

Doctoral Human Resources Database
(JGRAD)
User Manual
for English version

October 2018 Edition

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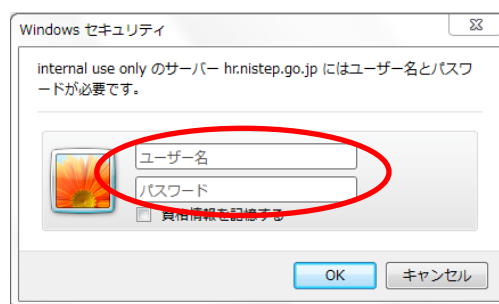
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1. ACCESSING THE JGRAD WEBSITE

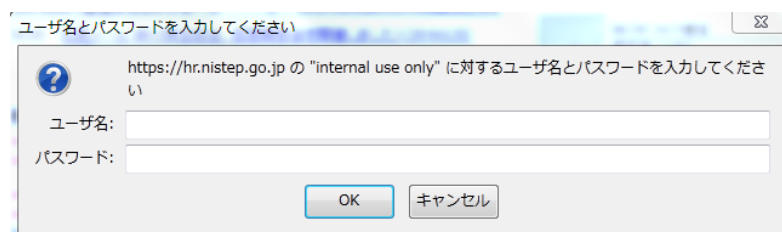
PROCEDURE

(1) Access

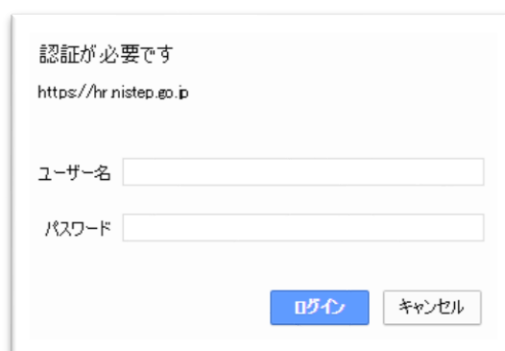
- ① Use a web browser to access the JGRAD website.¹
- ② Enter “https://hr.nistep.go.jp/?lang=english” into the web browser.
Basic Authentication is used at the current time, so entering this URL will cause a window to pop up prompting you to enter in the authentication password.
- ③ Enter in <User Name (ユーザー名)> and <Password (パスワード)> for Basic Authentication which is to be informed separately from your university.
* For users in Leading Program, User Name and Password for Basic Authentication shall be informed by the JGRAD Support Team separately by e-mail.



(Confirmation screen when using Internet Explorer)



(Confirmation screen when using Firefox)



(Confirmation screen when using Google Chrome)

¹ Some processes may not be executed properly in the Edge of Windows 10. Please use Internet Explorer, Chrome, or Firefox for the WEB browser.

2. LOGGING IN/OUT OF THE JGRAD WEBSITE

This section describes the process for logging in and out of JGRAD.

PROCEDURE

(1) Login

- ① To login JGRAD, both your ID or e-mail address and password issued by your university are needed.
- ② Enter your ID or registered e-mail address in the upper field ID/E-mail address and password in the lower field Password in the login box.

Change language:
English ▾

ID/E-mail address

Password

Login by ID
 Login by E-mail address

[Forgot your Password?](#)

Welcome to the Doctoral Human Resources DB (JGRAD)

Doctorate recipients are expected from industry, academia and government to be leaders of science and technology for innovation. National Institute of Science and Technology Policy (NISTEP) is a research institution of Ministry of Education, Culture, Sports, Science and Technology (MEXT) and constructs the Doctoral Human Resources Database (JGRAD) based on attributes and career information of doctoral graduates to provide a better understanding of doctorate graduates' activities in the society. JGRAD not only offers a better understanding of doctoral graduates' research and career status, it also helps with policymaking through various surveys and analysis to ensure the graduates play an active role in the society.

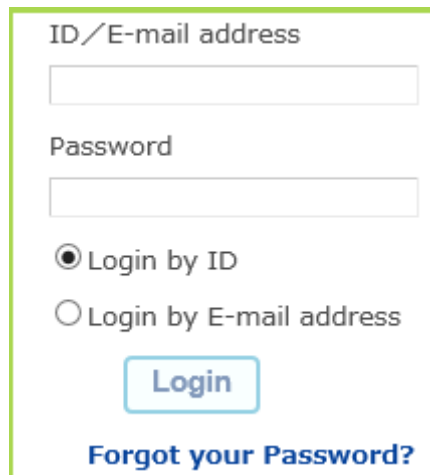
- [Guide on Doctoral Human Resources Database \(JGRAD\)](#) [477 KB]
- [Doctoral Human Resources Database \(JGRAD\) User's Manual](#) [2 MB]

Top
Announcement
FAQ
Contact Us
Personal information
Profile
Role model reference

90
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30
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National Institute of Science and Technology Policy

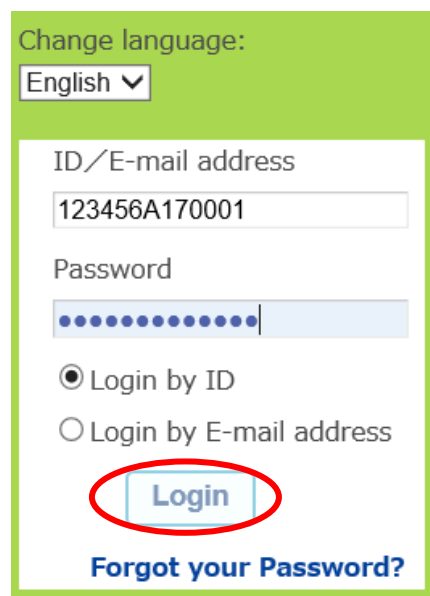
- ③ In case you enter your ID in the upper field, choose " Login by ID ".
In case you enter e-mail address in the field, choose " Login by E-mail address "



The screenshot shows a login form with the following elements:

- Label: ID/E-mail address
- Input field: Empty
- Label: Password
- Input field: Empty
- Radio button: Login by ID
- Radio button: Login by E-mail address
- Button: Login
- Link: [Forgot your Password?](#)

- ④ Click the <Login> button to complete login.



The screenshot shows the login form with the following elements:

- Change language: English ▼
- Label: ID/E-mail address
- Input field: 123456A170001
- Label: Password
- Input field: Masked with 12 blue dots
- Radio button: Login by ID
- Radio button: Login by E-mail address
- Button: Login (circled in red)
- Link: [Forgot your Password?](#)

(2) Logout

Click <Logout> on the top right of the page to log out from JGRAD.

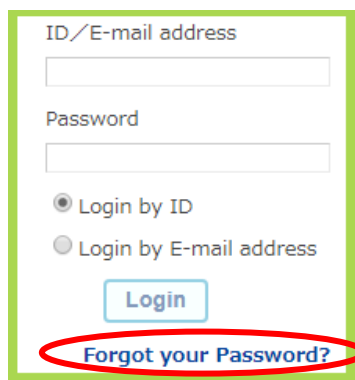


SPECIAL NOTES

- Reissuing password

If you have forgotten your password, have not received your ID and password yet, or you are the Leading Program participants, please follow the instruction below:

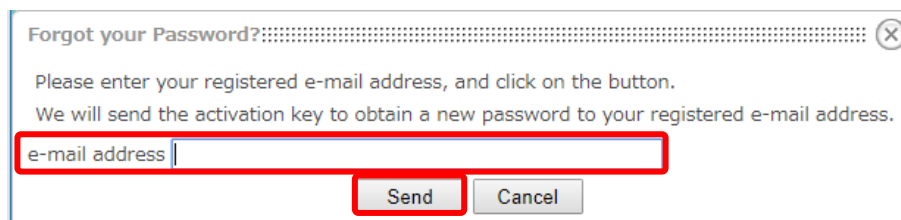
- ① Please click <Forgot your Password?> on the login screen.



Form fields and options:

- ID/E-mail address:
- Password:
- Login by ID
- Login by E-mail address
-
- [Forgot your Password?](#)

- ② As a popup window asking for your registered e-mail address shows up, please fill out your e-mail address which is registered on JGRAD and click the button <Send> on the popup window
 - * If you forgot which e-mail address is registered in member information on JGRAD, please contact the JGRAD Support Team.
 - * Please refer to Chapter 12 on how to contact the JGRAD Support Team.



Forgot your Password? [Close]

Please enter your registered e-mail address, and click on the button.
We will send the activation key to obtain a new password to your registered e-mail address.

e-mail address

- ③ The procedure to reissue/obtain your password will be sent to the e-mail address. Please click the URL in the e-mail shown as below.

