

Metadata Manual for The Moonshot Research and Development Program (Version 3.1)



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**Secretariat of Science, Technology and Innovation Policy
Cabinet Office, Japan**

Revision History

Version #	Revised Date	Details
Ver. 3.1	30/07/2024	<ul style="list-style-type: none">• Updated each element of 'Metadata Elements in the Moonshot R&D Program' to reflect the revision to the descriptions on each element's detail page• Revised according to the amendments to 'Common Metadata Elements to National Policy on the Management and Utilization of Publicly Funded Research Data'• Consolidated information about the autocomplete function described on each detail page in the 'Appendix: Autocomplete Function in GakuNin RDM'• Changed the URL for the 'List of Japan Grant Number' and added the URL to the relevant detail pages• Modified '1. Funder' so that it is no longer restricted to the English abbreviation• Revised '4. Data No.' as it is not necessarily a number that uniquely identifies data• Deleted description of NII RDC specifications from '6. Date (Issued/Updated)'• Added description on the dataset in '9. Data Type'• Revised '10. File Size' so that it is no longer restricted to a choice of options• Revised descriptions and examples in '11. Data utilization and provision policy'• Specified that the URL is that of the landing page, made amendments, and added reference information on DOI registration, etc., in '12. Repository URL/ DOI link'• Unified wording in '14. Hosting Institution'• Revised '14. Data Manager' from the perspective of personal data protection, etc.• Revised '14. Contact of Data Manager' from the perspective of personal information protection, etc.• Specifies that '15. Remarks' is not subject to be published in CiNii Research, etc.• Deleted 'Reference: DOI Registration'• Other minor corrections such as typos

Revision History

Version #	Revised Date	Details
Ver. 3.0	31/03/2023	<ul style="list-style-type: none">• Added the concept of version control to “About This Document”• Added "Funding Stream Code in Japan Grant Number", “Program Name” and "Hosting Institution Code" to metadata elements and changed "e-Rad Project ID" to “Japan Grant Number"• Revised the descriptions on each element’s detail page to reflect the additions/changes to metadata elements• Added a page for "Appendix: Autocomplete Function in the GakuNin RDM"• Revised the examples in "Description"• Added URL of e-Rad Field Codes to “Research Field"• Revised the description of "Data Type" to reflect the revision of the JPCOAR schema• Revised the description in the remarks section of “File Size" to reflect the functional improvements of GakuNin RDM and JAIRO Cloud• Added a note in the "Data Utilization and Provision Policy" regarding cases where data is currently ‘metadata only access’ but will be made ‘restricted access’ after a certain period of time• Added the description of mandatory entry in the remarks section of the “Contact of Data Manager”

Revision History

Version #	Revised Date	Details
Ver. 2	13/09/2021	<ul style="list-style-type: none">• Added “About This Document” and “Definitions” (p.3-6)• Changed the names and orders of metadata elements to match the metadata elements common to <i>National Policy on the Management and Utilization of Publicly Funded Research Data</i> Added description pages for some of the elements accordingly• Changed the “Data Manager” element and divided it into “Hosting Institution” and “Data Manager”• Added the English names for the metadata elements• Revised part of the description of each element• Added “DOI Registration” as a reference (p.31-32)
Ver. 1	18/02/2021	<ul style="list-style-type: none">• Created the first version

About this Document

- This document is to explain the metadata elements in the Moonshot Research and Development Program (hereinafter, 'The Moonshot R&D Program').
- The content may be updated to reflect the discussions with related parties (In such case, it will be managed by changing the version and keeping the record of revision history).
 - As for the version, the versions are managed by a whole number for the changes made in common metadata elements, and by decimal points for other revisions.

Relationship to the metadata elements that are common to *National Policy on the Management and Utilization of Publicly Funded Research Data* (hereinafter, 'National Policy')

- The metadata elements common to the National Policy define the metadata elements that are assigned to publicly funded research data in general.
- The metadata elements in the Moonshot R&D Program should be aligned with the metadata elements that are common to the National Policy.

* The link to the National Policy-> <https://www8.cao.go.jp/cstp/kenkyudx.html>

Definitions (1/3): Conceptualization of Research Data

Research Data

It refers to all data generated in the process of publicly funded research and development and are manageable in electromagnetic form. It includes research notes and memos, raw data and processed data obtained directly from experiments, observations, simulations, etc., and data that are the evidence of papers.

