

Metadata Manual for The Moonshot Research and Development Program (Version 3.0)



31 March 2023

**Bureau of Science, Technology and Innovation,
Cabinet Office, Government of Japan
(Translation from Japanese: NII)**

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>Basic Approach to 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 | 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 *Basic Approach to the Management and Utilization of Publicly Funded Research Data* (hereinafter, 'Basic Approach')

- The metadata elements common to the Basic Approach 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 Basic Approach.

* The link to the Basic Approach-> <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

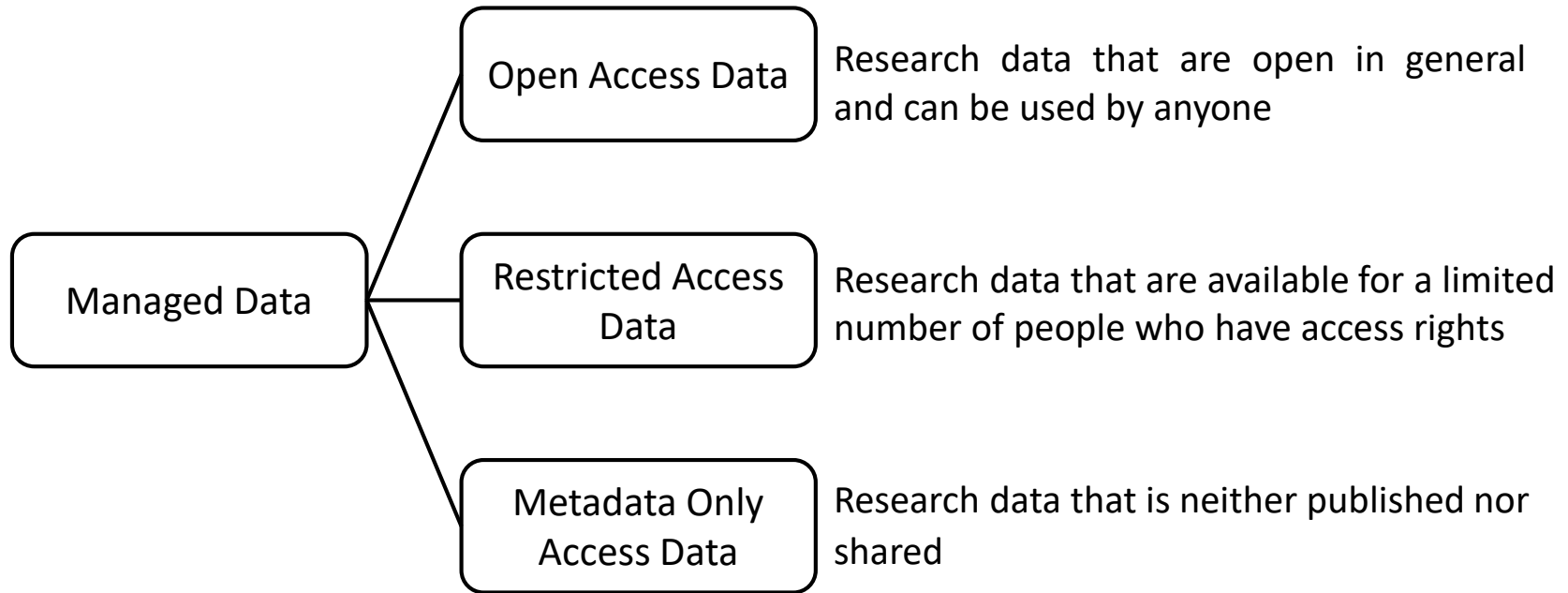
It is defined as the scope of data, among the research data, which should be managed/controlled/utilised by a researcher himself/herself according to the rules of the researcher's affiliated institution that conducts the R&D or the funding agencies.

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 *Basic Approach to 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 | Either JST, NEDO, BRAIN or AMED |
| 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 data No. given by each FA |
| 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 issued/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) | Required for supporting on the NII's search infrastructure. The default is 'dataset'; only the ones that are different are to be changed accordingly. |
| 10 | File Size | PM or below | Optional (Selective) | Less than 1GB, more than 1GB and less than 10GB, more than 10GB and less than 100GB, 100GB or more |
| 11 | Data Utilization and Provision Policy | PM or below | Mandatory | Describe free/not free, license information, other conditions (e.g., how to cite, etc.) |
| | 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 person who manages the managed data in the Hosting Institution |
| | Data Manager Identifier (e-Rad) | PM or below | Optional | No need to fill this in if the Data Manager does not have an e-Rad Researcher Number; Mandatory unless the researcher wishes to keep the number private. |
| | Contact of Data Manager | PM or below | Mandatory | The address, telephone number, email address, etc. 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 | 8 |