From :

"Automatically transmitted from JGRAD (Please do not respond to this email) no-reply-no-reply-no-reply@hr.nistep.go.jp"

E-mail Example:

A web user has just requested for a new password for your account at JGRAD site.
If you didn't ask for one, don't worry. Just delete this e-mail.
You can get your new password by clicking on the link below:

Handle : 2018-XXXX (XXXX)
ID : XXXXXXXXXXXXXXXXX

<https://hr.nistep.go.jp/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX>

- ④ By clicking the URL shown as ③, e-mail with your new password will be sent to your e-mail account.

Please access to “<https://hr.nistep.go.jp/?lang=english>” and login with the password.

E-mail Example:

A web user has just requested for a new password for your account at JGRAD site.
Here is your new account information.
Please log in using the new password at your earliest convenience.

Handle : 2018-XXXX (XXXX)
ID : XXXXXXXXXXXXXXXXX
Password : XXXXXXXXXX

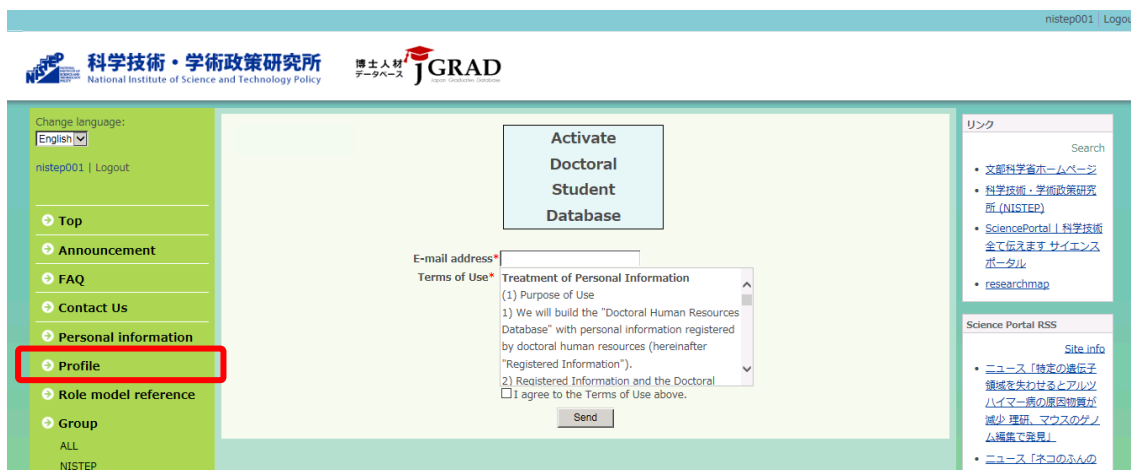
3. ACTIVATION (FIRST LOGIN) AND INITIAL REGISTRATION

You need to complete the activation process for JGRAD when logging in for the first time. If you have already logged in before, you may proceed to Section 4 through 12 as needed.

PROCEDURE

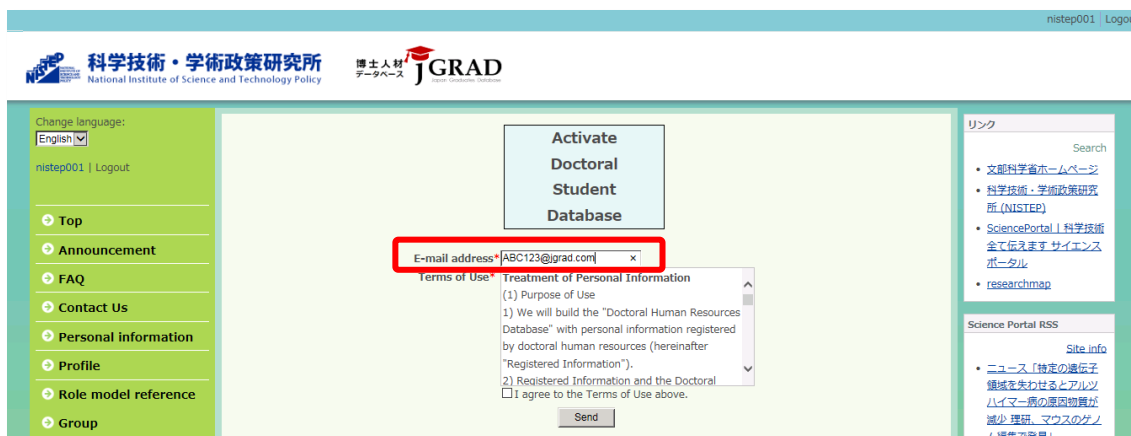
(1) Activate your JGRAD account

- ① Access to the JGRAD website and login according to Section 1, then “Activate Doctoral Human Resources Database” page will appear automatically. In case the page is not displayed, please click “Profile” on the left menu.



The screenshot shows the JGRAD website interface. At the top, there are logos for NISTEP (National Institute of Science and Technology Policy) and JGRAD (Doctoral Human Resources Database). The main content area is titled "Activate Doctoral Student Database". Below the title, there is a form with an "E-mail address" field and a "Terms of Use" section. The "Terms of Use" section includes a heading "Treatment of Personal Information" and two numbered points: (1) Purpose of Use and (2) Registered Information and the Doctoral. There is a checkbox labeled "I agree to the Terms of Use above." and a "Send" button. On the left side, there is a navigation menu with items like "Top", "Announcement", "FAQ", "Contact Us", "Personal information", "Profile", "Role model reference", and "Group". The "Profile" item is highlighted with a red box. On the right side, there are sections for "リンク" (Links) and "Science Portal RSS".

- ② Enter your e-mail address in the field of “E-mail address”.

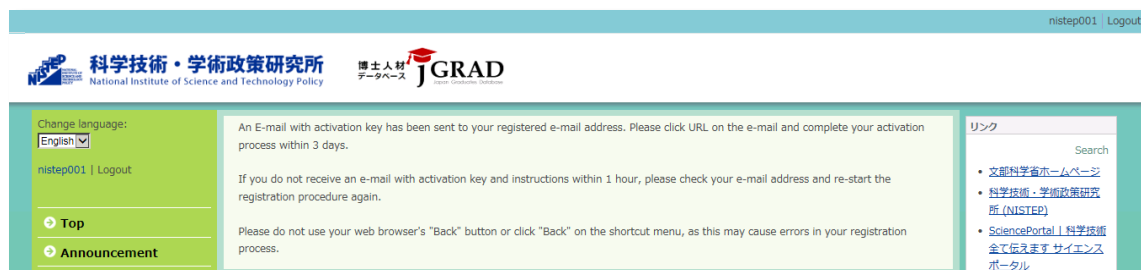


The screenshot shows the JGRAD website interface, similar to the previous one. The "E-mail address" field in the form is now filled with the text "ABC123@jgrad.com" and is highlighted with a red box. The "Terms of Use" section and the "Send" button are still visible. The navigation menu on the left and the right-side sections remain the same.

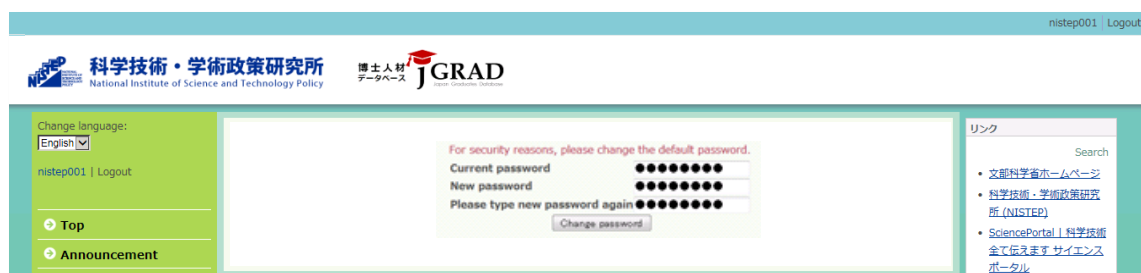
- ③ Please read “Terms of Use” and agree by marking the checkbox of “I agree to the Terms of Use Above”.



- ④ E-mail will be sent by marking the checkbox and clicking <Send> button.
The following page will be appeared if your registration has been successful.



- ⑤ Please check an e-mail from the JGRAD system and go to the URL in the e-mail.
If the following web page is appeared², you are required to change initial password for security reason. To reset your initial password, enter your password in the upper field, and enter a new password in the middle and lower fields.



- ⑥ Click <Change password> to register your new password.