Managed Data

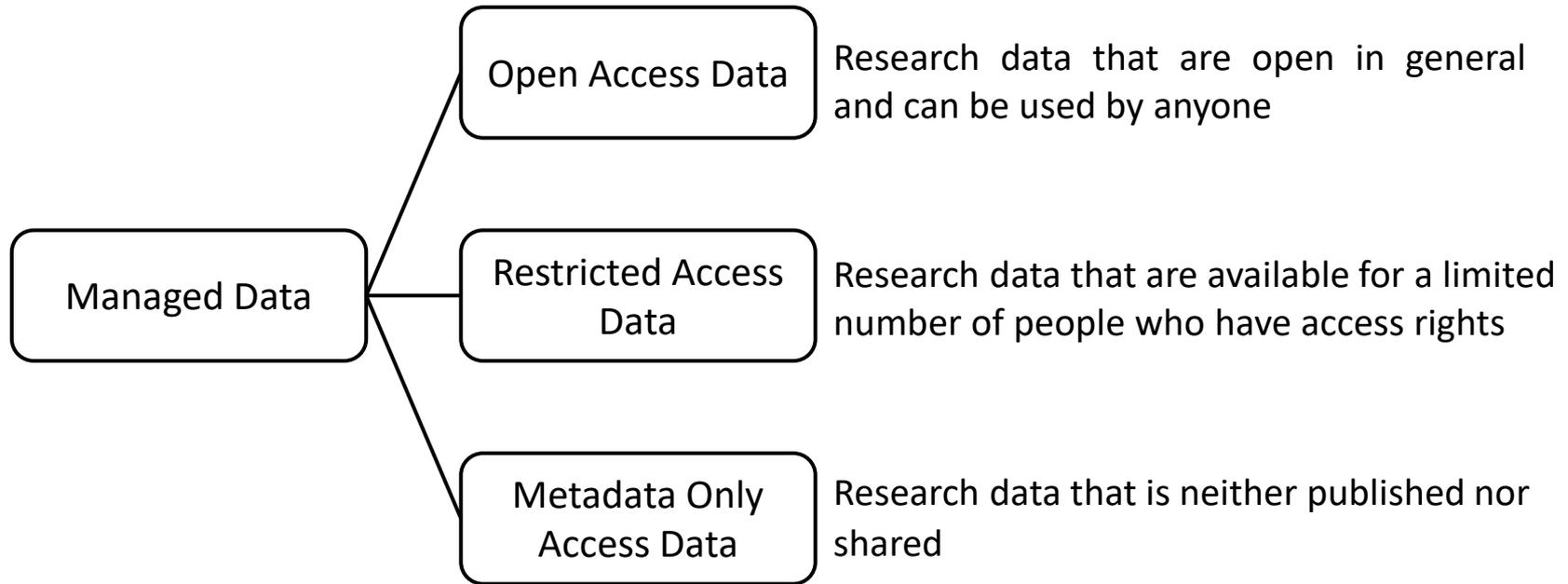
It is defined as the scope of data, among the research data, which should be managed/controlled/utilised by a researcher himself/herself according to the rules of the researcher's affiliated institution that conducts the R&D or the funding agencies.

Correspond

Metadata

It refers to data consisting of information to describe managed data. It includes the title, description, data manager and their contact and location of the research data, and the policies for storing, publishing and sharing of the research data, etc.

Definitions (2/3): Classification for Open and Restricted Access of Managed Data



* Summary from *National Policy on the Management and Utilization of Publicly Funded Research Data*

- ✓ It is necessary to consider the characteristics of research fields, etc., and the characteristics of institutions that manage data, such as universities, inter-university research institute corporations, and national research and development agencies, and to make a decision on open access, restricted access or metadata only access.
- ✓ Research data that requires attention from the aspect of personal information, confidential corporate information, novelty of the research, security of our country, etc. should not be made public as they may include important data for maintaining Japan's industrial competitiveness and/or scientific/academic advantages.
- ✓ It is also necessary to set an appropriate embargo (publish after a certain period of time) period by taking into consideration of the balance between promoting the use by making data available and maintaining industrial competitiveness and scientific/academic advantages.
- ✓ It is necessary to comply with relevant laws and regulations and to pay sufficient attention to the consistency with other countries' internal laws and EU regulations regarding the handling of data as well as international rules and practices such as the FAIR principle, which is the principles of data management.

