feature automatically sends achievement data registered in the educational and research activity database to researchmap.

To use this feature, it is required to select “**Authorize the clerical staff of your institution to overwrite your research achievement data (including data unavailable to the public)**” in the authorization settings of researchmap. The data sent to researchmap are registered to the system the day after transmission procedure onward, because the data are registered during overnight batch processing in researchmap.

### 2.5.1 Send Data to researchmap

- ① Click the **Connection setting to researchmap** button on the menu screen and select [researchmap automatic transmission setting].



- ② The researchmap automatic transmission setting screen will be displayed.  
Click the **Change data transmission settings** button.

**researchmap automatic transmission setting**

---

About Input

1. You can check the transmission history of linked data.

---

**Search condition**

Sent date :  ~

- The list is available to search by specifying the period.
- Enter the dates, e.g. April 1, 2005 → 20050401.

Transmission result :  Completion (no error)  Completion (with error)  Validation error

- The list is available to search by sending result.

---

---

ⓘ When the data is linked, the list will be displayed on the current screen.

- ③ If the error message “JST code is not set.” is displayed, it is necessary to register your JST code (researcher code) on the Researcher Identification page.

**⚠ JST code is not set.**

- Register JST code.

- ④ When you check the checkbox “Allow automatic cooperation” in the Allow Automatic Collaboration row, the Consent confirmation screen will be displayed. After you read through and understand the matters to confirm (the itemized matters following “<確認事項>”), check the checkbox.

Checking the checkbox enables you to click the **OK** button.

About Input	
1. You can make settings to send data to researchmap. Please set extraction condition of transmission data and disclosure possibility of basic item and cooperation target performance.	
Last sent date time	
Allow Automatic Collaboration	<input type="checkbox"/> Allow automatic cooperation
Data transmission conditions	<input checked="" type="radio"/> Send all data including the data you have sent so far <input type="radio"/> Send only data that has not been sent so far

**Consent confirmation**
✕

When there is updated data at night, the data is sent to the researchmap.

When linking, depending on the specifications of researchmap.V2, the following link may be performed.

- If data similar to researchmap is registered, the data will be updated.
- If the above similar data is updated with your own authority, the update will not be performed.

---

Update permissions  
<https://researchmap.jp/public/researcher/update>

About similarity check  
<https://guide.researchmap.jp/index.php/Researchmap利用者マニュアル/研究者用/登録、更新/業績/業績の類似チェック>

---

<Confirmation>

- ① To link data correctly, you must be logged in to researchmap. After logging in, go to "Permission Setting" under "Settings" and select "Do not use AI" for the "Suggested by AI" item. In addition, please set "Edited by institutional support staff" to "Allow editing\_Automatically update".
- ② The settings on this page are only available for linking from the Database of Researchers to researchmap. If you wish to link from the reverse side, you will need to use the "Import external data" settings.

I have understood the above, and agree to submit my data to researchmap using the API.

- ⑤ On the Basic information and main affiliation cooperation setting screen, you can select which data items will be transmitted. Check the checkboxes of data items you want to send. In addition, configure the privacy setting for each data item.

Basic information and main affiliation cooperation setting		
<input type="checkbox"/> Check all		
Profile [Basic information] cooperation setting		researchmap registration status
<input type="checkbox"/> Name (Japanese)	大学 太郎	大学 太郎
<input type="checkbox"/> Name (English)	Daigaku Taro	Daigaku Taro
<input type="checkbox"/> Name (Kana)	ダイガク テスト <input checked="" type="radio"/> Private <input type="radio"/> Disclose to researchers only <input type="radio"/> Public	ダイガク テスト Public
<input type="checkbox"/> Alternative names	特記事項 tokki jiko <input checked="" type="radio"/> Private <input type="radio"/> Disclose to researchers only <input type="radio"/> Public	Public
<input type="checkbox"/> Name of author in the paper		
<input type="checkbox"/> E-mail (public)	taro@gmail.com <input checked="" type="radio"/> Receive <input type="radio"/> Not Receive	taro@gmail.com Not Receive
<input type="checkbox"/> E-mail	taro@gmail.com <input checked="" type="radio"/> Disclose to researchers only <input type="radio"/> Public	Public
<input type="checkbox"/> Mobile mail	taro@gmail.com <input checked="" type="radio"/> Receive <input type="radio"/> Not Receive	Not Receive

- ⑥ Configure the linkage settings for each research activity. Check the checkboxes of data items you want to send.

Achievement cooperation setting		
<input type="checkbox"/> Check all	* It is not possible to send only "Main affiliation" or only "Affiliation".	
researchmap [Achievement list]	Achievements subject to collaboration	Total number registered in the campus DB
[Profile] Affiliation	<input type="checkbox"/> Job title	0
[Profile] Degree	<input checked="" type="checkbox"/> Degree	0
Research Interests	<input checked="" type="checkbox"/> Research Interests	0
Research Areas	<input checked="" type="checkbox"/> Research Areas	0
Research Experience	<input type="checkbox"/> Campus Career	0
	<input checked="" type="checkbox"/> External Career	2
Education	<input checked="" type="checkbox"/> Graduating School	0
	<input type="checkbox"/> Graduate School	0
Committee Memberships	<input checked="" type="checkbox"/> Committee Memberships	0
Awards	<input checked="" type="checkbox"/> Awards	0
Papers	<input checked="" type="checkbox"/> Papers	4
MISC	<input checked="" type="checkbox"/> MISC	6

- ⑦ A pop-up message for confirmation will be displayed. If you are sure that you want to modify the settings, click the **OK** button.

Save the send settings. Is it OK?

- ⑧ After the modification of the transmission settings is complete, the following screen will be displayed.

✔ Completed.

**researchmap automatic transmission setting**

About Input

1. You can check the transmission history of linked data.

Search condition

**Sent date :**  ~

- The list is available to search by specifying the period.
- Enter the dates, e.g. April 1, 2005 → 20050401.

**Transmission result :**  Completion (no error)  Completion (with error)  Validation error

- The list is available to search by sending result.

ℹ When the data is linked, the list will be displayed on the current screen.

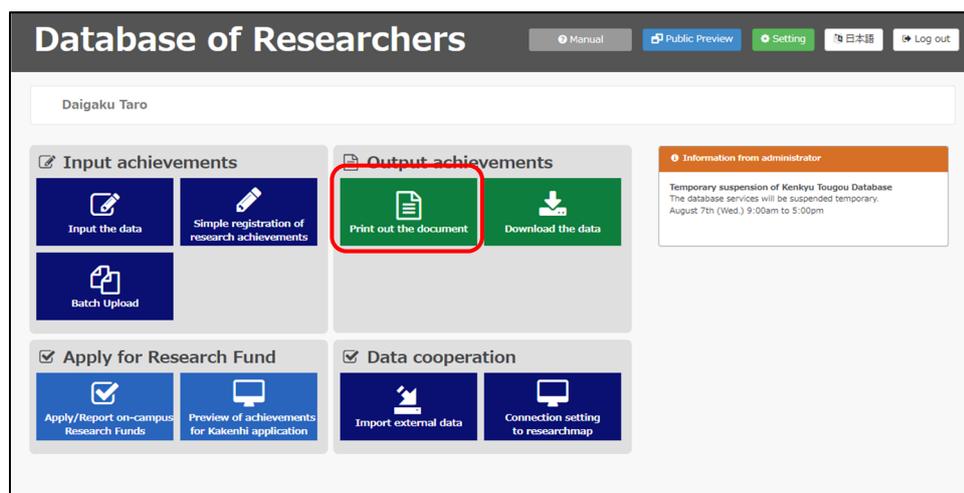
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## 2.6 Create a List of Research Achievements

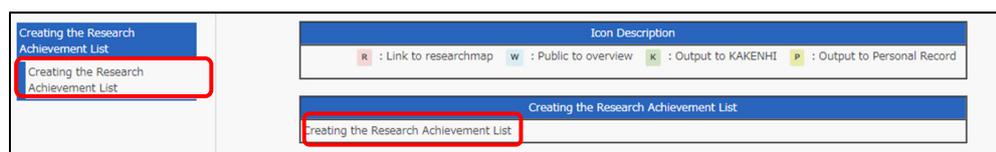
### 2.6.1 How to Specify Search Criteria (Achievement Data)

On the Creating the Research Achievement List screen, researchers can output their achievement data in list or itemized form to create a PDF file or LaTeX file.