² At the completion of the activation process, you may return to the "Activate Doctoral Student Database" screen again without proceeding to the password setting screen. In the "NetCommons 2.0" which is the base of the JGRAD system, it is reported that the activation process may not be executed properly in the Edge of Windows 10 as the WEB browser. In that case, please try with Internet Explorer or Chrome or FireFox.

(2) Initial registration on Profile page

① When logging in for the first time or a certain data item is not registered on JGRAD, "Initial Input 1" shows up as follows. Please enter the following personal details on the Initial Input page, then click <Next>. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Citizenship***
- **Sex***
- **Handle Name* (Pre-registered but changeable)**
- **Last, First Name***
- **Chinese Character Reading* (Furigana in katakana characters. Alphabetic character is acceptable)**
- **Latin Alphabet Spelling***
- **Middle Name**
- **Maiden Name**
- **Maiden Name Chinese Character Reading (Furigana in katakana characters. Alphabetic character is acceptable)**
- **Date of Birth***

The screenshot shows a web interface for profile registration. On the left is a green sidebar with navigation links: Top, What's New, FAQ, Contact Us, Personal information, Term of use, and Profile (highlighted). The main content area is titled 'Profile' and contains the 'Initial Input' form. A note states: '*Column with "*" is mandatory.' The form fields are as follows:

ID	nistep001
Password	Click here to change password Change default password.
Citizenship *	Japan Japan Japan
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Handle Name *	nistep001
Name *	Last: 森井 First: ステフ
Chinese Character Reading *	Last: ナイ First: ステフ
Latin Alphabet Spelling *	Last: NAI First: SUTEFU
Middle Name	
Maiden Name	
Maiden Name Chinese Character Reading	
Date of Birth *	19 / 2 / 1978

A 'Next' button is located at the bottom of the form.

- ② “Initial Input 2” shows up as follows. Enter and confirm your e-mail address and check whether you agree to Database Partnership, then click <Next>. If you would like to return to the previous page, click <Go Back>.

JGRAD will provide the data linkage service to exchange your data between JGRAD and researchmap (<https://researchmap.jp/>) in near future. The service should be available sometime in FY2018.

Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **E-mail Address***
- **E-mail Address (Confirmation) ***
- **Database Partnership***
 - **Transfer to researchmap***
(Data Transfer from JGRAD to researchmap)
 - **Transfer from researchmap***
(Data Transfer from researchmap to JGRAD)
- **Researcher Number***
(Japan Science and Technology Agency/JST KAKENHI Grant Number)

The screenshot shows a web interface for a user profile. On the left is a green sidebar with navigation links: Top, What's New, FAQ, Contact Us, Personal information, Term of use, and Profile (highlighted). The main content area is titled 'Profile' and contains a section 'Initial Input 2'. A note states '*Column with "※" is mandatory.' The form fields are: 'E-mail Address ※' with the value 'test@test.co.jp', 'E-mail Address (Confirmation) ※' with the value 'test@test.co.jp', 'Database Partnership ※' with two radio button options: 'Transfer to researchmap ※' (Yes/No, No selected) and 'Transfer from researchmap ※' (Yes/No, No selected), and 'Researcher Number' with an empty text box. At the bottom are 'Next' and 'Go Back' buttons.

③ “Initial Input 3” shows up as follows. Please enter information on funding assistance program from the Japanese Government or other Japanese organization that you have received. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled. Please click <Next> to move to the next page. If you would like to return to the previous page, click <Go Back>.

- **Japan Society for the Promotion of Science Special Researcher (JSPS Research fellowship for young Scientists, DC1 or DC2)**
- **Doctoral Course Education Leading Program***
- **Takuetsu Graduate Program***
- **Super Science High School (SSH)***
- **Tuition Exemption: Full Fee Exemption / Partial Exemption / No Exemption***
- **Receiving benefits such as scholarships***
- **JASSO Scholarship / Period Received***
- **Non-JASSO Scholarship / Period Received***
- **Teaching Assistant (TA) Experience***
- **Research Assistainc (RA) Experience***

Change language:
English

nstep001 | Logout

- Top
- What's New
- FAQ
- Contact Us
- Personal information
- Term of use
- Profile**

Profile

Initial Input③

Column with "" is mandatory.

Regarding the government support system

Japan Society for the Promotion of Science Special Researcher DC1 Employment DC2 Employment

Doctoral Course Education Leading Program Yes No

Takuetsu Graduate Program Yes No

Super Science High School (SSH) Yes No

Tuition Exemption Full Fee Exemption Partial Exemption No Exemption

Receiving benefits such as scholarships

JASSO Scholarship Type I Scholarship Type II Scholarship No Loans

Period Received one or more year less than one year
Year(s): Month(s):

Non-JASSO Scholarship Received Not Received
Postdoctoral fellowship for research at

Period Received one or more year less than one year
Year(s): Month(s):

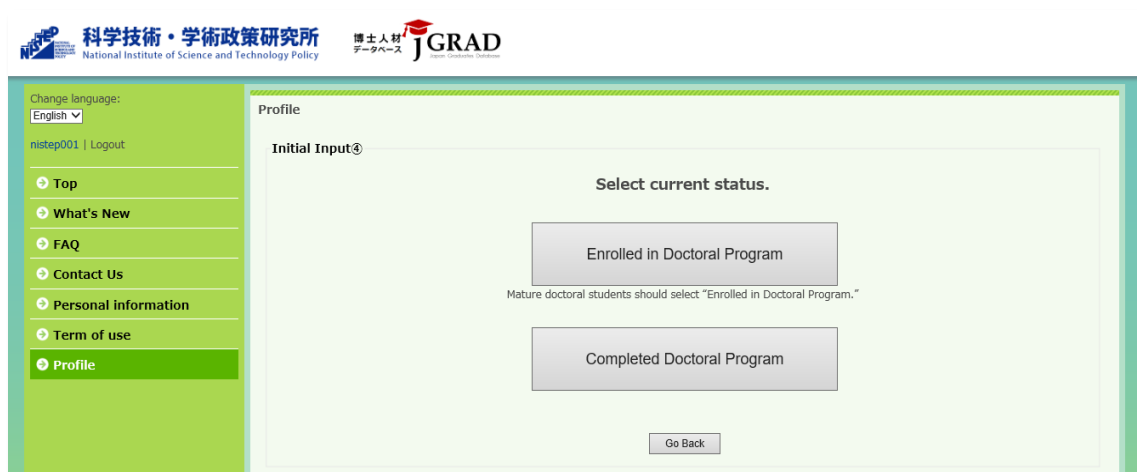
Teaching Assistant(TA) Experience Experienced Not Experienced

Research Assistainc(RA) Experience Experienced Not Experienced

Next Go Back

- ④ “Initial Input 4” shows up as follows. Please choose one of two buttons <**Enrolled in Doctoral Program**> or <**Completed Doctoral Program**> depending on your current status. If you would like to return to the previous page, click <Go Back>.

*Please select <Completed Doctoral Program> if you are not enrolled in doctoral program currently for reasons such as withdrawal or coursework completed without degree.



The screenshot shows the JGRAD website interface. At the top, there are logos for the National Institute of Science and Technology Policy (NISTEP) and JGRAD (Japan Graduate Researcher Database). The main content area is titled 'Profile' and 'Initial Input'. It prompts the user to 'Select current status.' and provides two buttons: 'Enrolled in Doctoral Program' and 'Completed Doctoral Program'. A note below the buttons states: 'Mature doctoral students should select "Enrolled in Doctoral Program."' A 'Go Back' button is located at the bottom of the selection area. On the left side, there is a navigation menu with options like 'Top', 'What's New', 'FAQ', 'Contact Us', 'Personal information', 'Term of use', and 'Profile'.

- ⑤ In the case you choose <**Enrolled in Doctoral Program**>, the following web page will appear. Please enter information listed below and click <Next> to move to the next page. If you would like to return to the previous page, click <Go Back>. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Graduate School Program***
- **Admission Date(Month/Year)***
- **Affiliated Graduate School/Course (Section / University Name / Course /Major)***
- **Research Topic (Main)***
- **Research Topic (Sub 1/ Sub 2)**
- **Advisor**
- **Affiliated Academic Society Name**
- **Affiliated Institution Location***

Change language: English

nistep001 | Logout

- Top
- What's New
- FAQ
- Contact Us
- Personal information
- Term of use
- Profile**

Profile

Initial Input

Column with "" is mandatory.

