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

October 2018 Edition

# CONTENTS

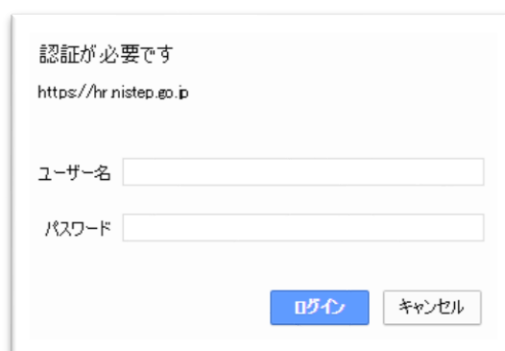## 1. ACCESSING THE JGRAD WEBSITE

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.
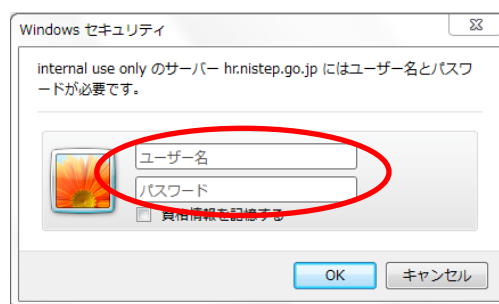
（Confirmation screen when using Internet Explorer）
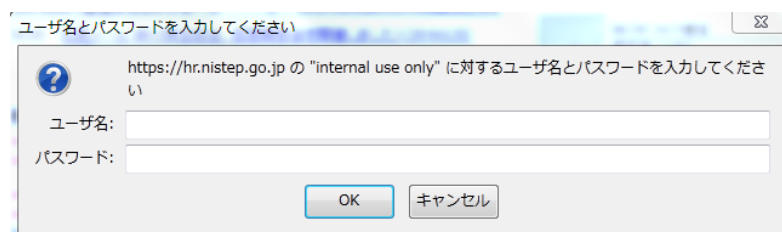
（Confirmation screen when using Firefox）

（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.

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 "

ID／E-mail address

Password

◉ Login by ID

○ Login by E-mail address

Login

Forgot your Password?

④ Click the <Login> button to complete login.

Change language:
English ▾

ID／E-mail address

123456A170001

Password

••••••••••••••

◉ Login by ID

○ Login by E-mail address

Login

Forgot your Password?

(2)   Logout

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

科学技術・学術政策研究所
National Institute of Science and Technology Policy

博士人材データベース JGRAD Japan Graduates Database

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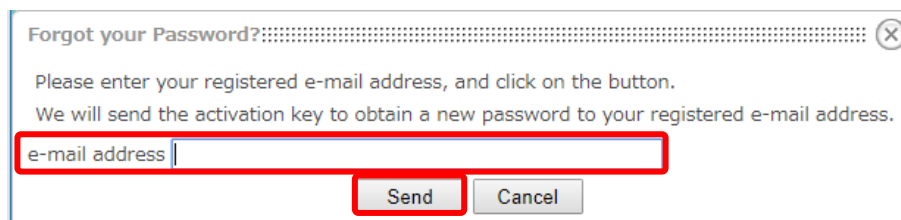
① Please click <Forgot your Password?> on the login screen.

ID／E-mail address

Password

◉ Login by ID

◯ Login by E-mail address

[Login]

Forgot your Password?

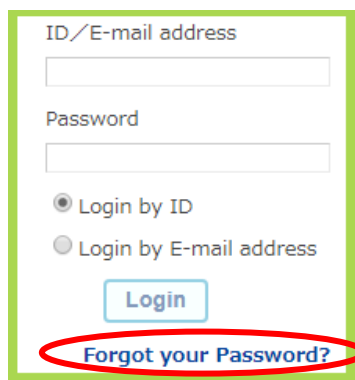② As a popup window asking for your registered e-mail address shows up, please fill out your e-mail address which is registered on JGRAD and click the button <Send> on the popup window

* 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? ⊗

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 |

[Send] [Cancel]

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"