Definitions (3/3): Classification for Open and Restricted Access of Metadata

- The classifications for metadata are also set as: open access; restricted access; and metadata only access.
- ➔ The following table shows the combinations of access rights for metadata and managed data
- The access right of metadata is not included in the metadata elements listed on the next page and is to be managed separately (If metadata is registered using the research data infrastructure system, the access right of the metadata is managed on GakuNin RDM).

	Combinations of Open Access and Restricted Access					
Metadata	A1 Open Access			A2 Restricted Access		A3 Metadata Only Access
Managed Data	B1 Open Access	B2 Restricted Access	B3 Metadata Only Access	B4 Restricted Access	B5 Metadata Only Access	B6 Metadata Only Access

Metadata Elements in the Moonshot R&D Program

*PM: Project Manager

	Elements	Entry	Mandatory/ Optional	Remarks
1	Funder	Automatic (Link to *1)	Mandatory	The name of the funding agency (English abbreviation allowed). English abbreviations in MS are JST, NEDO, AMED and BRAIN
2	Funding Stream Code in Japan Grant Number	Automatic (Link to *1)	Optional	The code for "Agency Code" and "Program Specific Code" in the Japan Grant Number
	Program Name	Automatic (Link to *1)	Optional	The name of the competitive research funding program (e.g., "Moonshot R&D program")
3	Japan Grant Number	PM or below	Mandatory	The Japan Grant Number assigned to each research grant
	Project Name	Automatic (Link to *1)	Mandatory	The name of the scope of R&D under the PM (e.g., e-Rad Project Name, etc.)
4	Data No.	PM or below	Mandatory	The number to identify the managed data
5	Title	PM or below	Mandatory	Avoid ambiguous titles such as 'Conference Materials', 'Report Materials', 'Measurement Results', etc.
6	Date (Issued/Updated)	PM or below OR Automatic	Mandatory	The date on which metadata was published or updated
7	Description	PM or below	Mandatory	Describe the contents in a simple and clear manner
8	Research Field	Automatic (Link to *1)	Mandatory	Research content of the research field (main) registered in e-Rad
9	Data Type	PM or below	Mandatory (Selective)	Specify 'dataset' etc.
10	File Size	PM or below	Optional	The approximate data volume or value output from the system for the managed data
11	Data Utilization and Provision Policy	PM or below	Mandatory	Describe terms and conditions of use and any restrictions, including license information
	Access Rights	PM or below	Mandatory (Selective)	Select from open access/ restricted access/ metadata only access/ embargoed access
	Available Date	PM or below	Mandatory	If the embargoed access is selected, enter the Available Date.
12	Repository Information	PM or below	Mandatory	Current repository information or repository information after the project
	Repository URL/DOI Link	PM or below	Optional	Enter this if there is information
13	Creator Name	Automatic (Link to *2)	Optional	The name of the researcher who created the managed data
	Creator Name Identifier (e-Rad)	PM or below	Optional	e-Rad Researcher Number of the creator of the managed data
14	Hosting Institution	PM or below OR Automatic (Link to *3)	Mandatory	The institution that manages each managed data
	Hosting Institution Code	PM or below	Optional	The code of the Hosting Institution
	Data Manager	PM or below OR Automatic (Link to *3)	Mandatory	The name of the department or person who manages the managed data in the Hosting Institution
	Data Manager Identifier (e-Rad)	PM or below	Optional	Not required if the Data Manager does not have a Researcher Number or if it is an organization. It is mandatory unless the e-Rad Researcher Number is to be kept private
	Contact of Data Manager	PM or below	Mandatory	The address, telephone number or email address of the Data Manager's affiliated institution, so that those who are interested in the managed data can reach the Data Manager.
15	Remarks	PM or below	Optional	

Common Metadata Elements to National Policy on the Management and Utilization of Publicly Funded Research Data