Graduate School Program *

Admission Date (Month/Year) *

Affiliated Graduate School/Course *
 Section :
 University Name :
 Course :
 Major :

Research Topic (Main) *
 Broad :
 Small :

Research Topic (Sub 1)
 Broad :
 Small :

Research Topic (Sub 2)
 Broad :
 Small :

Advisor

Affiliated Academic Society Name
 Domestic International

Affiliated Institution Location *

Enter Go Back

⑥ In the case you choose <**Completed Doctoral Program**> the following web page will appear. Choose one of two buttons <**Work**> or <**Other, Not yet determined**> depending on your current status.

Change language: English

nistep001 | Logout

- Top
- What's New
- FAQ
- Contact Us
- Personal information
- Term of use
- Profile**

Profile

Initial Input

Column with "" is mandatory.

Select Career Information

Work
 Other, Not yet determined

Go Back

In the case you choose <**Work**>, the following web page will appear. Please enter information listed below and click <Next> to move to the next page. If you would like to return to the previous page, click <Go Back>. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Start of Employment***
- **Type of Affiliated Institution***
- **Name of Affiliated Institution***
- **Job Class·Job Grade***
- **Job Title/Role***
- **Employment Type ***
- **Position*(Term of Office)**

- **Industry Type***
- **Job Type***
- **Field of Expertise***
- **Location***

The screenshot shows a web form for a 'Profile' page. On the left is a green sidebar with navigation links: Top, What's New, FAQ, Contact Us, Personal information, Term of use, and Profile (selected). The main content area is titled 'Profile' and contains the following sections:

- Initial Input:** A dropdown menu is set to 'Work'. Below it, a note states '*Column with "*" is mandatory. Select Career Information'.
- 1. Affiliated Institution:** Fields include 'Start of Employment *' (date), 'Type of Affiliated Institution *' (dropdown), and 'Name of Affiliated Institution *' (text).
- 2. Job Ranking:** Fields include 'Job Class · Job Grade *' (dropdown), 'Job Title/Role *' (text), 'Employment Type *' (dropdown), and 'Position *' (dropdown).
- 3. Area of Expertise:** Fields include 'Industry Type *', 'Job Type *', and 'Field of Expertise *', all as dropdown menus.
- 4. Location:** A 'Location *' dropdown menu.

At the bottom right of the form are 'Enter' and 'Go Back' buttons.

In the case you choose **<Other, Not yet determined>**, the following web page will appear. Please enter information listed below and click **<Next>** to move to the next page. If you would like to return to the previous page, click **<Go Back>**. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Affiliation/Non-Affiliation Start Year/Month***
- **Career Classification***

Please enter the classification as following reference:

1. Clinical trainee
2. Preparing to enter a university
3. Preparing for employment
4. Postdoctoral officials without employment relationship
5. Other, Not yet determined
6. Househusband / Housewife

- **Type of Affiliated Institution***

Please enter the classification as following reference:

1. University
2. Public research institution
3. Private company
4. Non-profit organization
5. Others / Independent

- **Name of Affiliated Institution***
- **Scale of Affiliated Institution***
- **Job Class/Job Grade**
- **Job Title/Role**
- **Designated Work Hours**
- **Location***

- ⑦ The following page “Profile” will appear if your registration has been successful.
(Completion of Initial Registration)

SPECIAL NOTES

- In case of error, contact the JGRAD Support Team by e-mail to "jgrad-info@hr2.nistep.go.jp" or via <Contact Us> in the menu bar on the left side. Please refer to Chapter 12 on how to contact the JGRAD Support Team.

4. VIEWING AND EDITING “BASIC INFORMATION”

This section describes how you can view and edit your personal details from “Basic Information” page.

PROCEDURE

- ① Click the <Edit> button in Profile page in order to view and edit “Basic Information”
Both <Edit> buttons on the top and bottom of Profile page perform the same function.

The screenshot shows the 'Profile' page. On the left is a navigation menu with 'Profile' selected. The main content area has a header 'Profile' with an 'Edit' button circled in red. Below this, the user's ID and Handle Name are listed as 'nistep0126'. There are two tabs: '<Career(Academic)>' and '<Career (Vocational)>'. The 'Academic' tab is active, showing a date range '4 / 2013 ~ 3 / 2015' and a description 'Second term of the doctoral course (3 year) Hokkaido University Graduate School of Science and Engineering'. At the bottom of the page, another 'Edit' button is circled in red.

- ② Click the <Basic Information> tab on the top left.

The screenshot shows the 'Profile' page with the 'Basic Information' tab selected and highlighted with a red box. The page contains various input fields for personal information, many marked with an asterisk (*) to indicate they are mandatory. Fields include ID, Password, Handle Name, Name (Last, First), Chinese Character Reading (Last, First), Latin Alphabet Spelling (Last, First), Middle Name, Maiden Name, Maiden Name Chinese Character Reading, Sex, Date of Birth, and Citizenship. There are also fields for E-mail Address, Permanent E-mail Address, Mobile E-Mail Address, and Mobile Phone Number. A 'Photo' upload section is at the bottom. The 'Enter' and 'Cancel' buttons are at the bottom right.

- ③ Information filled in the initial registration page is automatically transferred to <Basic information>. Confirm the registered information and correct them as needed. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- ID
- Password
- **Handle Name* (Pre-registered but changeable)**
- **Last, First Name***
- **Chinese Character Reading (Furigana in katakana characters. Alphabetic character is acceptable)***
- **Latin Alphabet Spelling***
- Middle Name
- Maiden Name

- Maiden Name Chinese Character Reading (Furigana in katakana characters. Alphabetic character is acceptable)
- **Sex***
- **Date of Birth***
- **Citizenship***
- **E-mail Address***
- **E-mail Address (Confirmation)***
- Permanent E-mail Address
- Mobile E-Mail Address
- Mobile Phone Number
- Profile Disclosure
- Profile Comment
- Photo

④ Register the entry results

Click the <Enter> button after entries in "Basic Information."

SPECIAL NOTES

- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

5. VIEWING AND EDITING “CAREER (ACADEMIC)”

This section describes how you can view and edit your academic background on “Career (Academic)” page.

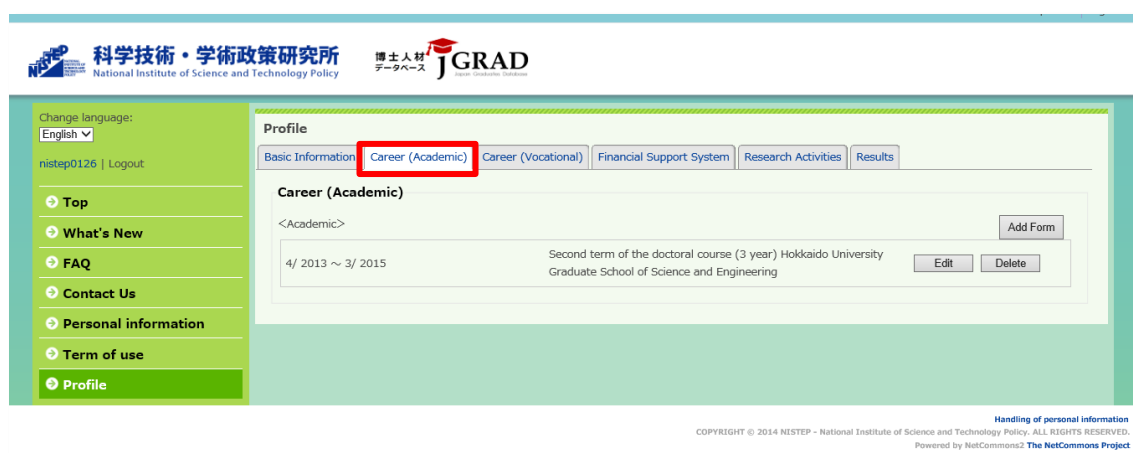
PROCEDURE

- ① Click the <Edit> button in Profile page. Both <Edit> buttons on the top and bottom of Profile page perform the same function.



- ② Click the <Career (Academic)> tab on second from the top left.
*Depending on the university you belong to, the changed screen may be displayed.

By clicking the <Career (Academic)> tab, the education records that you have registered will appear in a list form. To view or edit each education record, click the <Edit> button in the right side of the row of the education record. To delete the information, click the <Delete>. To enter a new education record, click the “Add Form”



- ③ In case of clicking <Add Form> or <Edit> button, following data entry form will appear. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- Graduate School Program*
- Admission Date(Month/Year)*

- **Affiliated Graduate School/Course (Section/University Name/Course/Major) ³**
- **Research Topic (Main)***
- **Research Topic (Sub 1/ Sub 2)**
- **Advisor**
- **Course Completion**
- **Course Completion Date (Month/Year)**
- **Affiliated Academic Society Name**
- **Affiliated Institution Location***
- **Degree Granted (Y/N)**
- **Degree Award Date (Month/Year)**
- **Type of Degree**
- **Institution Awarding Doctoral Degree**

Career (Academic)

*Column with "※" is mandatory.