4

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 : XXXXXXXXXXXXXXX
>
> https://hr.nistep.go.jp/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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)
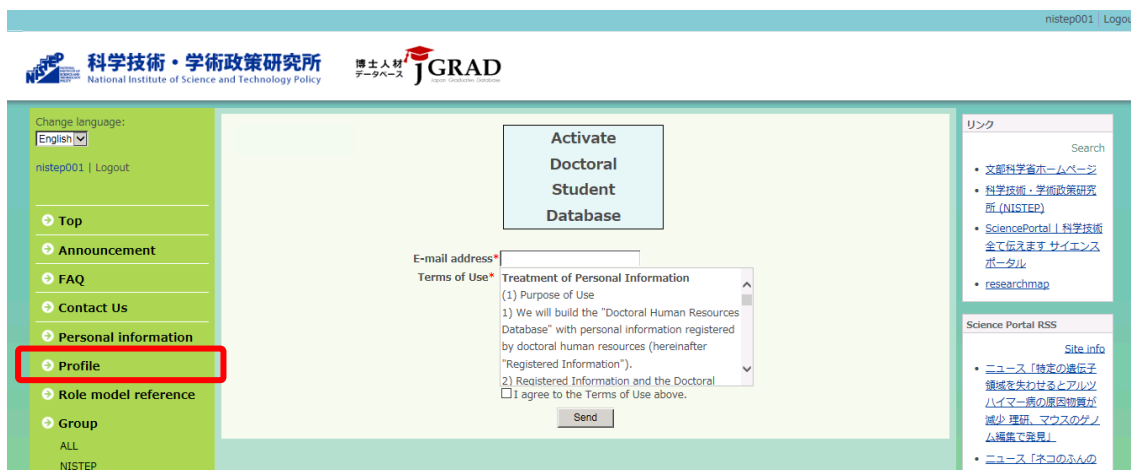> ID : XXXXXXXXXXXXXXX
> Password : XXXXXXXXXX

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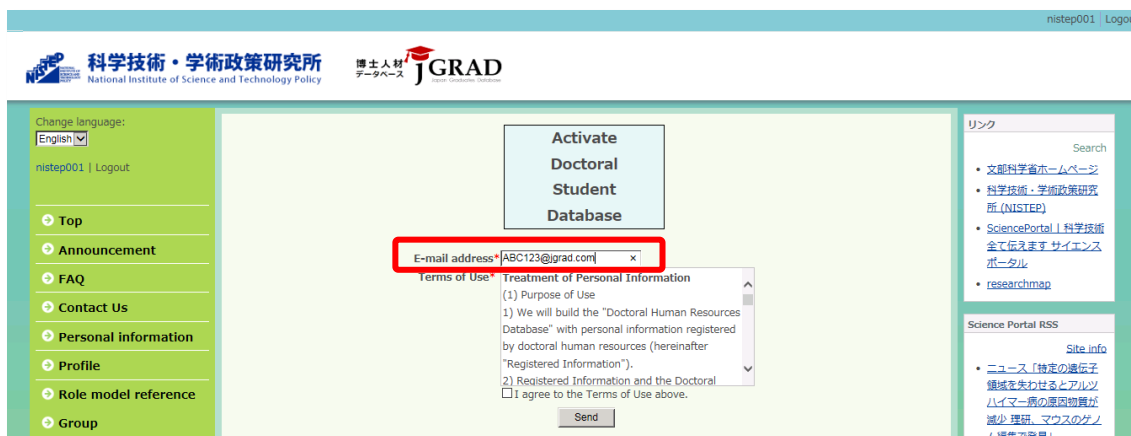
① Access to the JGRAD website and login according to Section 1, then "Activate Doctoral Human Resources Database" page will appear automatically. In case the page is not displayed, please click "Profile" on the left menu.