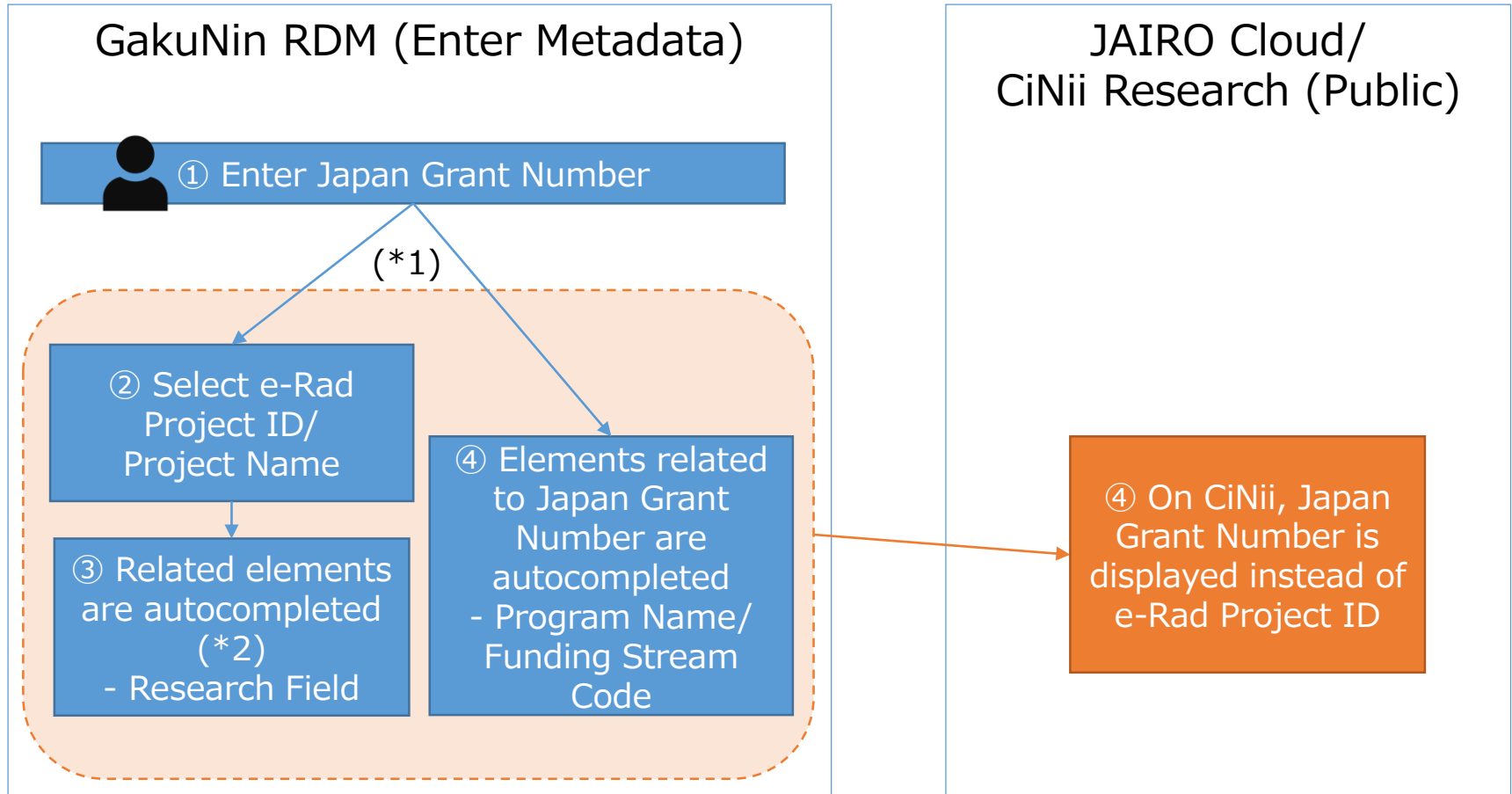
Reference: Common Metadata Elements to the Basic Approach

(As of 31 March 2023)

| | Elements | Mandatory/ Optional | Remarks |
|----|---|------------------------|---|
| 1 | Funder | Mandatory* | English abbreviation of funding agencies (including ministries) providing public research funds. No entry required except for public research funds. |
| 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 uniquely identify managed data. Assigned by the funding agency providing public research funds. Assigned by the Hosting Institution (element 14) except for public research funds. |
| 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 issued/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 | On the research data infrastructure system, the default is usually 'dataset'; however, a type other than 'dataset' can be selected according to the characteristics of the data. |
| 10 | File Size | Optional | Describe by classifications such as less than 1GB, more than 1GB and less than 10GB, more than 10GB and less than 100GB, 100GB or more |
| 11 | Data Utilization and Provision Policy | Mandatory | Describe free/not free, license information, other conditions (how to cite, etc.) |
| | 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 person who manages each managed data in the Hosting Institution |
| | Data Manager Identifier (e-Rad) | Optional | e-Rad Researcher Number of the manager. No need to fill this in if the Data Manager does not have an e-Rad Researcher Number; Mandatory if he/she has, unless she/he wishes to keep the number private. |
| | Contact of Data Manager | Mandatory | The address, telephone number, email address, etc. of the Data Manager's affiliated institution |
| 15 | Remarks | Optional | |

Appendix: Autocomplete Function in GakuNin RDM

■ e-Rad Project ID and Japan Grant Number



(*1) Only for data for which the conversion table between e-Rad Project ID and Japan Grant Number is provided by the Cabinet Office to the NII.