Graduate School Program ※	-	Course Completion	-
Admission Date (Month/Year) ※	- / -	Course Completion Date (Month/Year)	- / -
Affiliated Graduate School/Course ※	Section : - University Name : - Course : - Major : -	Affiliated Academic Society Name	<input type="radio"/> Domestic <input type="radio"/> International -
Research Topic (Main) ※	Broad : - Small : -	Affiliated Institution Location ※	- - -
Research Topic (Sub 1)	Broad : - Small : -	Degree Granted (Y/N)	<input type="radio"/> Yes <input type="radio"/> No
Research Topic (Sub 2)	Broad : - Small : -	Degree Award Date (Month/Year)	- / -
Advisor	-	Type of Degree	-
		Institution Awarding Doctoral Degree	-

④ Register the entry results.

Click the <Enter> button after entries in "Career (Academic)."

SPECIAL NOTES

- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

³ If you cannot find course name on the pull-down menu, please contact the JGRAD Support Team. You can contact from "Contact Us" on the top page.

6. VIEWING AND EDITING “CAREER (VOCATIONAL)”

This section describes how you can view and edit the job information from “Career(Vocational)” screen

PROCEDURE

- ① Click the <Edit> button in Profile screen. Both <Edit> buttons on the top and bottom of Profile page perform the same function.



- ② Click the <Career (Vocational)> tab on Third from the top left.

By clicking the <Career (Vocational)> tab, the job records that you have registered will appear in a list form. To view or edit each job record, click the <Edit> button in the right side of the row of the job record. To delete the information, click the <Delete>. To enter a new job record, click the “Add Form”



- ③ After clicking <Add Form> or <Edit> button, in case you choose <Work> in “Select Career Information”, following data entry form will appear. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Select Career Information(Work)**
- **Start of Employment***
- **End of Employment**
- **Type of Affiliated Institution***
- **Name of Affiliated Institution***

- **Job Class·Job Grade***
- **Job Title/Role***
- **Employment Type***
- **Position* (Term of Office)**
- **Industry Type***
- **Job Type***
- **Field of Expertise***
- **Location***

Career

*Column with "※" is mandatory.

Select Career Information

1.Affiliated Institution		3.Area of Expertise	
Start of Employment ※	- / -	Industry Type ※	-
End of Employment	- / -	Job Type ※	-
Type of Affiliated Institution ※	-	Field of Expertise ※	
Name of Affiliated Institution ※		4.Location	
2.Job Ranking		Location ※	
Job Class · Job Grade ※	-	-	
Job Title/Role ※		-	
Employment Type ※	-	-	
Position ※	- / - / - ~		

In the case you choose <Other,Not yet determined> in "Select Career Information", following data entry form will appear. Please register your current status. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Select Career Information (Other,Not yet determined)**
- **Affiliation/Non-Affiliation Start Month/Year***
- **Career Classification***
- **Type of Affiliated Institution***
- **Name of Affiliated Institution***
- **Scale of Affiliated Institution***
- **Job Class/Job Grade**
- **Job Title/Role**
- **Designated Work Hours**
- **Location***

Career

*Column with "※" is mandatory.

Select Career Information Other, Not yet determined ▼

<p>1.Affiliated Institution</p> <p>Affiliation/Non-Affiliation Start Month/Year ※ <input type="text"/> / <input type="text"/></p> <hr/> <p>Career Classification ※ <input type="text"/></p> <hr/> <p>Type of Affiliated Institution ※ <input type="text"/></p> <hr/> <p>Name of Affiliated Institution ※ <input type="text"/></p> <hr/> <p>Scale of Affiliated Institution ※ <input type="text"/></p> <hr/> <p>2.Job Ranking</p> <p>Job Class/Job Grade <input type="text"/></p> <hr/> <p>Job Title/Role <input type="text"/></p> <hr/> <p>Designated Work Hours <input type="text"/></p>	<p>3.Region</p> <p>Location ※ <input type="text"/></p> <hr/> <p><input type="text"/></p> <hr/> <p><input type="text"/></p>
---	---

- ④ Register the entry results
 Click the <Enter> button after entries in "Career (Vocational)."

SPECIAL NOTES


- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

7. VIEWING AND EDITING “FINANCIAL SUPPORT SYSTEM”

This section describes how you can view and edit the information on funding assistance program from “Financial Support System” page

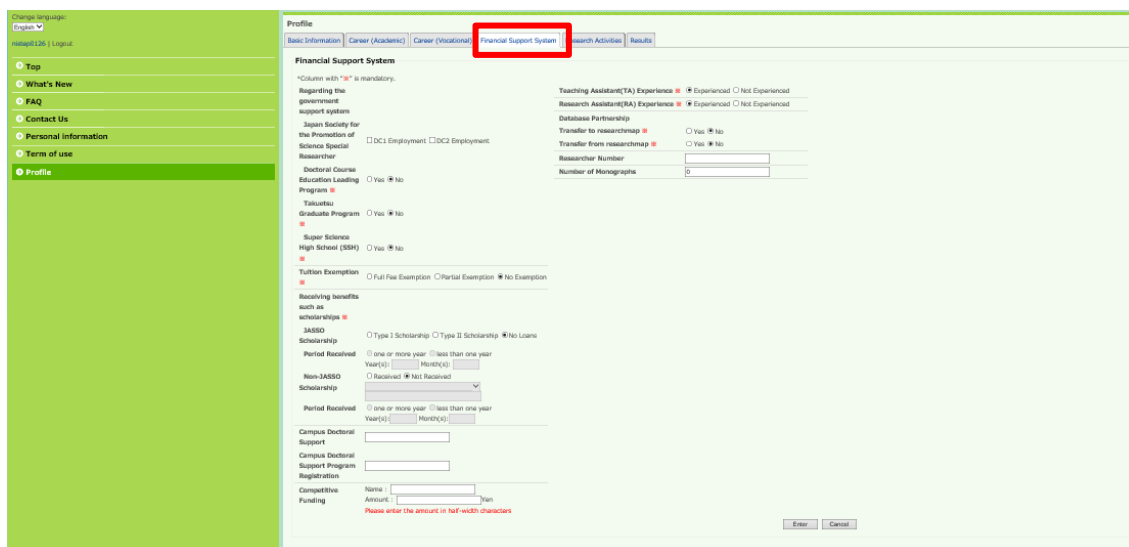
PROCEDURE

- ① Click the <Edit> button in Profile page. Both <Edit> buttons on the top and bottom of Profile page perform the same function.



The screenshot shows the 'Profile' page of a user. On the left is a navigation menu with options like 'Top', 'What's New', 'FAQ', 'Contact Us', 'Personal information', 'Term of use', and 'Profile'. The main content area is titled 'Profile' and contains fields for 'ID' (ristep0126) and 'Handle Name' (ristep0126). Below this, there are sections for '<Career(Academic)>' and '<Career (Vocational)>'. The 'Edit' button is highlighted with a red circle at the top of the profile section, and another 'Edit' button is highlighted at the bottom right of the page.

- ② Click the <Financial Support System> tab on Fourth from the top left.



The screenshot shows the 'Financial Support System' page. The 'Financial Support System' tab is highlighted with a red box. The page contains various form fields for entering information about funding assistance programs, including sections for 'Teaching Assistant(TA) Experience', 'Research Assistant(RA) Experience', 'Database Partnership', 'Transfer to researchmap', 'Researcher Number', 'Number of Monographs', 'Tuition Exemption', 'Receiving benefits such as scholarships', 'JASSO Scholarship', 'Campus Doctoral Support', and 'Competitive Funding'. The 'Enter' and 'Cancel' buttons are at the bottom right.

- ③ Enter information on funding assistance program from the Japanese Government or other Japanese organization that you have received. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **Japan Society for the Promotion of Science Special Researcher**
- **Doctoral Course Education Leading Program***
- **Takuetsu Graduate Program***
- **Super Science High School (SSH)***
- **Tuition Exemption***
- **Receiving benefits such as scholarships***
- **JASSO Scholarship/Period Received***

- **Non-JASSO Scholarship/Period Received***
- **Campus Doctoral Support**
- **Campus Doctoral Support Program Registration**
- **Competitive Funding(Name/ Amount)**
- **Teaching Assistant(TA) Experience***
- **Research Assistant(RA) Experience***
- **Transfer to researchmap***
- **Transfer from researchmap***
- **Researcher Number**
- **Number of Monographs**

④ Register the entry results

Click the <Enter> button after entries in "Financial Support System."