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

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.
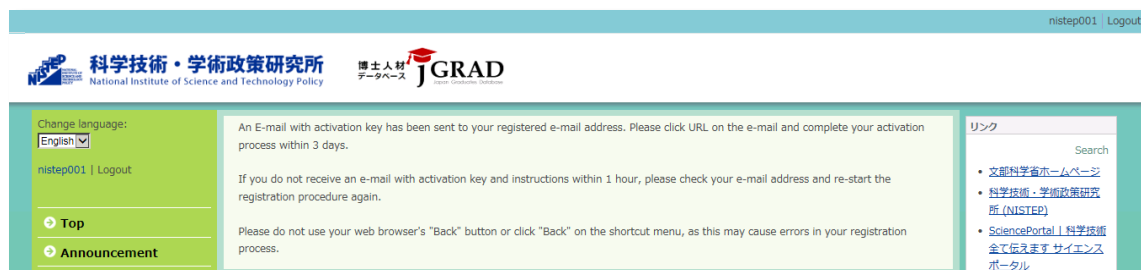
⑤ Please check an e-mail from the JGRAD system and go to the URL in the e-mail.
If the following web page is appeared[2], you are required to change initial password for security reason. To reset your initial password, enter your password in the upper field, and enter a new password in the middle and lower fields.
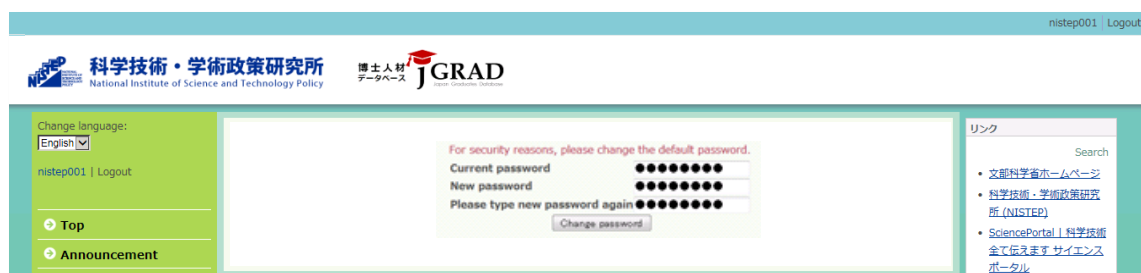
⑥ Click <Change password> to register your new password.

---

[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***

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)

Change language:	Profile
English	
nistep001 | Logout	**Initial Input②**
❯ Top	*Column with "※" is mandatory.
❯ What's New	E-mail Address ※ test@test.co.jp
❯ FAQ	E-mail Address (Confirmation) ※ test@test.co.jp
❯ Contact Us	Database Partnership ※
❯ Personal information	Transfer to researchmap ※ ○Yes ◉No
❯ Term of use	Transfer from researchmap ※ ○Yes ◉No
❯ Profile	Researcher Number
	Next Go Back

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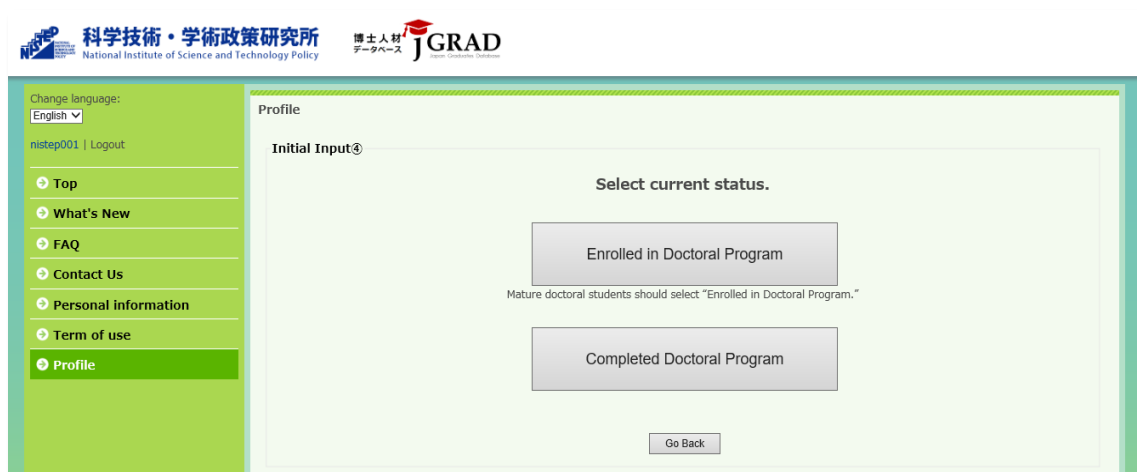
④ "Initial Input 4" shows up as follows. Please choose one of two buttons <**Enrolled in Doctoral Program**> or <**Completed Doctoral Program>** depending on your current status. If you would like to return to the previous page, click <Go Back>.

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

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***

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.

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***

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.