	Elements	Mandatory/ Optional	Remarks
1	Funder	Mandatory*	The name of the funding agency (including ministries) providing public research funds (English abbreviation allowed)
2	Funding Stream Code in Japan Grant Number	Optional	In the case of public research funds, the code for "Agency Code" and "Program Specific Code" in the Japan Grant Number. No entry required except for public research funds.
	Program Name	Optional	The name of the competitive research funding program
3	Japan Grant Number	Mandatory*	In the case of public research funds, the Japan Grant Number assigned to each research grant. No entry required except for public research funds.
	Project Name	Mandatory*	The name of the scope of R&D under the PM (e-Rad Project Name, etc.). If there is no official name, enter this according to the rules of the researcher's affiliated institution.
4	Data No.	Mandatory	The number to identify the managed data
5	Title	Mandatory	Avoid ambiguous titles such as 'Conference Materials', 'Report Materials', 'Measurement Results', etc.
6	Date (Issued/Updated)	Mandatory	The date on which metadata was published or updated
7	Description	Mandatory	Describe the contents in a simple and clear manner
8	Research Field	Mandatory*	e-Rad research field (main field). This will be automatically entered in cooperation with e-Rad.
9	Data Type	Mandatory	Specify 'dataset' etc.
10	File Size	Optional	The approximate data volume or value output from the system for the managed data
11	Data Utilization and Provision Policy	Mandatory	Describe terms and conditions of use and any restrictions, including license information
	Access Rights	Mandatory	Select from open access/ restricted access/ metadata only access/ embargoed access
	Available Date	Mandatory	If the embargoed access is selected, enter the Available Date.
12	Repository Information	Mandatory	Current repository information or repository information after the project
	Repository URL/DOI Link	Optional	Enter this if there is information
13	Creator Name	Optional	The name of the researcher who created the managed data.
	Creator Name Identifier (e-Rad)	Optional	e-Rad Researcher Number of the creator of the managed data
14	Hosting Institution	Mandatory	The legal name of the R&D institution that manages each data
	Hosting Institution Code	Optional	The code of the Hosting Institution
	Data Manager	Mandatory	The name of the department or person who manages the managed data in the Hosting Institution
	Data Manager Identifier (e-Rad)	Optional	Not required if the Data Manager does not have a Researcher Number or if it is an organization. It is mandatory unless the e-Rad Researcher Number is to be kept private.
	Contact of Data Manager	Mandatory	The address, telephone number, email address, etc. of the Data Manager's affiliated institution
15	Remarks	Optional	

*In the case of publicly funded research activities 10

Appendix: Autocomplete Function in GakuNin RDM

Funding information

Project metadata

Research data and its management information

File metadata

	項目	GakuNin RDM
1	Funder	Automatic (Link to *1)
2	Funding Stream Code in Japan	Automatic (Link to *1)
	Grant Number	Automatic (Link to *1)
3	Program Name	Automatic (Link to *1)
	Japan Grant Number *1	
	Project Name	Automatic (Link to *1)
4	Data No.	
5	Title	
6	Date (Issued/Updated)	
7	Description	
8	Research Field	Automatic (Link to *1)
9	Data Type	option selections
10	File Size	Retrieved by the system
11	Data Utilization and Provision Policy	option selections
	Access Rights	option selections
	Available Date	
12	Repository Information	
	Repository URL/DOI Link	
13	Creator Name	Automatic (Link to *2)
	Creator Name Identifier (e-Rad) *2	
14	Hosting Institution*3	Automatic (Link to *4)
	Hosting Institution Code	Automatic (Link to *3)
	Data Manager	Automatic (Link to *4)
	Data Manager Identifier (e-Rad) *4	
	Contact of Data Manager	
15	Remarks	

‘Funding information’ is automatically populated using the data provided by e-Rad.

1. Register your e-Rad number with GakuNin RDM.
2. When entering ‘Project Metadata’, a list of projects associated with you will be displayed; when you select a project, the ‘Funder’, ‘Program Name/Code’ and ‘Japan Grant Number /Project Name’ will be automatically populated.
3. The ‘Project Metadata’ created here can be used by anyone within a GakuNin RDM project (within a research group)

The autocomplete function works for the funding information and for ‘Research Field’, ‘Creator Name’, ‘Data Manger’ and ‘Hosting Institution’ under the following conditions:

- Only for data for which the conversion table between e-Rad Project IDs and Japan Grant Numbers is provided by the Cabinet Office to the NII.
- Only if permission is granted to link e-Rad information to the NII RDC

Input assistance is available for the registration of ‘Research data and its management information,’ such as option selections or using the ROR API.

It shows options for many items and helps navigate through the entries.

It suggests the institutions for the ‘Hosting Institution’ and automatically fills the name and ROR ID of the institution upon selection .