SPECIAL NOTES

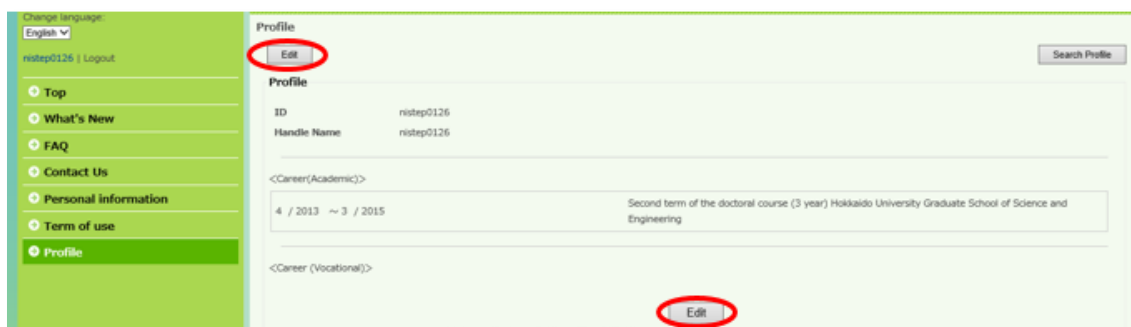
- For the type of scholarship, please select the one you have received at the time of doctoral course enrollment.
- For "Researcher Number," please enter the scientific research grant number (KAKENHI grant number) issued by JST.
- For your ORCID ID, please enter in the free description part of "Profile Comment" on Basic Information tab.
- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

8. VIEWING AND EDITING “RESEARCH ACTIVITIES”

This section describes how you can input your international experience (eg. study abroad, participation in volunteer activities) and internship experience on “Research Activities” page.

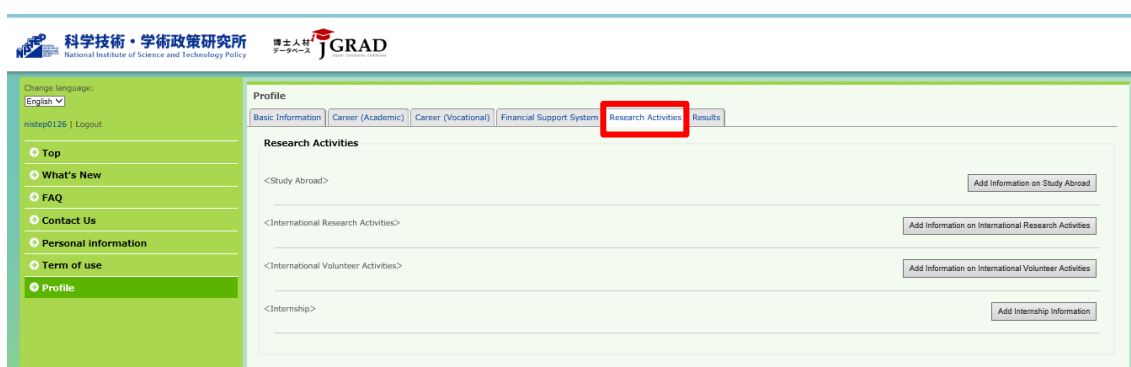
PROCEDURE

- ① Click the <Edit> button in Profile page in order to view and edit “Research Activities”
Both <Edit> buttons on the top and bottom of Profile page perform the same function.



- ② Click the <Research Activities> tab on fifth from the top left.

By clicking the <Research Activities> tab, the activity records that you have registered will appear in a list form. To view or edit each job record, click the <Edit> button in the right side of the row of the activity record. To delete the information, click the <Delete>. To enter a new activity record, click the “Add Information.”



- ③ After clicking <Add Form> or <Edit> button, following page will appear.
To add a new record in each activity, click the button in the right side of the row of the activity record. Fields blow with an asterisk (*) mark are the required items for adding research results.

<Study Abroad >

- **Name of Study Abroad Destination Institution***
- **Country Name ***
- **Cost Burden***

- **Period***

Study Abroad

*Column with "※" is mandatory.

Name of Study Abroad

Destination Institution※

Country

Name ※

Cost Burden※ Publicly Funded Study Abroad Privately Funded Study Abroad Other

Period※ / ~ /

<International Research Activities>

- **Project Name***
- **Period***

International Research Activities

*Column with "※" is mandatory.

Project Name※

Period※ / ~ /

<International Volunteer Activities>

- **Purpose of Activities***
- **Period***

International Volunteer Activities

*Column with "※" is mandatory.

Purpose of Activities※

Period※ / ~ /

<Internship>

- **Project Name***
- **Period***
- **Participation as an RA in Industry-University Joint Research***

Internship

*Column with "※" is mandatory.

Project Name※

Period※

Participation as an RA in

Industry-University Yes No

Joint Research※

② Register the entry results

Click the <Enter> button after entries in "Research Activities."

SPECIAL NOTES

- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

9. VIEWING AND EDITING “RESULTS”

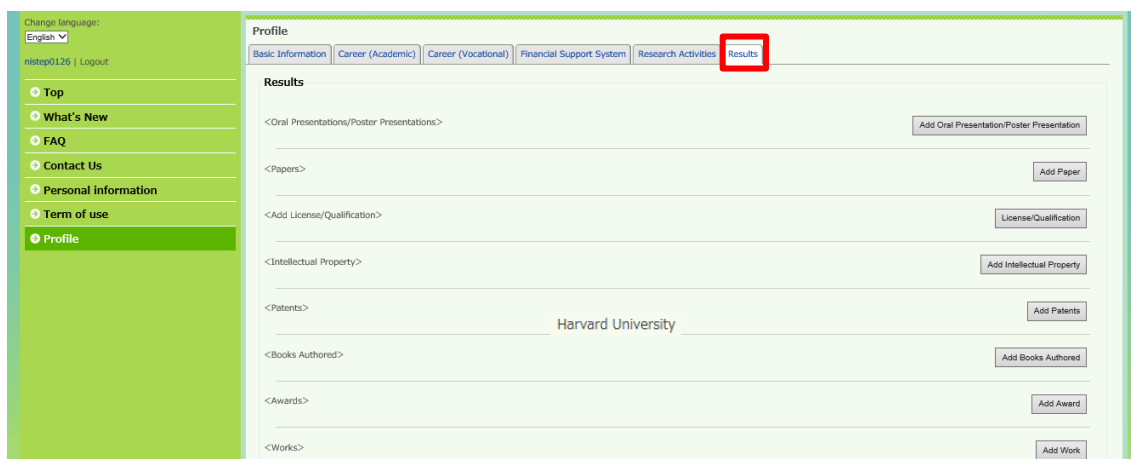
This section describes how you can view and edit the achievement information from “Results” screen.

PROCEDURE

- ① Click the <Edit> button in Profile page in order to view and edit “Results”



- ② Click the <Results> tab on sixth from the top left.



- ③ Confirm and fix the information on your achievements as needed. Please use this field as database for recording your achievements. Fields with an asterisk (*) mark are the required items for adding achievements.

<Oral Presentations/Poster Presentations>

口頭発表・ポスター発表

*Column with "※" is mandatory.

Lecture/Oral Presentation Title※	<input type="text"/>	DOI	<input type="text"/>
Lecture/Oral Presentation Title (English)	<input type="text"/>	Organizer	<input type="text"/>
Presentation Date (Year, Month, Day)※	<input type="text"/>	Organizer (English)	<input type="text"/>
Lecturer	<input type="text"/>	Location	<input type="text"/>
Lecturer (English)	<input type="text"/>	Location (English)	<input type="text"/>
Author Affiliation Name	<input type="text"/>	Country Name	<input type="text"/>
Author Affiliation Name (English)	<input type="text"/>	URL	<input type="text"/>
Author Affiliated Institution Code	<input type="text"/>	URL2	<input type="text"/>
Author Affiliated Department Name	<input type="text"/>	Do either the URL or URL2 offer a free download?	<input type="text"/>
Author Affiliated Department Name (English)	<input type="text"/>	Outline	<input type="text"/>
Conference Name	<input type="text"/>	Outline (English)	<input type="text"/>
Conference Name (English)	<input type="text"/>	Information Sources	<input type="text"/>
Conference Year, Month, Day (From)	<input type="text"/>	Custom Item	<input type="text"/>
Conference Year, Month, Day (To)	<input type="text"/>	Custom Item (English)	<input type="text"/>
Invitation (Y/N)	<input type="text"/>	Major Lectures/Oral Presentations, Etc.	<input type="text"/>
Conference Language	<input type="text"/>	International Co-Authors	<input type="text"/>
Conference Section	<input type="text"/>	rmap Joint	<input type="text"/>
Conference Type	<input type="text"/>	Research/Competitive Funding, Etc. Industry ID	<input type="text"/>
ISSN	<input type="text"/>		
eISSN	<input type="text"/>		

Enter

Cancel

<Paper>

論文

*Column with "※" is mandatory.