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

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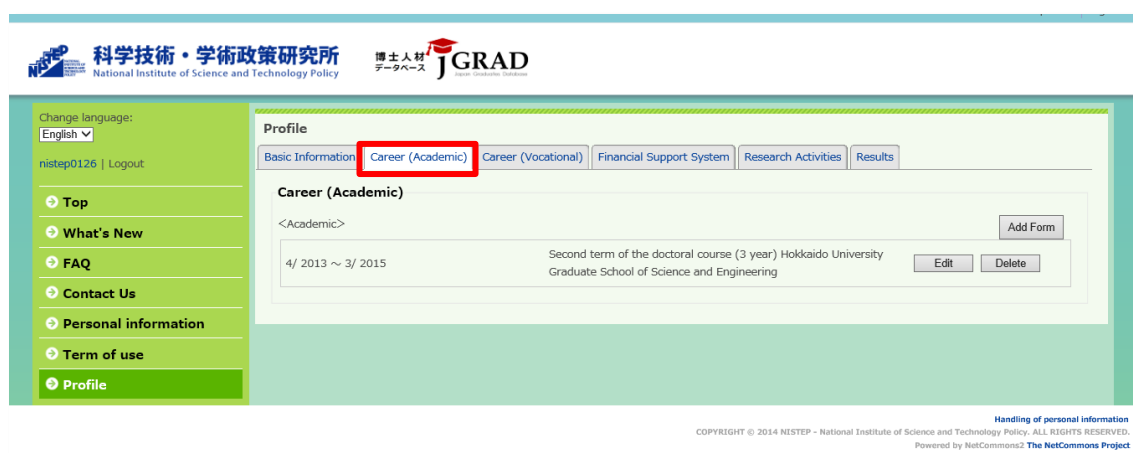
③ In case of clicking <Add Form> or <Edit> button, following data entry form will appear. Please note that any fields marked an asterisk (*) are mandatory fields and must be filled.

- **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**

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   [Work   ▼]

1.Affiliated Institution   **3.Area of Expertise**

Start of Employment ※	[- ▼] / [- ▼]
End of Employment ※	[- ▼] / [- ▼]
Type of Affiliated Institution ※	[- ▼] [- ▼]
Name of Affiliated Institution ※	[_____]

Industry Type ※   [- ▼] [- ▼]

Job Type ※   [- ▼] [- ▼]

Field of Expertise ※ [_____]

4.Location

Location ※   [- ▼] [- ▼] [- ▼]

2.Job Ranking

Job Class · Job Grade ※	[- ▼]
Job Title/Role ※	[_____]
Employment Type ※	[- ▼]
Position ※	[- ▼] / [- ▼] / [- ▼] ~
	[- ▼] / [- ▼] / [- ▼]

[Enter] [Cancel]

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 ▾]

1.Affiliated Institution

Affiliation/Non-Affiliation Start Month/Year ※   [- ▾] / [- ▾]

Career Classification ※   [_____]

Type of Affiliated Institution ※   [_____]

Name of Affiliated Institution ※   [_____]

Scale of Affiliated Institution ※   [- ▾]

2.Job Ranking

Job Class/Job Grade   [_____]

Job Title/Role   [_____]

Designated Work Hours   [- ▾]

3.Region

Location ※   [- ▾]
                [- ▾]
                [- ▾]

[Enter]   [Cancel]

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.

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

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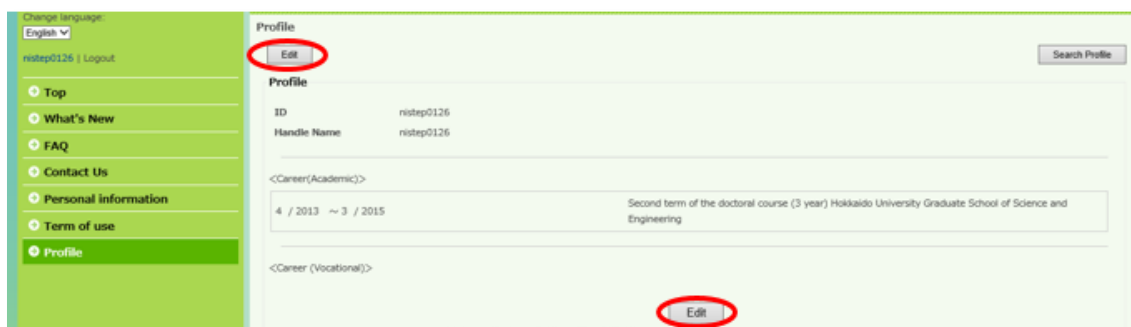
② Click the <Research Activities> tab on fifth from the top left.