- ① Click the **Print out the document** button.



- ② The submenu page of [Print out the document] will be displayed. Select [Creating the Research Achievement List].



- ③ After the Creating the Research Achievement List screen appears, click the **Create Data** button (for outputting data after newly specifying output criteria).

Creating the Research Achievement List				
About Input				
1. You can create the achievement list registered by researcher. 2. The research achievement list created is available to print out. 3. The research achievement list is created by PDF file. You need Adobe Reader or such softwares to view PDF files. 4. Creating the research achievement list uses LaTeX. If you have LaTeX, you can also download a macro file (xxxx.sty).				
Output condition	Output date and time	Re-output	Delete	Files
<input type="button" value="Create Data"/>				

- ④ The configuration screen for specifying creation conditions, output settings, method for displaying papers, and items to be displayed will appear. Follow the instructions to input necessary information.

Creating the Research Achievement List	
About Input	
1. You can create the achievement list registered by researcher. 2. The research achievement list created is available to print out. 3. The research achievement list is created by PDF file. You need Adobe Reader or such softwares to view PDF files. 4. Creating the research achievement list uses LaTeX. If you have LaTeX, you can also download a macro file (xxxx.sty).	
Please set below and click "Execute".	
Condition Settings for Creating the Research Achievement List	
Output Target	<input type="radio"/> All Achievements <input checked="" type="radio"/> Only Public(campus) Achievements <input type="radio"/> Only Public(campus and off-campus) Achievements
Type of Style sheet	Main Item with no title (Researchers Units) ▼
Condition Settings for Extracting the Research Achievement List Data	
Output Period	Output the research achievement list from [None ▼] Year [None ▼] Month to [None ▼] Year [None ▼] Month (It is applied to the display items of the research achievement list marked with ■) (*1: only the end of Output period is applied to the list since the data is extracted from personal history)
Listing Order	Display the research achievement list by a listing order which [All Achievements ▼] (It is applied to the display items of the research achievement list marked with ■)
Output Order	Output the research achievement list in [ascending achievement order ▼] (It is applied to the display items of the research achievement list marked with ■)
Display settings for original papers	
Peer review	<input checked="" type="radio"/> All Papers <input type="radio"/> Only [Peer Review Accepted]
Requested paper	<input checked="" type="radio"/> Include Requested Paper <input type="radio"/> Only Requested Paper
Display settings for industrial property	
Output date	Display the industrial property whose [Application Date ▼] is within a output period.

- ⑤ After completing the data input, click the **Execute** button.

Click the **Reset** button if you want to reenter the data from the beginning or the **Return to List** button if returning to the research achievement list screen.

Contribution to Society			
<input type="checkbox"/>	Committee Memberships <span style="color: red;">■</span>	<input type="checkbox"/>	Companies and organizations founded <span style="color: red;">■</span> <span style="color: yellow;">■</span>
<input type="checkbox"/>	Social Contribution <span style="color: red;">■</span> <span style="color: green;">■</span>	<input type="checkbox"/>	Media Coverage <span style="color: red;">■</span> <span style="color: green;">■</span>
<input type="checkbox"/>	Academic Contribution <span style="color: red;">■</span> <span style="color: green;">■</span>		
<input type="button" value="Execute"/> <input type="button" value="Return to List"/> <input type="button" value="Reset"/>			
Once you set up these settings, please click "Execute".			

- ⑥ After the confirmation screen appears, click the **Register** button if you are sure that you want to register the data.

Creating the Research Achievement List	
Condition Settings for Creating the Research Achievement List	
Output Target	Only Public(campus) Achievements
Type of Style sheet	Main Item with no title (Researchers Units)
Condition Settings for Extracting the Research Achievement List Data	
Output Period	None
Listing Order	All Achievements
Output Order	ascending achievement order
Display settings for original papers	
Peer review	All Papers
Requested paper	Include Requested Paper
Display settings for industrial property	
Output date	Display the industrial property whose Application Date is within a output period.

Contribution to Society			
Committee Memberships	No Display	Companies and organizations founded	No Display
Social Contribution	No Display	Media Coverage	No Display
Academic Contribution	No Display		
<input type="button" value="Register"/> <input type="button" value="Back"/>			
The database will be updated. If the contents displayed is correct, click "Register". If you want to edit the contents, click "Back".			

- ⑦ A research achievement list will be created and the research achievement list screen will be displayed.

**Creating the Research Achievement List**

About Input

1. You can create the achievement list registered by researcher.
2. The research achievement list created is available to print out.
3. The research achievement list is created by PDF file. You need Adobe Reader or such softwares to view PDF files.
4. Creating the research achievement list uses LaTeX. If you have LaTeX, you can also download a macro file (xxxx.sty).

Output condition	Output date and time	Re-output	Delete	Files
Data extraction period : None Main Item with no title (Researchers Units)	2022-11-14 16:25:58			 

- ⑧ After the file creation process is complete, icons will be shown in the Files column.

Output condition	Output date and time	Re-output	Delete	Files
Data extraction period : None Main Item with no title (Researchers Units)	2022-11-14 16:25:58			 

Click the appropriate file icon to download the file created.

When you change the output settings or want to *output the file again* with the latest data, click the icon located in the Re-output column. The Creating the Research Achievement List screen will be displayed. Follow the same procedure to recreate the file.

If you want to delete the created list of your research achievements, click the icon located in the Delete column.

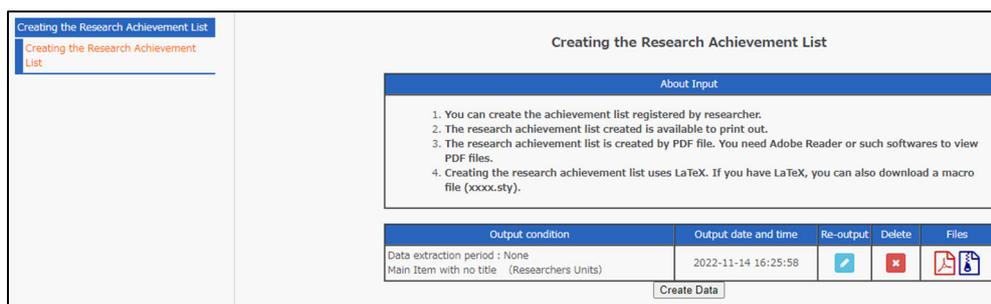
After the deletion confirmation screen appears, click the **Delete** button to delete the research achievement list.