Paper Title※	<input type="text"/>	DOI	<input type="text"/>
Paper Title (English)	<input type="text"/>	DOI2	<input type="text"/>
Publication Date※	<input type="text"/>	Do either the DOI or DOI2 offer a URL for a free download?	<input type="text"/>
Author	<input type="text"/>	DBLP ID	<input type="text"/>
Author (English)	<input type="text"/>	Japan Medical Abstracts Society Web ID	<input type="text"/>
Author Affiliation Name	<input type="text"/>	J-Global ID	<input type="text"/>
Author Affiliation Name (English)	<input type="text"/>	Cinii Article ID	<input type="text"/>
Author Affiliated Institution Code	<input type="text"/>	Cinii Nr ID	<input type="text"/>
Author Affiliated Department Name	<input type="text"/>	ORCID put code	<input type="text"/>
Author Affiliated Department Name (English)	<input type="text"/>	arXiv ID	<input type="text"/>
Role	<input type="text"/>	PMID	<input type="text"/>
Journal Name (Publication Name)	<input type="text"/>	SCOPUS ID	<input type="text"/>
Journal Name (Publication Name) (English)	<input type="text"/>	Web of Science ID	<input type="text"/>
Publisher	<input type="text"/>	URL	<input type="text"/>
Publisher (English)	<input type="text"/>	URL2	<input type="text"/>
International/Domestic Journal	<input type="text"/>	Do either the URL or URL2 offer a free download?	<input type="text"/>
Volume	<input type="text"/>	Outline	<input type="text"/>
Number	<input type="text"/>	Outline (English)	<input type="text"/>
Start Page	<input type="text"/>	Paper Information Sources	<input type="text"/>
End Page	<input type="text"/>	Custom Item	<input type="text"/>
Peer Reviewed (Y/N)	<input type="text"/>	Custom Item (English)	<input type="text"/>
Invitation (Y/N)	<input type="text"/>	Major Papers	<input type="text"/>
Publication Language	<input type="text"/>	International Co-Authors	<input type="text"/>
Article Type	<input type="text"/>	rmap Joint Research/Competitive Funding, Etc. Industry ID	<input type="text"/>
ISSN	<input type="text"/>		
eISSN	<input type="text"/>		

Enter Cancel

<License/Qualification>

License/Qualification

*Column with "※" is mandatory.

Date Obtained※	<input type="text"/>
License/Qualification Name※	<input type="text"/>

Enter Cancel

<Intellectual Property>

Intellectual Property

*Column with "※" is mandatory.

Title※	<input type="text"/>
Registry Number※	<input type="text"/>
Type	<input type="text"/>
Explanation	<input type="text"/>

<Patents>

Patents

*Column with "※" is mandatory.

Industrial Property Right Type	<input type="text"/>	Registration Date	<input type="text"/>
Name※	<input type="text"/>	Date of Issue	<input type="text"/>
Name (English)	<input type="text"/>	Patent Holder	<input type="text"/>
Disclosure Date※	<input type="text"/>	URL	<input type="text"/>
Inventor/Creator	<input type="text"/>	JGlobalID	<input type="text"/>
Inventor/Creator (English)	<input type="text"/>	Outline	<input type="text"/>
Application Number	<input type="text"/>	Outline (English)	<input type="text"/>
Application Date	<input type="text"/>	Applying Country	<input type="text"/>
Applying Party (Institution)	<input type="text"/>	Acquiring Country	<input type="text"/>
Applying Party (Institution) (English)	<input type="text"/>	Custom Item	<input type="text"/>
Disclosure Number	<input type="text"/>	Custom Item (English)	<input type="text"/>
Publication Number	<input type="text"/>	Major Industrial Property Rights	<input type="text"/>
Publication Date	<input type="text"/>	rmap Joint Research/Competitive Funding, Etc. Industry ID	<input type="text"/>
Patent Number/Registration Number	<input type="text"/>		

<Books Authored>

Books Authored

*Column with "※" is mandatory.

Title※	<input type="text"/>	ISBN	<input type="text"/>
Title (English)	<input type="text"/>	DOI	<input type="text"/>
Publication Date※	<input type="text"/>	Publication Language	<input type="text"/>
Author	<input type="text"/>	Author Type	<input type="text"/>
Author (English)	<input type="text"/>	Outline	<input type="text"/>
Author Affiliation Name	<input type="text"/>	Outline (English)	<input type="text"/>
Author Affiliation Name (English)	<input type="text"/>	Peer Reviewed (Y/N)	<input type="text"/>
Author Affiliated Institution Code	<input type="text"/>	URL	<input type="text"/>
Author Affiliated Department Name	<input type="text"/>	URL2	<input type="text"/>
Author Affiliated Department Name (English)	<input type="text"/>	Do either URL or URL2 offer a free download?	<input type="text"/>
Section Covered	<input type="text"/>	Custom Item	<input type="text"/>
Main Author	<input type="text"/>	Custom Item (English)	<input type="text"/>
Scope Covered	<input type="text"/>	Major Books and Publications	<input type="text"/>
Scope Covered (English)	<input type="text"/>	International Co-Authors	<input type="text"/>
Publisher	<input type="text"/>	rmap Joint	<input type="text"/>
Publisher (English)	<input type="text"/>	Research/Competitive Funding, Etc. Industry ID	<input type="text"/>
Total Page Count	<input type="text"/>		
Pages Authored	<input type="text"/>		

<Awards>

Awards

*Column with "※" is mandatory.

Award Year, Month※	<input type="text"/>	Award Recipient Affiliated Department Name	<input type="text"/>
Award Name※	<input type="text"/>	Award Recipient Affiliated Department Name (English)	<input type="text"/>
Award Name (English)	<input type="text"/>	Award Type	<input type="text"/>
Awarding Institution	<input type="text"/>	Award Recipient Country	<input type="text"/>
Awarding Institution (English)	<input type="text"/>	Explanation	<input type="text"/>
Achievement Title	<input type="text"/>	Explanation (English)	<input type="text"/>
Achievement Title(English)	<input type="text"/>	URL	<input type="text"/>
Award Recipient (Award Recipient Group)	<input type="text"/>	Custom Item	<input type="text"/>
Award Recipient (Award Recipient Group) (English)	<input type="text"/>	Custom Item (English)	<input type="text"/>
Award Recipient Affiliation Name	<input type="text"/>	Major Awards	<input type="text"/>
Award Recipient Affiliation Name (English)	<input type="text"/>	rmap Joint	<input type="text"/>
Award Recipient Affiliated Institution Code	<input type="text"/>	Research/Competitive Funding, Etc. Industry ID	<input type="text"/>

<Works>

Works

*Column with "※" is mandatory.

Work Title※	<input type="text"/>		
Work Title (English)	<input type="text"/>		
Presentation Date (Year, Month) (From)※	<input type="text"/>	Presentation Location	<input type="text"/>
Presentation Date (Year, Month) (To)	<input type="text"/>	Presentation Location (English)	<input type="text"/>
Presenter	<input type="text"/>	DOI	<input type="text"/>
Presenter (English)	<input type="text"/>	URL1	<input type="text"/>
Presenter Affiliation Name	<input type="text"/>	URL2	<input type="text"/>
Presenter Affiliation Name (English)	<input type="text"/>	Do either URL or URL2 offer a free download?	<input type="text"/>
Presenter Affiliated Institution Code	<input type="text"/>	Custom Item	<input type="text"/>
Presenter Affiliated Department Name	<input type="text"/>	Custom Item (English)	<input type="text"/>
Presenter Affiliated Department Name (English)	<input type="text"/>	Major Works	<input type="text"/>
Work Classification	<input type="text"/>	International Co-Creators	<input type="text"/>
Presentation Content	<input type="text"/>	rmap Joint Research/Competitive Funding, Etc. Industry ID	<input type="text"/>
Presentation Content (English)	<input type="text"/>		

④ Register the entry results

Click the <Enter> button after entries in "Research Activities."