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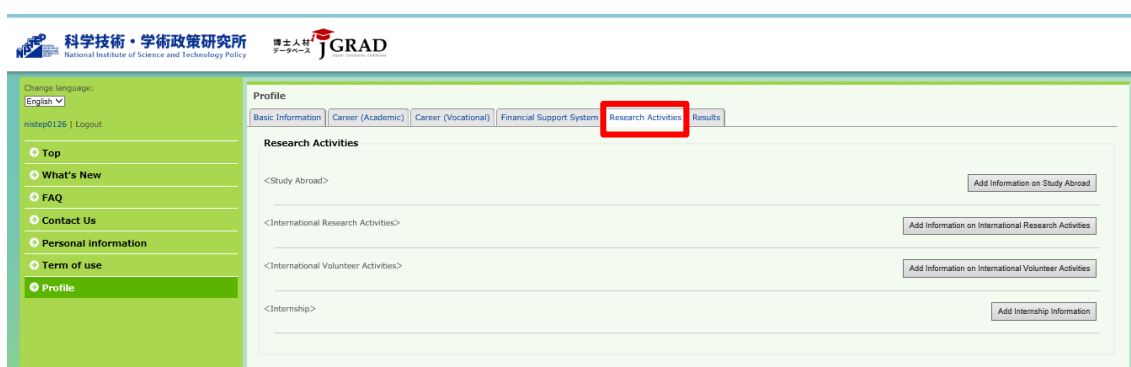
③ After clicking <Add Form> or <Edit> button, following page will appear.
To add a new record in each activity, click the button in the right side of the row of the activity record. Fields blow with an asterisk (*) mark are the required items for adding research results.

<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※	- ▾ / - ▾ ～ - ▾ / - ▾

Enter   Cancel

<International Research Activities>
- **Project Name****
- **Period****

International Research Activities

*Column with "※" is mandatory.

Project Name※	
Period※	- ▾ / - ▾ ～ - ▾ / - ▾

Enter   Cancel

<International Volunteer Activities>
- **Purpose of Activities****
- **Period****

International Volunteer Activities

*Column with "※" is mandatory.