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## 2.6.2 How to Specify Search Criteria

When creating document files, the created document files are listed on the screen.

- ① Click the icon of the file format in which you want to download the data in the Files column of the document data to be downloaded.



The following are the descriptions of the File icons:

	Select this icon to download a PDF file.
	Select this icon to download a LaTeX file.

- ② The download window will be displayed. Click the **Save** button.

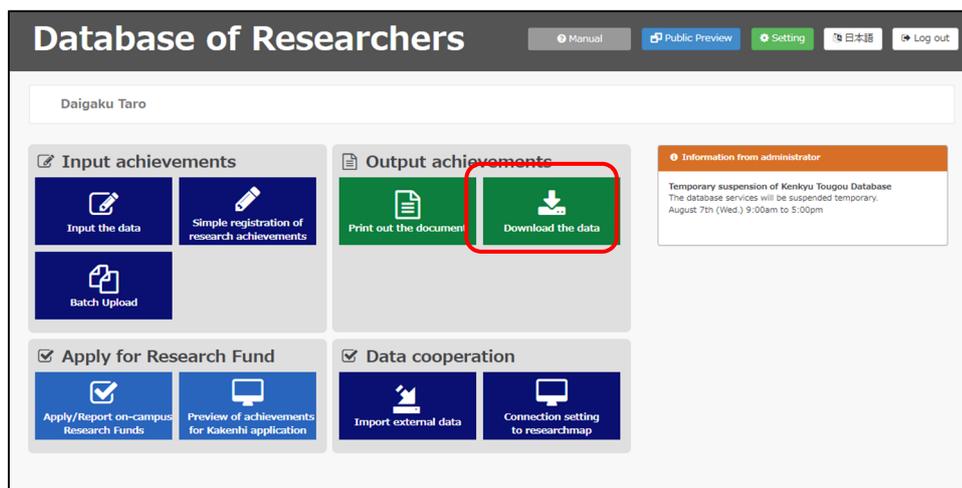
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## 2.7 Download Achievement Data as a File

On the Download the data screen, you can download data not only in Excel format but also in CSV and ODS formats. In addition, you can narrow down data sets to be downloaded by specifying filtering conditions.

- An Excel file used in batch achievement registration process can be downloaded on the Input the data screen. For the detailed procedure, refer to section 2.3.1.1 Download a Batch Registration Excel File (by Research Activity).
- If you want to output achievements in all your research activities to an Excel file by batch, refer to section 2.3.2.1 Download a Batch Registration Excel File (All Research Activities).

- ① Click the **Download the data** button.



- ② Select a research activity whose data you want to download. [Papers] will be selected in this example.

The screenshot shows a web interface with a navigation menu on the left and a main content area. The 'Papers' option in the 'Research Activity' section is highlighted with a red box. The main content area displays a grid of research activities with icons for download options (R, W, K, P).

Icon Description	
R	: Link to researchmap
W	: Public to overview
K	: Output to KAKENHI
P	: Output to Personal Record

Simplified Researcher History	
Profile	R W P
Name(s) appearing in print	R
Reference URL	W
Graduate School	R W P
Degree	R W P
Association Memberships	R W P
SDGs (Sustainable Development Goals) Selection	W
Training Attendance Career	W

Research Activity	
Simple registration of research activities	W
Papers	R W K P
MISC	R W K P
Works	R W P
Awards	R W P
Contribution,Course,Research Section	W
Preferred joint research theme	W

- ③ The achievement download screen will be displayed. Specify search criteria.

**Papers**

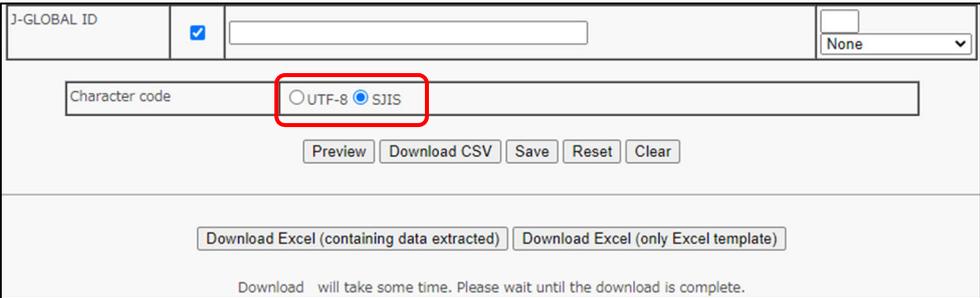
Show search criteria

Item name	Output	Search criteria	Display order
Major achievement	<input checked="" type="checkbox"/>	Major <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	<input type="text"/> None <input type="button" value="v"/>
Title (Japanese)	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Special Character"/>	<input type="text"/> None <input type="button" value="v"/>
Title (English)	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Special Character"/>	<input type="text"/> None <input type="button" value="v"/>
Date of publication	<input checked="" type="checkbox"/>	None <input type="button" value="v"/> Year None <input type="button" value="v"/> Month~ None <input type="button" value="v"/> Year None <input type="button" value="v"/> Month	<input type="text"/> None <input type="button" value="v"/>
Author(s) (Japanese)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>
Author(s) (English)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>
Name of author(s) (Underline)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>
Lead author	<input checked="" type="checkbox"/>	No <input type="button" value="v"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	<input type="text"/> None <input type="button" value="v"/>
Last author	<input checked="" type="checkbox"/>	No <input type="button" value="v"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	<input type="text"/> None <input type="button" value="v"/>
Corresponding author	<input checked="" type="checkbox"/>	No <input type="button" value="v"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	<input type="text"/> None <input type="button" value="v"/>
Journal name (Japanese)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>
Journal name (English)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>
Volume	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="button" value="v"/>

- The Item name column contains the names of items that can be output to the file to be downloaded.

- Check the checkboxes in the Output column of items that you want to include in the file to be downloaded.
- In the Search criteria column, you can define output conditions and range for each item. If you do not configure the settings, all the achievement data will be output. For the detailed procedure for specifying search criteria, refer to section 2.6.1 How to Specify Search Criteria (Achievement Data).
- Input the priority of the items in single-byte numbers in the Display order column to specify the sorting order (Ascending or Descending). The smaller numbers are prioritized in the order of displaying items. If you do not define the order, the items will be displayed in the display order set at the time of achievement registration.

- ④ After specifying the search criteria, select a character code for outputting the data. Select [UTF-8] if you download CSV data or [SJIS] in other cases, such as when you want to directly open CSV data.



- ⑤ Clicking the **Preview** button displays the preview of data to be downloaded at the bottom of the screen.