SPECIAL NOTES

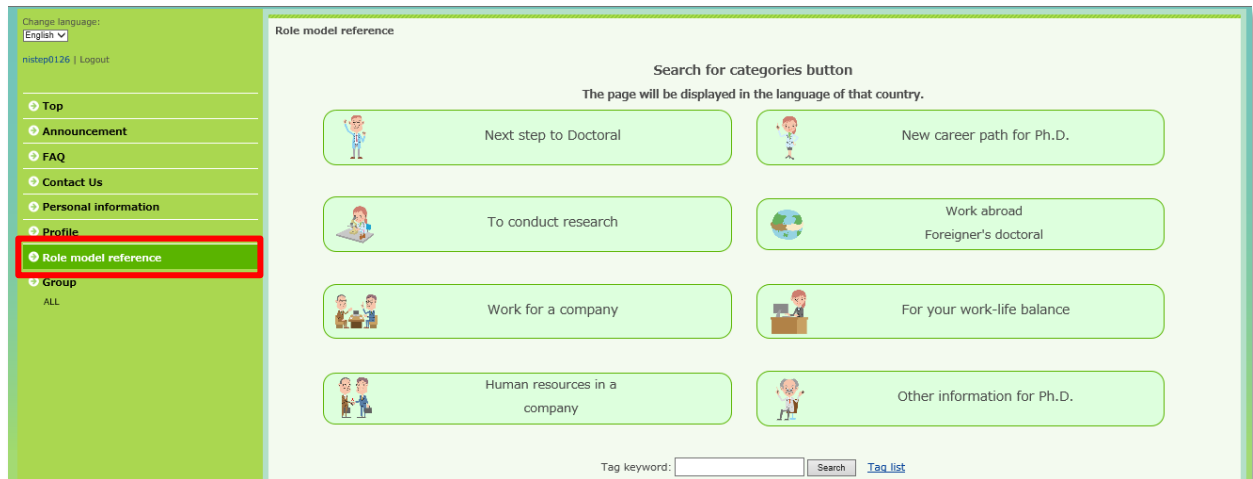
- Make sure to click the <Enter> button after entries in each page otherwise they can not be reflected to the database.
- Click the <Cancel> button to remove the entered contents during the editing process.

10. VIEWING "ROLE MODEL REFERENCE"

This section describes how you can view "Role model reference."

PROCEDURE

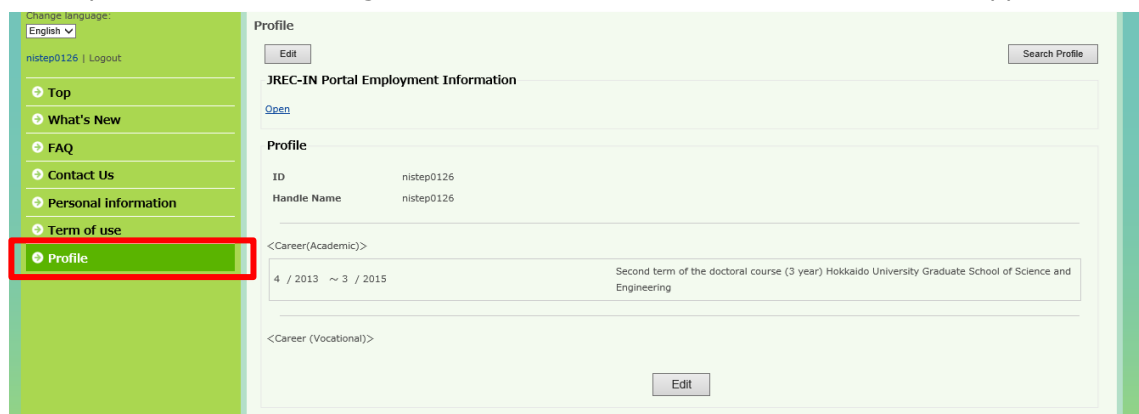
- 1 Click the button <Role model reference> on the top page.



SPECIAL NOTES

- When you are selecting <Profile>, <Role model reference> is not displayed on left side menu. In order to display <Role model reference> on the menu, please select other than <Profile>.

Example screen of selecting <Profile> where <Role model reference> disappears on menu



Example screen of selecting <Top> where <Role model reference> appears on menu
*<Role model reference> will be displayed when you select other than <Profile>.

Change language:
English ▾

nistep0126 | Logout

- Top
- Announcement
- FAQ
- Contact Us
- Personal information
- Profile
- **Role model reference**
- Group
ALL

Welcome to the Doctoral Human Resources DB (JGRAD)

Doctorate recipients are expected from industry, academia and government to be leaders of science and technology for innovation. National Institute of Science and Technology Policy (NISTEP) is a research institution of Ministry of Education, Culture, Sports, Science and Technology (MEXT) and constructs the Doctoral Human Resources Database (JGRAD) based on attributes and career information of doctoral graduates to provide a better understanding of doctorate graduates' activities in the society. JGRAD not only offers a better understanding of doctoral graduates' research and career status, it also helps with policymaking through various surveys and analysis to ensure the graduates play an active role in the society.

- [Guide on Doctoral Human Resources Database \(JGRAD\)](#) [477 KB]
- [Doctoral Human Resources Database \(JGRAD\) User's Manual](#) [2 MB]

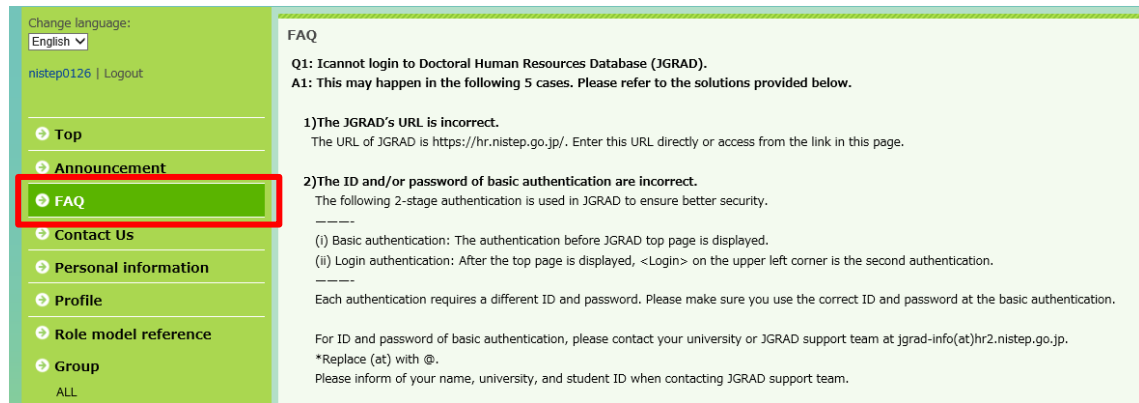
90
80

11. VIEWING “FAQ”

This section describes how you can view “FAQ.”

PROCEDURE

- 1 Click the button <FAQ> on the top page.



SECIAL NOTES

- If there are any unknown points not mentioned in the FAQ, please contact the JGRAD Support Team by emailing "jgrad-info@hr2.nistep.go.jp" or via <Contact Us> from left side menu.
Please refer to Chapter 12 for the inquiry method.

12. HOW TO "CONTACT US"

This section describes how you can make an inquiry to the JGRAD Support Team from "Contact Us."

PROCEDURE

- ① Click the <Contact Us> button from the left side menu as shown below.

The screenshot shows the JGRAD website interface. At the top, there are logos for NISTEP (National Institute of Science and Technology Policy) and JGRAD (Japan Graduates Database). Below the logos, there is a navigation menu on the left with options: Top, Announcement, FAQ, Contact Us (highlighted with a red box), Personal information, Profile, Role model reference, Group, and ALL. The main content area is titled 'Contact Us' and contains the following text: 'Fill out the form on this page, and click the OK button. The items marked by * are required to answer.' The form fields are: Name* (text input), User ID (text input), E-Mail* (two text inputs for confirmation), Institution* (text input), and Message* (text area). An OK button is located at the bottom right of the form.

- ② Screen of "Contact Us" will be displayed. Fields blow with an asterisk (*) mark are the required items for making an inquiry to the JGRAD Support Team.
 - **Name***
 - **User ID**
***Although it is not the required item, please enter as much as possible.**
When the JGRAD Support Team cannot identify questioner with Name or E-mail, User ID would be asked.
 - **E-Mail***
 - **Institution***
 - **Message***

SECIAL NOTES

- Inquiry via email is also available. Please send inquiry to [jgrad-info@hr2.nistep.go.jp] with following information.
 - **Name**
 - **User ID**
 - **Institution**
 - **Message**