The entered metadata can be reused by using the ‘Copy to Clipboard’ and ‘Paste from Clipboard’ features.

Please refer to the following user manual for details on GakuNin RDM’s metadata management function:

<https://support.rdm.nii.ac.jp/en/usermanual/MetadataManagement-01/>

1. Funder

Element Name (Japanese)	資金配分機関情報
Element Name (English)	Funder
Mandatory/Optional	Mandatory
Languages	-
Remarks	<ul style="list-style-type: none">The name of the funding agency(English abbreviation allowed) providing public research funds (English abbreviations in MS are JST, NEDO, AMED and BRAIN)

2. Funding Stream Code in Japan Grant Number

Element Name (Japanese)	体系的番号におけるプログラム情報コード
Element Name (English)	Funding Stream Code in Japan Grant Number
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">The code of up to 5 alphanumeric characters, which is the combination of "Agency Code" and "Program Specific Code" in the Japan Grant Number (The structure of the Japan Grant Number varies depending on the competitive research funding program, so leave this blank if there is no corresponding code).

2. Program Name

Element Name (Japanese)	プログラム名
Element Name (English)	Program Name
Mandatory/Optional	Optional
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• In the case of public research funds, the name of the competitive research funding program (e.g., “Moonshot Research and Development Program”, etc.)• If there is no official name, enter this according to the rules of the researcher’s affiliated institution.

3. Japan Grant Number

Element Name (Japanese)	体系的番号
Element Name (English)	Japan Grant Number
Mandatory/Optional	Mandatory
Languages	-
Remarks	<ul style="list-style-type: none">In the case of public research funds, the Japan Grant Number assigned to each research grant

3. Project Name

Element Name (Japanese)	プロジェクト名
Element Name (English)	Project Name
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• The name of the scope of R&D under the Principal Investigator (For the Moonshot R&D Program, enter the name of the scope of the R&D under the PM). Enter the e-Rad Project Name, if there is one.• If there is no official name, enter this according to the rules of the researcher's affiliated institution <p><e.g.,></p> <ul style="list-style-type: none">• Realization of an avatar-symbiotic society where anyone can play an active role• Liberation from biological limitations via physical, cognitive and perceptual augmentation• Development of cybernetic avatar technology that creates a harmonious co-experience of physical and social nature

4. Data No.

Element Name (Japanese)	データNo.
Element Name (English)	Data No.
Mandatory/Optional	Mandatory
Languages	-
Remarks	<ul style="list-style-type: none">• The number assigned to identify the managed data• If specified by the funding agency or Hosting Institution, align with their specification.

5. Title

Element Name (Japanese)	データの名称
Element Name (English)	Title
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter a title that indicates the characteristics of managed data• Avoid ambiguous titles such as 'Conference Materials', 'Report Materials', 'Measurement Results', etc. <p><e.g.,></p> <ul style="list-style-type: none">• Data taken from the sensor and related data in the XX validation test• Simulation data of XX

6. Date (Issued/Updated)

Element Name (Japanese)	掲載日・掲載更新日
Element Name (English)	Date (Issued / Updated)
Mandatory/Optional	Mandatory
Languages	-
Remarks	<ul style="list-style-type: none">• The date on which metadata was issued/updated• Enter the date in 'YYYY-MM-DD'. <e.g.,> 2021-04-26

7. Description

Element Name (Japanese)	データの説明
Element Name (English)	Description
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter the contents of managed data, including the conditions and methods of acquiring the managed data, the results, etc. <e.g.,><ul style="list-style-type: none">• The image data of the road captured by the sensor in the XX validation test• The simulation data of XX obtained under the conditions of XX• The expression profile information for the genome analysis of XXXX, which is expected to be applied to XX, and for its efficient production of compounds.