No.	Major achievement	Name of Major achievement	Title (Japanese)	Title (English)	Date of publication	Author(s) (Japanese)	Author(s) (English)	Name of author(s)
1	0	Not Major	××に関する研究		20220606			
2	0	Not Major	△△に関する研究		20220400			
3	0	Not Major	○○に関する研究		20220505			
4	0	Not Major	Paper1		20191217			

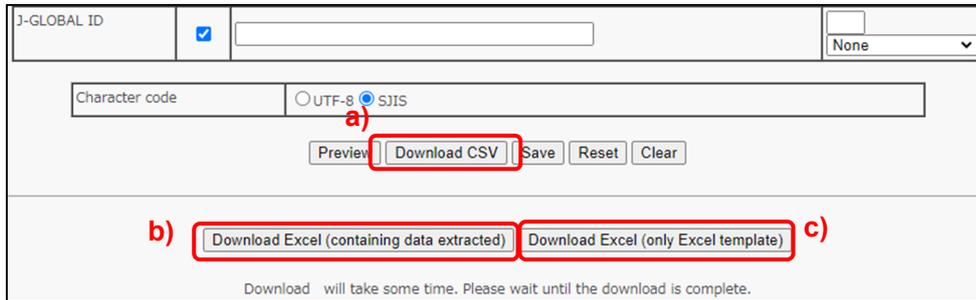
- ⑥ To save the defined search criteria, click the **Save** button. The saved search criteria will be used as default values from the next search.

Click the **Reset** button if you want to restore the modified search criteria to the previous state or the **Clear** button if you want to clear the search criteria in the field.

To delete the saved search criteria, click the **Clear** button to clear the search criteria in the fields and click the **Save** button.

J-GLOBAL ID	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	None	
Character code		<input type="radio"/> UTF-8 <input checked="" type="radio"/> SJIS			
Preview		Download CSV	Save	Reset	Clear
Download Excel (containing data extracted)		Download Excel (only Excel template)			
Download will take some time. Please wait until the download is complete.					

⑦ Download the file in the format you need.



The screenshot shows a web interface for downloading data. At the top, there is a 'J-GLOBAL ID' field with a checkbox and a dropdown menu set to 'None'. Below this is a 'Character code' section with radio buttons for 'UTF-8' and 'SJIS'. A red box labeled 'a)' highlights the 'SJIS' radio button. Below the character code section are buttons for 'Preview', 'Download CSV', 'Save', 'Reset', and 'Clear'. A red box labeled 'b)' highlights the 'Download CSV' button. Below these buttons are two buttons for downloading Excel files: 'Download Excel (containing data extracted)' and 'Download Excel (only Excel template)'. Red boxes labeled 'b)' and 'c)' highlight these two buttons respectively. At the bottom of the interface, there is a note: 'Download will take some time. Please wait until the download is complete.'

- a) Click the **Download CSV** button to download a file in CSV format.
- b) Click the **Download Excel (containing data extracted)** button to download an Excel file that contains the registered data. This file can be used to correct and delete data.
- c) Click the **Download Excel (only Excel template)** button to download an Excel file that does not contain any registered data. This file can be used to newly add data.

\* An error may occur when you download an Excel file containing many achievement data sets by clicking the **Download Excel (containing data extracted)** button. If an error should occur, add some search criteria to filter the achievement data.

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## 2.7.1 How to Specify Search Criteria

### 2.7.1.1 Specify Search Criteria Using Character Strings

If the item has an input field accepting character strings, you can input search keywords in the field. Enter search strings you want to search for.

Title (Japanese)	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Special Character"/>
------------------	-------------------------------------	----------------------	--

This feature searches the database for data containing the entered character string(s) (“University” in the example) when search is executed.

Example) “XX University,” “University of YY,” and “classes of ZZ University”

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## 2.7.1.2 Specify Search Criteria Using Drop-down Menu

If the item has a drop-down list for defining search criteria, you can select a search criterion from the list.

- ① Select an item that you want to set as a search criterion and click the **Add** button.

Language	<input checked="" type="checkbox"/>	English	Add	Delete	Clear
----------	-------------------------------------	---------	-----	--------	-------

- ② The selected item will be added as a search criterion.

Language	<input checked="" type="checkbox"/>	English	Add	Delete	Clear
		English			

- ③ If you want to remove an added criterion, select the item that you want to remove from the list and click the **Delete** button.

Language	<input checked="" type="checkbox"/>	Japanese	Add	Delete	Clear
		English			
		Japanese			

- ④ To initialize the search criteria, click the **Clear** button.

Language	<input checked="" type="checkbox"/>	English	Add	Delete	Clear
		English			

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### 2.7.1.3 Specify Search Criteria by Setting Period (Date Format)

For items with the lists of dates, you can specify a period to search for data sets.

Click each drop-down list to select years and months you want to set as search criteria. In this example, we will search for data from January 2020 to April 2022.

Date of publication	<input checked="" type="checkbox"/>	2020 ▼ Year 01 ▼ Month~ 2022 ▼ Year 04 ▼ Month
---------------------	-------------------------------------	--

If only specifying a year and month on the left side, all the data from the month of the year specified will be extracted. You can search for data by just inputting a year.

Date of publication	<input checked="" type="checkbox"/>	2020 ▼ Year 01 ▼ Month~ None ▼ Year None ▼ Month
---------------------	-------------------------------------	--

If only specifying a year and month on the right side, all the data before and during the month of the year specified will be extracted. You can search for data by just inputting a year.

Date of publication	<input checked="" type="checkbox"/>	None ▼ Year None ▼ Month~ 2022 ▼ Year 04 ▼ Month
---------------------	-------------------------------------	--

If you input the same month and year in the fields on the left and right sides, you can search for data only in the specified month. In this example, data sets in April 2015 will be extracted.

Date of publication	<input checked="" type="checkbox"/>	2015 ▼ Year 04 ▼ Month~ 2015 ▼ Year 04 ▼ Month
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### 2.7.1.4 Specify Search Criteria by Defining a Range (Numeric Fields)

For items with numeric fields, you can search for data by defining the range of data.

Inputting numerical values will narrow down the data according to the specified range. If you want to search for the data using a single number, input the same number in both fields.

Listing order	<input checked="" type="checkbox"/>	<input type="text" value="1"/> ~ <input type="text" value="3"/>
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## 2.7.1.5 Specify Search Criteria Using a Selection List

If the search criteria field has the **Select** button, you can select a search criterion from the selection list.

- ① Click the **Select** button to select a search criterion from the selection list.  
For the detailed procedure for using the **Select** button, refer to section 2.2.8.1 How to Use the **Select** Button.

Code for field of experts	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="button" value="Select"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>	

- ② The selected list item will be set as a search criterion.

Code for field of experts	<input checked="" type="checkbox"/>	A55050 Anesthesiology	<input type="button" value="Select"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>

- ③ To define multiple search criteria, click the **Add** button.

Code for field of experts	<input checked="" type="checkbox"/>	A55050 Anesthesiology	<input type="button" value="Select"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>

- ④ A search criteria field will be added. You can add a search criterion by clicking the **Select** button.

Code for field of experts	<input checked="" type="checkbox"/>	A55050 Anesthesiology	<input type="button" value="Select"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>
			<input type="button" value="Select"/>

- ⑤ Clicking the **Clear** button will clear all the selected list items.

Code for field of experts	<input checked="" type="checkbox"/>	A55050 Anesthesiology	<input type="button" value="Select"/>
		A49050 Bacteriology	<input type="button" value="Select"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>

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## 2.7.1.6 Specifying Search Criteria Using Organizations

In the selection fields in the Organization row, you can select an applicable organization from the selection list.

- ① Click the **Select** button.