Purpose of Activities※	
Period※	- ▾ / - ▾ ～ - ▾ / - ▾

Enter   Cancel

<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※                                    │
│  ──────────────────────────────────────────        │
│              [  Enter  ]    [  Cancel  ]            │
└─────────────────────────────────────────────────────┘
```

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.
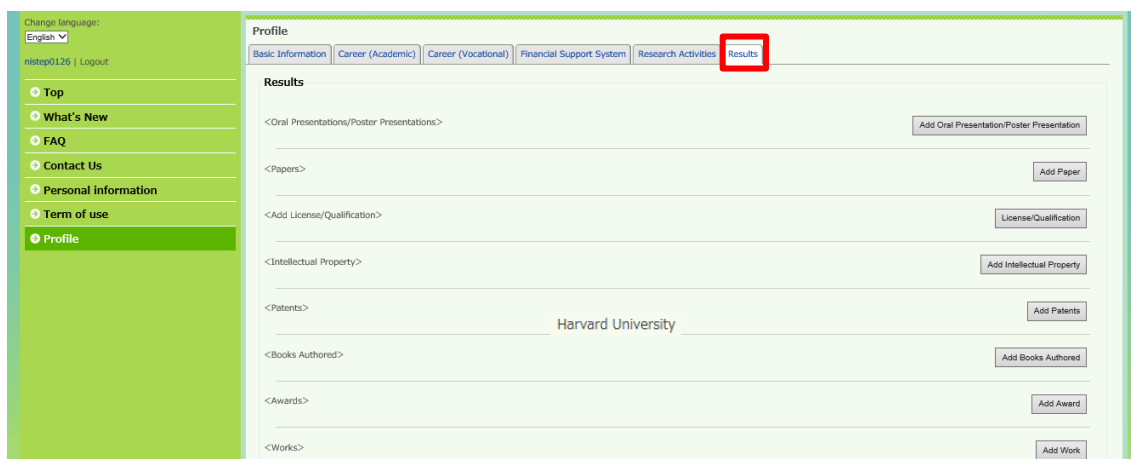
9. VIEWING AND EDITING "RESULTS"

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※	
Lecture/Oral Presentation Title (English)	
Presentation Date (Year, Month, Day)※	
Lecturer	
Lecturer (English)	
Author Affiliation Name	
Author Affiliation Name (English)	
Author Affiliated Institution Code	
Author Affiliated Department Name	
Author Affiliated Department Name (English)	
Conference Name	
Conference Name (English)	
Conference Year, Month, Day (From)	
Conference Year, Month, Day (To)	
Invitation (Y/N)	
Conference Language	
Conference Section	
Conference Type	
ISSN	
eISSN	

DOI	
Organizer	
Organizer (English)	
Location	
Location (English)	
Country Name	
URL	
URL2	
Do either the URL or URL2 offer a free download?	
Outline	
Outline (English)	
Information Sources	
Custom Item	
Custom Item (English)	
Major Lectures/Oral Presentations, Etc.	
International Co-Authors	
rmap Joint Research/Competitive Funding, Etc. Industry ID	

Enter   Cancel

<Paper>

論文

*Column with "※" is mandatory.

Paper Title※	
Paper Title (English)	
Publication Date※	
Author	
Author (English)	
Author Affiliation Name	
Author Affiliation Name (English)	
Author Affiliated Institution Code	
Author Affiliated Department Name	
Author Affiliated Department Name (English)	
Role	
Journal Name (Publication Name)	
Journal Name (Publication Name) (English)	
Publisher	
Publisher (English)	
International/Domestic Journal	
Volume	
Number	
Start Page	