8. Research Field

Element Name (Japanese)	データの分野
Element Name (English)	Research Field
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter one of the following research contents based on the research field (main) registered in e-Rad. If the data field is different from the research field of the project, enter the data field.<ul style="list-style-type: none">➤ Life Science➤ Informatics➤ Environmental Science➤ Nanotechnology/Materials➤ Energy Engineering➤ Manufacturing Technology➤ Social Infrastructure➤ Frontier Technology➤ Humanities & Social Sciences➤ Natural Science➤ Others

9. Data Type

Element Name (Japanese)	データ種別
Element Name (English)	Data Type
Mandatory/Optional	Mandatory (Selective)
Languages	-
Remarks	<ul style="list-style-type: none">Recommended to enter “dataset” or select one of the following detail elements

Dataset*

- dataset
- aggregated data
- clinical trial data
- compiled data
- encoded data
- experimental data
- genomic data
- geospatial data
- laboratory notebook
- measurement and test data
- observational data
- recorded data
- simulation data
- survey data

*Dataset: a collection of related facts and data encoded in a defined structure

Reference: Extracted the elements for research data from the JPCOAR Schema Guidelines, *Resource Type Vocabulary*: https://schema.irdb.nii.ac.jp/en/2.0/resource_type_vocabulary

10. File Size

Element Name (Japanese)	概略データ量
Element Name (English)	File Size
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">• Select the approximate size of managed data from the following:<ul style="list-style-type: none">➤ <1GB➤ 1-10GB➤ 10-100GB➤ >100GB• If the system allows outputting the data-size value, you may set the value of the data size itself.

11. Data Utilization and Provision Policy

Element Name (Japanese)	管理対象データの利活用・提供方針
Element Name (English)	Data Utilization and Provision Policy
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Describe license information. Enter the terms of use (fee-based /free or license) that the data provider requires from the user<ul style="list-style-type: none">- To ensure accessibility, it is preferable to use URL notation instead of abbreviations like CC BY. (e.g., https://creativecommons.org/licenses/by/4.0/)- Free text input is also allowed (e.g., Free of charge, provided that credit and prior notification are given)• Enter any restrictions related to the policies of your affiliated institution or the use of personal data (e.g., URL of the terms of use page)• Enter this even if there are no restrictions or terms of use (e.g., https://creativecommons.org/publicdomain/zero/1.0/)

* For further details on how to describe 'Data Utilization and Provision Policy', please refer to below: Guidelines for Specifying Conditions for the Publication and Utilization of Research Data (Subcommittee on Research Data Licensing, Research Data Utilization Forum) https://doi.org/10.11502/rduf_license_guideline

11. Access Rights

Element Name (Japanese)	アクセス権
Element Name (English)	Access Rights
Mandatory/Optional	Mandatory (Selective)
Languages	-
Remarks	<ul style="list-style-type: none">• For the access rights of managed data, select from the following:<ul style="list-style-type: none">➤ Open access: data that are open to the public➤ Restricted access: data shared for the purpose of use by the limited stakeholders➤ Metadata only access: data that is neither open access or restricted access➤ Embargoed access: ‘metadata only access’ data that will be changed to open access after a certain period of time* If ‘embargoed access’ is selected, enter the Available Date (mandatory). The date should be described in ‘YYYY-MM-DD’. <e.g.,> 2021-04-26* For data that has reached the Available Date, the Data Manager is responsible for making it open access on a repository, etc.

Appendix: Access Rights of Managed Data

- In case the data is currently "metadata only access" but to be made "open access" after a certain period of time:
 - The "access rights" should be "embargoed access" and the date should be indicated as the planned release-date.
- In case the data is currently "metadata only access" but to be made "restricted access" after a certain period of time:
 - The "access rights" should be "restricted access"
 - The planned release date for "restricted access" should be stated in the "Data Utilization and Provision Policy"
- For other data with special circumstances, the policy should be described in the "Data Utilization and Provision Policy"

12. Repository Information

Element Name (Japanese)	リポジトリ情報
Element Name (English)	Repository Information
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">Enter the current repository information or the repository information after the project has completed <p><e.g.,></p> <p>The UTokyo Repository, The Life Science Database Archive, inhouse repository, etc.</p>

12. Repository URL / DOI Link

Element Name (Japanese)	リポジトリURL・DOIリンク
Element Name (English)	Repository URL/ DOI Link
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">• This must be entered if there is any information• If a DOI has been assigned, enter the DOI link. If no DOI has been assigned, enter the URL of the landing page for the managed data (When the URL is entered, update the metadata whenever the URL is changed due to site updates, etc.)