Item name	Output	Search criteria
Organization	<input checked="" type="checkbox"/>	Belongs to(LV1) : <input type="text"/> <b>Select</b> <input type="button" value="Clear"/> Belongs to(LV2) : <input type="text"/> Belongs to(LV3) : <input type="text"/> Belongs to(LV4) : <input type="text"/> Belongs to(LV5) : <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>

- ② The Organization Selection window will be displayed. Select an appropriate department/group from each drop-down list in the fields from LV 2 up to the level you want to specify.

**Organization Selection**

Select an organization by clicking from the following lists,  
and click "Enter".

Belongs to(LV1) : Kwansei Gakuin University

Belongs to(LV2) :  ▼

Belongs to(LV3) :  ▼

Belongs to(LV4) :  ▼

Belongs to(LV5) :  ▼

- ③ After completing the selection, click the **Enter** button.

### Organization Selection

Select an organization by clicking from the following lists,  
and click "Enter".

Belongs to(LV1) : Kwansei Gakuin University

Belongs to(LV2) :

Belongs to(LV3) :

Belongs to(LV4) :

Belongs to(LV5) :

- ④ The Organization Selection window will close and the selected department/group(s) will be entered.

Organization	<input checked="" type="checkbox"/>	<p>Belongs to(LV1) : <input type="text" value="Kwansei Gakuin University"/> <input type="button" value="Select"/></p> <p><input type="button" value="Clear"/></p> <p>Belongs to(LV2) : <input type="text" value="School of Theology"/></p> <p>Belongs to(LV3) : <input type="text"/></p> <p>Belongs to(LV4) : <input type="text"/></p> <p>Belongs to(LV5) : <input type="text"/></p> <p><input type="button" value="Add"/> <input type="button" value="Clear"/></p>
--------------	-------------------------------------	---

- ⑤ To increase the organization fields, click the **Add** button.

Organization	<input checked="" type="checkbox"/>	<p>Belongs to(LV1) : <input type="text" value="Kwansei Gakuin University"/> <input type="button" value="Select"/></p> <p><input type="button" value="Clear"/></p> <p>Belongs to(LV2) : <input type="text" value="School of Theology"/></p> <p>Belongs to(LV3) : <input type="text"/></p> <p>Belongs to(LV4) : <input type="text"/></p> <p>Belongs to(LV5) : <input type="text"/></p> <p><input type="button" value="Add"/> <input type="button" value="Clear"/></p>
--------------	-------------------------------------	---

- ⑥ After the input fields are added, you can add search criteria by clicking the added **Select** button.

Organization	Belongs to(LV1) :	<input type="text" value="Kwansei Gakuin University"/>	<input type="button" value="Select"/>	
		<input type="button" value="Clear"/>		
	Belongs to(LV2) :	<input type="text" value="School of Theology"/>		
	Belongs to(LV3) :	<input type="text"/>		
	Belongs to(LV4) :	<input type="text"/>		
	Belongs to(LV5) :	<input type="text"/>		
	<input checked="" type="checkbox"/>	Belongs to(LV1) :	<input type="text"/>	<input type="button" value="Select"/>
		<input type="button" value="Clear"/>		
		Belongs to(LV2) :	<input type="text"/>	
		Belongs to(LV3) :	<input type="text"/>	
		Belongs to(LV4) :	<input type="text"/>	
		Belongs to(LV5) :	<input type="text"/>	
	<input type="button" value="Add"/>	<input type="button" value="Clear"/>		

- ⑦ If clicking the **Clear** button to the right of the **Select** button, the data in the relevant fields will be cleared although the input fields will remain available.

Organization	Belongs to(LV1) :	<input type="text" value="Kwansei Gakuin University"/>	<input type="button" value="Select"/>	
		<input type="button" value="Clear"/>		
	Belongs to(LV2) :	<input type="text" value="School of Theology"/>		
	Belongs to(LV3) :	<input type="text"/>		
	Belongs to(LV4) :	<input type="text"/>		
	Belongs to(LV5) :	<input type="text"/>		
	<input checked="" type="checkbox"/>	Belongs to(LV1) :	<input type="text"/>	<input type="button" value="Select"/>
		<input type="button" value="Clear"/>		
		Belongs to(LV2) :	<input type="text"/>	
		Belongs to(LV3) :	<input type="text"/>	
		Belongs to(LV4) :	<input type="text"/>	
		Belongs to(LV5) :	<input type="text"/>	
	<input type="button" value="Add"/>	<input type="button" value="Clear"/>		

- ⑧ If you want to restore the settings to the default state, click the **Clear** button to the right of the **Add** button.

Organization		Belongs to(LV1) : <input type="text" value="Kwansei Gakuin University"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> Belongs to(LV2) : <input type="text" value="School of Theology"/> Belongs to(LV3) : <input type="text"/> Belongs to(LV4) : <input type="text"/> Belongs to(LV5) : <input type="text"/>
	<input checked="" type="checkbox"/>	Belongs to(LV1) : <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> Belongs to(LV2) : <input type="text"/> Belongs to(LV3) : <input type="text"/> Belongs to(LV4) : <input type="text"/> Belongs to(LV5) : <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>

All the added input fields and data will be removed and the Organization fields will be restored to the initial state.

Item name	Output	Search criteria
Organization	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>

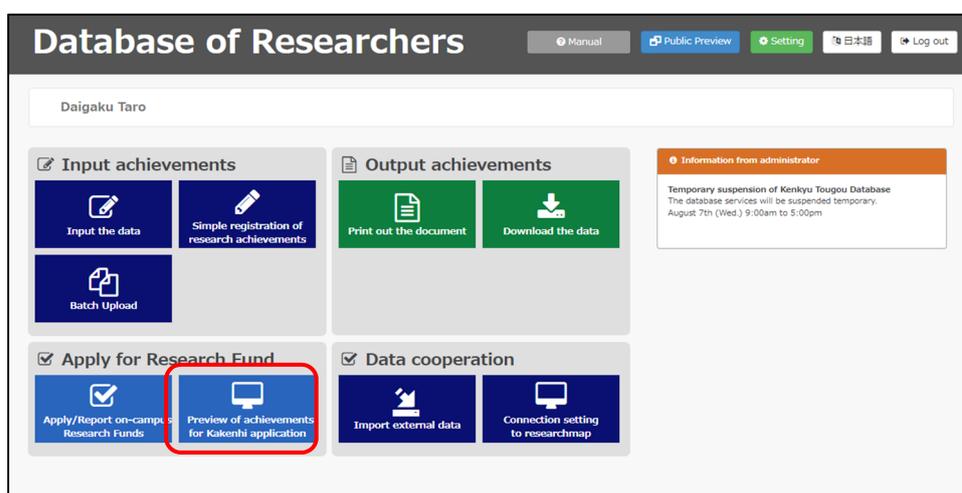
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## 2.8 Research Achievement Preview for Grants-in-aid for Scientific Research Application

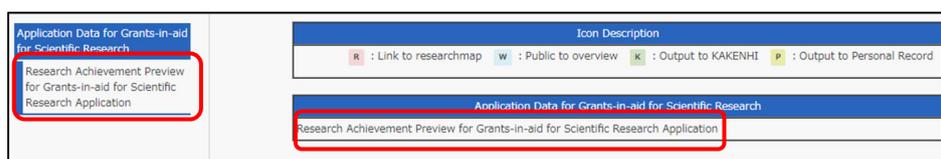
### 2.8.1 Preview Research Achievements for Application for Grants-in-aid for Scientific Research

When applying for Grants-in-aid for Scientific Research (Kakenhi), you can save time to prepare documents for application by extracting your achievements related to the application and copying and pasting the data extracted to the documents for the application form.