End Page	
Peer Reviewed (Y/N)	
Invitation (Y/N)	
Publication Language	
Article Type	
ISSN	
eISSN	

DOI	
DOI2	
Do either the DOI or DOI2 offer a URL for a free download?	
DBLP ID	
Japan Medical Abstracts Society Web ID	
J-Global ID	
Cinii Article ID	
Cinii Nr ID	
ORCID put code	
arXiv ID	
PMID	
SCOPUS ID	
Web of Science ID	
URL	
URL2	
Do either the URL or URL2 offer a free download?	
Outline	
Outline (English)	
Paper Information Sources	
Custom Item	
Custom Item (English)	
Major Papers	
International Co-Authors	
rmap Joint Research/Competitive Funding, Etc. Industry ID	

Enter   Cancel

<License/Qualification>

License/Qualification

*Column with "※" is mandatory.

Date Obtained※	
License/Qualification Name※	

Enter   Cancel

<Intellectual Property>

Intellectual Property

*Column with "※" is mandatory.

Title※	
Registry Number※	
Type	
Explanation	

[Enter] [Cancel]

<Patents>

Patents

*Column with "※" is mandatory.

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

[Enter] [Cancel]

＜**Books Authored**＞

Books Authored

*Column with "※" is mandatory.

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

Enter   Cancel

＜**Awards**＞

Awards

*Column with "※" is mandatory.

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

Enter   Cancel

<Works>

④ Register the entry results

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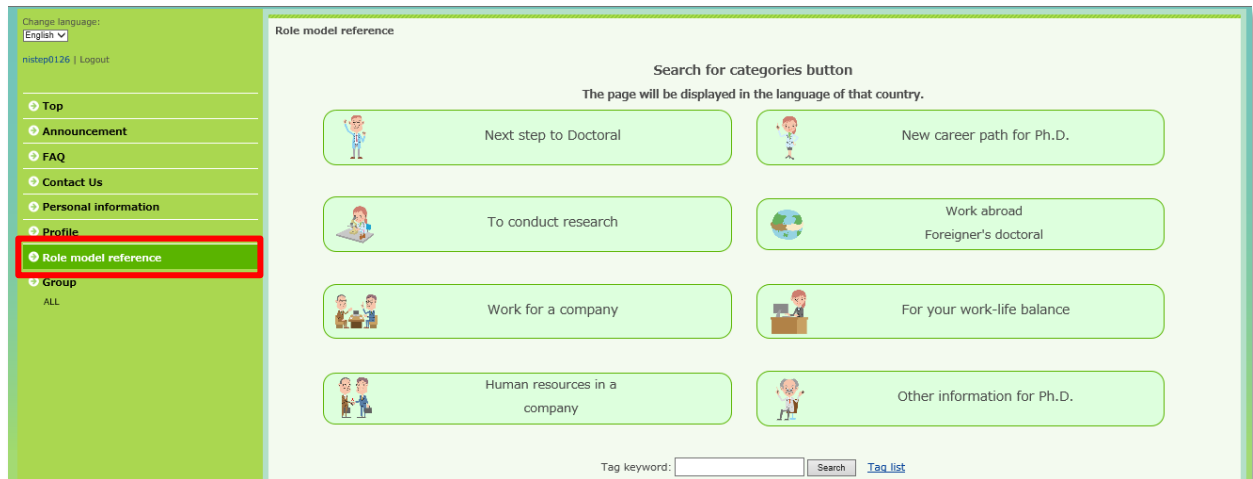

SPECIAL NOTES

- 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

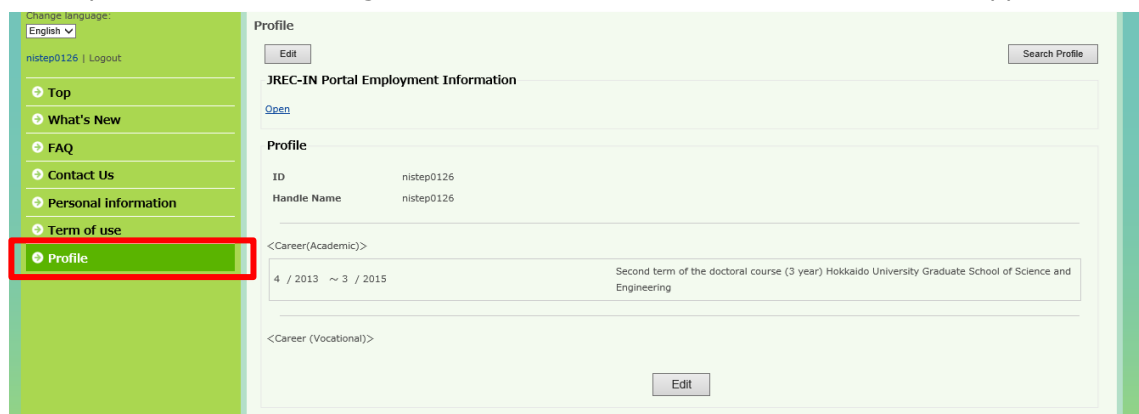① Click the button <Role model reference> on the top page.

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]

11.　VIEWING "FAQ"
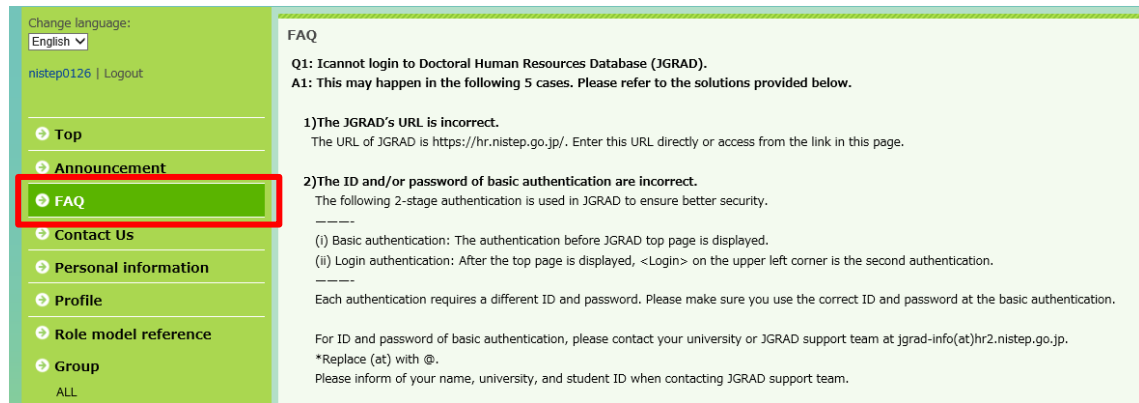
This section describes how you can view "FAQ."

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.

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**