Reference: Guidelines for Registering DOIs for Research Data (JaLC). https://doi.org/10.11502/rd_guideline_2e_en

If you are a regular or associate member of JaLC, you can register a JaLC DOI for research data. For details, please contact the person in charge of the repository at your institution. <https://support.irdb.nii.ac.jp/ja/application/jalc>

* JaLC:
Japan Link Center. An institution jointly operated by the Japan Science and Technology Agency (JST) and the National Institute for Materials Science (NIMS), the National Institute of Informatics (NII), the National Diet Library (NDL) . As JaLC is one of the DOI Registration Agencies, you can register a JaLC DOI through the JaLC system.

13. Creator Name

Element Name (Japanese)	データ作成者
Element Name (English)	Creator Name
Mandatory/Optional	Optional
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter the name of the researcher who created each managed data• For Japanese, enter the full name in <i>kanji</i> (no space between first and last name) in the Japanese field, and the full name in English (a single-byte space between first and last name) in the English field• For non-Japanese, enter the full name in English (a single-byte space between first and last name) in both Japanese and English fields• If there are multiple data creators, separate them with a semicolon (;) <p><e.g.,></p> <p>Japanese: 山田太郎; 鈴木花子; John Smith</p> <p>English: Taro Yamada; Hanako Suzuki; John Smith</p>

13. Creator Name Identifier (e-Rad)

Element Name (Japanese)	データ作成者のe-Rad研究者番号
Element Name (English)	Creator Name Identifier (e-Rad)
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">• Enter the e-Rad registered researcher number of the researcher who created each managed data (unless the researcher wishes to keep his/her e-Rad researcher number private)• If there are multiple e-Rad researcher numbers for data creators, enter them in the same order as 'Creator Name (Japanese)' but separate each with semicolons so that they can be corresponded.

14. Hosting Institution

Element Name (Japanese)	データ管理機関
Element Name (English)	Hosting Institution
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter the name of the institution managing each managed data that conducts research and development.• In principle, the name of the institution should not be abbreviated (Also include Corporation, National University Corporation, General Incorporated Association, etc.)• Update the Hosting Institution if the Data Manager moves to another institution and the data is transferred subsequently.

14. Hosting Institution Identifier

Element Name (Japanese)	データ管理機関コード
Element Name (English)	Hosting Institution Identifier
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">The Research Organization Registry (ROR) code of the Hosting Institution (pointing to "https://ror.org/xxxxxxxx")

*Research Organization Registry: <https://ror.org/>

14. Data Manager

Element Name (Japanese)	データ管理者
Element Name (English)	Data Manager
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter the name of the person who manages each managed data in the Hosting Institution• For Japanese, enter the full name in <i>kanji</i> (no space between first and last name) in the Japanese field, and the full name in English (a single-byte space between first and last name) in the English field.• For non-Japanese, enter the full name in English (a single-byte space between first and last name) in both Japanese and English fields.• Update the metadata element if the Data Manager moves to another institution and the Data Manager is changed to another person. <p><e.g.> (Japanese field) Information System Office (English field) Information System Office (Japanese field) John Smith (English field) John Smith</p>

14. Data Manager Identifier (e-Rad)

Element Name (Japanese)	データ管理者のe-Rad研究者番号
Element Name (English)	Data Manager Identifier (e-Rad)
Mandatory/Optional	Optional
Languages	-
Remarks	<ul style="list-style-type: none">• This must be entered if the e-Rad researcher number is registered unless the researcher wishes to keep his/her e-Rad researcher number private• Not required if the Data Manager does not have a researcher number or if the Data Manager is an institution

14. Contact of Data Manager

Element Name (Japanese)	データ管理者の連絡先
Element Name (English)	Contact of Data Manager
Mandatory/Optional	Mandatory
Languages	Japanese / English
Remarks	<ul style="list-style-type: none">• Enter the name of the affiliated institution, telephone number, email address, etc. of the Data Manager (Email address is mandatory, and others are optional. If there is no email address, the name of the affiliated institution [e.g., department name within a corporate body], address, and telephone number are mandatory.)• It is preferable to use the contact information of an organization rather than an individual, in order to protect personal data and ensure that those interested in the managed data can reach the Data Manager. <p><e.g.> E-Mail: xxx@xxxx XX Section, XX Department, XX Research Institute TEL: XX-XXXX-XXXX</p>

15. Remarks

Element Name (Japanese)	備考
Element Name (English)	Remarks
Mandatory/Optional	Optional
Languages	Optional
Remarks	<ul style="list-style-type: none">• Use this as a note for FA and Data Manager• This is not displayed on CiNii Research, etc.,