- ① Click the **Preview of achievements for Kakenhi application** button on the menu screen.



- ② Click on [Research Achievement Preview for Grants-in-aid for Scientific Research Application].



- ③ Input the criteria of research achievements for outputting preview.

**Research Achievement Preview for Grants-in-aid for Scientific Research Application**

---

**About Input**

1. Research activities necessary for the application form for Grants-in-aid for Scientific Research can be displayed.  
 2. Please check the research activities displayed by clicking "Preview" button, and copy and paste them to the form.

---

**Output Setting**

**Year**  year~ year a)  
· Enter the year, e.g. 2005

**Researcher**  b)

---

**Output Research Activities (  : check All)**

Output	Research Activities	Output	Research Activities
<input checked="" type="checkbox"/>	Papers	<input checked="" type="checkbox"/>	Books etc
<input checked="" type="checkbox"/>	MISC	<input checked="" type="checkbox"/>	Presentations

c)

- a) Specify the period of time (within five years) when achievements you want to extract were published. If you input a period of six years or longer, an error will occur.
- b) Select a researcher or researchers whose achievements will be output. You can select multiple researchers registered in the Database of Researchers.
- c) Check the checkboxes of research activities to be output.

- ④ After completing the input of output criteria, click the **Preview** button.

**Output Research Activities (  : check All)**

Output	Research Activities	Output	Research Activities
<input checked="" type="checkbox"/>	Papers	<input checked="" type="checkbox"/>	Books etc
<input checked="" type="checkbox"/>	MISC	<input checked="" type="checkbox"/>	Presentations

- ⑤ The preview window will be displayed. Copy the displayed data and paste them to the application form of Grants-in-aid for Scientific Research.

Research Achievement Preview for Grants-in-aid for Scientific Research Application		
Research activities necessary for the application form for Grants-in-aid for Scientific Research is displayed. Please copy and paste necessary information to the application form.		
Year of publication	Principal Investigator & Co-Investigator	Title of published research paper & author name, etc.
2022	大学 太郎	1. 「××に関する研究」、2022年
		2. 「○○に関する研究」、2022年
		3. 「△△に関する研究」、2022年
		4. 「MISC10」、2022年
		5. 「MISC6」、2022年
		6. 「MISC7」、2022年
		7. 「MISC8」、2022年
		8. 「MISC9」、2022年
2021		
2020		
2019	大学 太郎	9. 「Paper1」、『Zasshimel』、2019年
		10. Daigaku Taro, 「MISC1」、『○○』、2019年
2018		

Close

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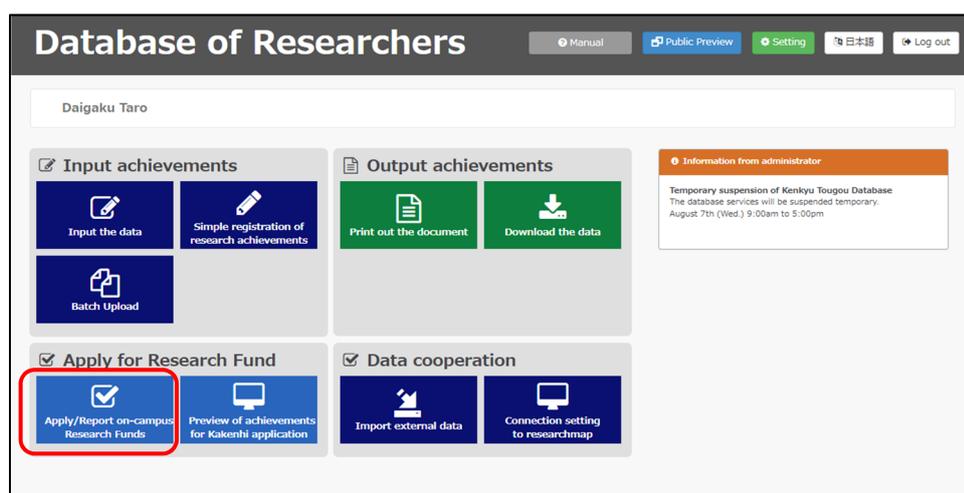
## 2.9 Application for the KGU Research Funds

### 2.9.1 Apply for Individual Research Subsidy/Individual Research Assisting Subsidy

Using this feature, users can apply for the Individual Research Subsidy and Individual Research Assisting Subsidy. It is necessary to enter the research field and project plan in this academic year and the progress reports on your research activities in the previous academic year, when applying for these subsidies.

\* For individuals eligible to receive the Individual Research Subsidy and Individual Research Assisting Subsidy, refer to the Guidebook for Research Support Systems and other guidelines.

- ① Click the **Apply/Report on-campus Research Funds** button on the menu screen.



- ② The menu items of [Application for the KGU Research Funds] will be displayed on the left side of the screen. Click on [Application for the Research Fund/Subsidy].



- ③ The list of applications for the Individual Research Subsidy/Individual Research Assisting Subsidy will appear. Click the **Apply** button (for inputting data in the application form and report).

- ④ The screen for preparing the Individual Research Subsidy/Individual Research Assisting Subsidy application will be displayed. Follow the instructions to input necessary information.

Please read the following carefully and check the box "I agree". Then go to the next step.

When I perform my research activities, I promise to comply with the following three requirements based on ["Kwansei Gakuin University Guidelines for Research Activities"](#) and ["Kwansei Gakuin University Research Ethics Code"](#).

1. I promise to acknowledge and comply with the content of all relevant laws and regulations, and the various rules established by the University, distribution organizations or others in accordance with the "Kwansei Gakuin University Research and Ethics Standards".
2. I recognize that the research funds allocated to me are supported by the tuition paid by students, public funds, and other outside funds, and pledge that I will use them fairly and efficiently and will never engage in any act of dishonesty in connection with my research activities.
3. If I engage in any act of dishonesty in violation of relevant laws, regulations, and rules, I acknowledge that I will be subject to dispositions and legal liabilities imposed by the University, distribution organizations, and others.

I agree.

[Signature]

If you are ready to apply, click on the [Register] button and proceed to the confirmation page.  
If you save the entered information to apply later, click the [SAVE] button.

c)

- Be sure to check the checkbox without fail if you are applicable to the statement.
  - \* If you are going to leave or retire from the university, please input the report of your achievements in the academic year by your termination date, because you cannot log in to the Database of Researchers after you leave.
- The information is not displayed in the first academic year of application. The details of application in the previous year will be displayed from the next academic year.
- After reading through the terms, check the checkbox and sign your name if you accept the terms. You cannot click the **Register** button without your agreement and signature.

If you want to temporarily save the input information without registering the data, click the **Save** button. When temporarily saving the data, the Approval Status changes to “Temporarily saved.” Note that this status does not mean that you are waiting for approval. Be sure to complete the registration procedure later. You can temporarily save the data even if the “I agree.” checkbox is unchecked.

If you are ready to apply, click on the [Register] button and proceed to the confirmation page.  
 If you save the entered information to apply later, click the [SAVE] button.

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
○	1	2022			Temporarily saved

Click the **Return to List** button if returning to the list screen. In this case, the entered data will be discarded, in contrast to the case where you temporarily save the data.

If you are ready to apply, click on the [Register] button and proceed to the confirmation page.  
 If you save the entered information to apply later, click the [SAVE] button.

⑤ After completing the data input, click the **Register** button.

If you are ready to apply, click on the [Register] button and proceed to the confirmation page.  
 If you save the entered information to apply later, click the [SAVE] button.

- ⑥ After the confirmation screen appears, click the **Register** button if you are sure that you want to register the data.

**Application for the Research Fund/Subsidy**

About Input

1. You may apply for the Research Fund/Subsidy.
2. **For the application of FY2022, please press the button of "Apply".**
3. **Application deadline for FY2022 is 16:50, Wednesday, April 20, 2022.**
4. Please describe in detail when you fill in the section of "Research Plan" including how you spend the research funds.
5. Please describe in detail when you fill in the section of "Research Report".

---

Content of FY 2022 Application

Research Field : High performance computing

Research theme : ○○ theme

Research Plan : ○○ plan

---

Content of FY 2021 Report

Research Field :

Research theme :

Research Plan :

Research Report : report...

---

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After checking the entered information again, click the [REGISTER] button to complete the application.

- ⑦ The application for the Individual Research Subsidy/Individual Research Assisting Subsidy will be submitted and the Approval Status will change to "Applying." When the status is Applying, the Apply feature (for inputting data in the application form and report) does not work. If you want to modify the data submitted or perform other processing, use the Edit feature (for editing the application form and report) to modify the data or use the Delete feature (for deleting the application form and report) to delete the data before using the Apply feature to prepare a new application and report.

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
○	1	2022	2022-11-14 17:00		Applying
<input type="button" value="Apply"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refer"/> <input type="button" value="Excel Download"/>					

## 2.9.2 Output the Details of Application for Individual Research Subsidy/Individual Research Assisting Subsidy to an Excel File

You can download the submitted data of application for Individual Research Subsidy/Individual Research Assisting Subsidy in Excel format.

Select application data to be downloaded on the list and click the **Excel Download** button. An Excel file will be downloaded.

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
<input checked="" type="radio"/>	1	2022	2022-11-14 17:00		Applying

\* This feature works only for checking and saving the data, so you cannot edit and upload the Excel file.

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## 2.9.3 View Application Data

You can view the submitted application data.

- ① Select the application data to be downloaded on the list and click the **Refer** button (for viewing the application and report).

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
<input checked="" type="radio"/>	1	2022	2022-11-14 17:00		Applying

Apply Edit Delete Refer Excel Download

- ② The selected application and report will be displayed.

### Application for the Research Fund/Subsidy

#### About Input

1. You may apply for the Research Fund/Subsidy.
2. **For the application of FY2022, please press the button of "Apply".**
3. **Application deadline for FY2022 is 16:50, Wednesday, April 20, 2022.**
4. Please describe in detail when you fill in the section of "Research Plan" including how you spend the research funds.
5. Please describe in detail when you fill in the section of "Research Report".

#### Content of FY 2022 Application

Research Field : Software  
Research theme : 研究課題  
Research Plan : 研究計画

#### Content of FY 2021 Report

Research Field :  
Research theme :  
Research Plan :  
Research Report : Report

**[Signature]**



Return to list

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## 2.9.4 Modify Application Data

You can modify the submitted application data. However, if the Approval Status is "Approved," you cannot use this feature.

- ① Select the application data to be downloaded on the list and click the **Edit** button (for editing the application and report).

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
<input checked="" type="radio"/>	1	2022	2022-11-14 17:00		Applying

Apply Edit Delete Refer Excel Download

- ② The selected application and report will be displayed. Modify the data as necessary. The subsequent steps are the same as those of preparation of the documents.

### Application for the Research Fund/Subsidy

#### About Input

1. You may apply for the Research Fund/Subsidy.
2. **For the application of FY2022, please press the button of "Apply".**
3. **Application deadline for FY2022 is 16:50, Wednesday, April 20, 2022.**
4. Please describe in detail when you fill in the section of "Research Plan" including how you spend the research funds.
5. Please describe in detail when you fill in the section of "Research Report".

#### Content of FY 2022 Application

I will not apply for funds due to retirement or other similar reasons.

Research Field :     
· First, please click on the [Select] button.

Research theme :

Research Plan :

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## 2.9.5 Delete Application Data

You can delete the submitted application data. However, if the Approval Status is “Approved,” you cannot use this feature.

- ① Select the application data to be downloaded on the list and click the **Delete** button (for deleting the application and report).

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
<input checked="" type="radio"/>	1	2022	2022-11-14 17:00		Applying
<input type="button" value="Apply"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refer"/> <input type="button" value="Excel Download"/>					

- ② The confirmation screen of the selected application and report data will be displayed. Check if you have selected the appropriate data to be deleted and click the **Delete** button if you are sure that you want to delete the data.

**Application for the Research Fund/Subsidy**

About Input

1. You may apply for the Research Fund/Subsidy.  
 2. For the application of FY2022, please press the button of "Apply".  
 3. Application deadline for FY2022 is 16:50, Wednesday, April 20, 2022.  
 4. Please describe in detail when you fill in the section of "Research Plan" including how you spend the research funds.  
 5. Please describe in detail when you fill in the section of "Research Report".

Content of FY 2022 Application

Research Field : Software  
 Research theme : 研究課題  
 Research Plan : 研究計画

Content of FY 2021 Report

Research Field :  
 Research theme :  
 Research Plan :  
 Research Report : Report

**[Signature]**

Taro Daigaku

- ③ The screen will go back to the list screen. The deleted application data will be removed from the list.

Select	No.	Fiscal Year	Date of Application	Date of Approval	Approval Status
<input type="button" value="Apply"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refer"/> <input type="button" value="Excel Download"/>					

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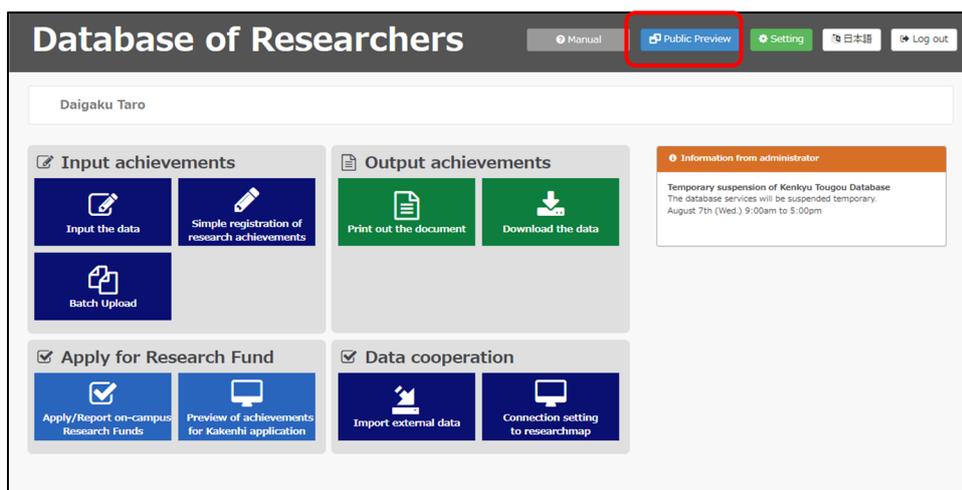
## 2.10 Check Personal Data Open to the Public

### 2.10.1 Check and Update Personal Data Open to the Public

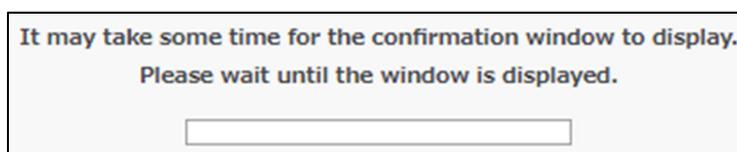
Data available to the public are automatically updated during the night. In addition, using the feature for browsing and updating personal data publicly accessible, the faculty and staff can check their personal data before making them available to the public and immediately update the data.

However, the process of updating data on public view places a heavy load on the system and has an influence on the processing speed of the screen. Accordingly, please avoid performing immediate update of the data unless necessary.

- ① Click the **Public Preview** button at the top of the screen.



- ② The loading window for the preview of the data to be published will be displayed.



- ③ The preview of the screen that will be available to the public will appear. Check the displayed data.

The following image was created on 2022-11-14 17:07:06.

If the data has been modified since the creation date, the change has not been reflected. If you want to check the latest preview, please press "Preview latest public image".

[Preview latest published image](#)



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教員・研究者紹介 Database of Researchers

日本語 English

**Personnel Information**

Personnel Information

Research Activity

Papers

Books

Updated on 2022/11/14

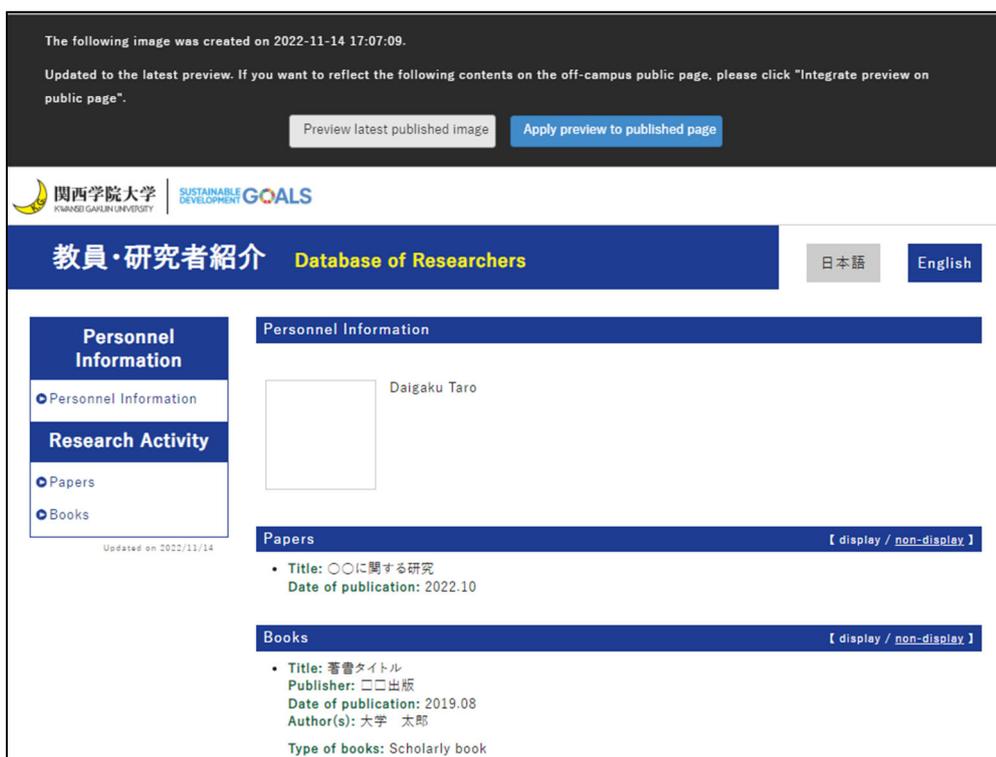
Personnel Information

Daigaku Taro

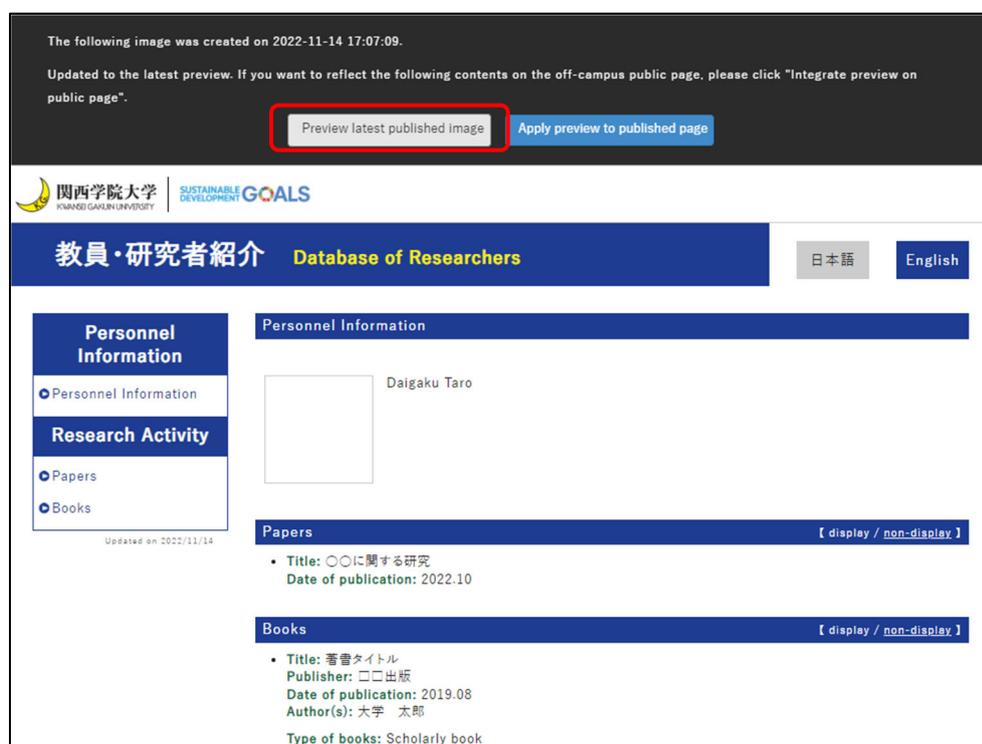
Papers [display / non-display](#)

- Title: ○○に関する研究
- Date of publication: 2022.10

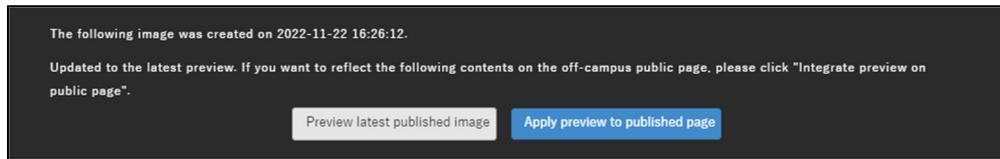
- Correct the achievement data and click the **Preview latest published image** button so that you can browse the modified data.
- If you want to view the English version of the screen, Click the **English** button. Click the **日本語 (Japanese)** button on the English page to display the Japanese version of the screen again.



- ④ To immediately update the data, click the **Preview latest published image** button.



- ⑤ Clicking the **Apply preview to published page** button overwrites the data that have already been open to the public with the new data as previewed.



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