(*2) Only if there is consent to link e-Rad information to the NII RDC.

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">• English abbreviation of funding agencies (including ministries) providing public research funds (For the Moonshot R&D Program, enter either JST, NEDO, AMED or BRAIN [English abbreviations])• No entry required except for public research funds• The autocomplete function is available on GakuNin RDM |

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).• No entry required except for public research funds• The autocomplete function is available on GakuNin RDM |

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.• The autocomplete function is available on GakuNin RDM |

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• No entry required except for public research funds. |

List of Japan Grant Number: <https://www.nistep.go.jp/archives/53002>

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• The autocomplete function is available on GakuNin RDM (Only for data for which the conversion table between e-Rad Project ID and Japan Grant Number is provided by the Cabinet Office to the NII). <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 to uniquely identify managed data• Assigned by the funding agency providing public research funds (For the Moonshot R&D Program, each FA assigns this)• Assigned by the Hosting Institution except for public research funds |

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• The date is automatically managed if the data is stored in the repository (JAIRo Cloud)• In other cases, each FA assigns the date according to its own rules (GakuNin RDM has a column for describing the date, but it is not assigned automatically) |

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.• The autocomplete function is available on GakuNin RDM<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• The autocomplete function is available on GakuNin RDM |

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

Reference: Extracted the elements for research data from the JPCOAR Schema Guidelines, *Resource Type Vocabulary*: https://schema.irdb.nii.ac.jp/ja/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 (Selective) |
| 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 (When using GakuNin RDM or JAIRO Cloud, the autocomplete function is available for the value of data size) |

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">• Enter the conditions for providing managed data (e.g., terms of use such free/not free, how to cite in a paper, etc.)• In cases where there are special circumstances, such as plans to change managed data from ‘metadata only access’ to ‘restricted access’ after a certain period of time, the policy should be described in this element. <p><e.g.,></p> <p>➤ After a certain period of time, the data will be provided for a fee or free of charge if it is useful for implementing a project; however, the data must be credited. Sample data is available.</p> |

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.• The autocomplete function is available on GakuNin RDM |

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 is given, enter the DOI link. If a DOI is not given, enter the access URL to the managed data (When entering the access URL, update the metadata whenever the URL is changed following the differences, updates, etc.) <p><e.g.,></p> <p>https://doi.org/10.20676/00000390</p> <p>https://www.nii.ac.jp/dsc/idr/speech/submit/RIKEN-DLG.html</p> |

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 (;)• The autocomplete function is available on GakuNin RDM <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.• The autocomplete function is available on GakuNin RDM |

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.)• The autocomplete function is available on GakuNin RDM (This is automatically completed from the Data Manager's e-Rad researcher number)• 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")• Provision of the autocomplete function is under consideration for the use on GakuNin RDM |

*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.• The autocomplete function is available on GakuNin RDM• 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: (Japanese field) 山田太郎 (English field) Taro Yamada Non-Japanese: (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• The autocomplete function is available on GakuNin RDM• 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.)Make it sure that those who are interested in managed data can reach the Data Manager. <e.g.> E-Mail: xxx@xxxx XX Section, XX Department, XX Research Institute TEL: XX-XXXX-XXXX XX Laboratory, University of XX TEL: XX-XXXX-XXXX E-Mail: xxx@xxxx |

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., even if it is an open metadata |

(Reference: DOI Registration) (1/2)

- The NII provides a service to support the registration of DOIs given that the following element is added to the metadata.

| | |
|-------------------------|--|
| Element Name (Japanese) | DOI登録 |
| Element Name (English) | DOI Registration |
| Mandatory/Optional | Optional |
| Languages | - |
| Remarks | <ul style="list-style-type: none">• A JaLC*DOI can be registered by entering a DOI to be registered in this element when publishing managed data from a repository that does not have the function to assign DOIs• Also, enter the DOI link in '12. Repository URL/DOI Link' and the repository URL in 'DOI Registration (Repository URL)'• For details, refer to <i>DOI Management and Metadata Entry Guidelines for IRDB Data Providers: JPCOAR Schema</i> (https://jpcoar.repo.nii.ac.jp/records/160)• To use this function, an application must be made based on the following: https://support.irdb.nii.ac.jp/application/jalc <e.g.,> 10.18926/NARO/00001 |

(Reference: DOI Registration) (2/2)

| | |
|-------------------------|---|
| Element Name (Japanese) | DOI登録 (リポジトリURL) |
| Element Name (English) | DOI Registration (Repository URL) |
| Mandatory/Optional | Optional |
| Languages | - |
| Remarks | <ul style="list-style-type: none">Enter the Repository URL if using 'DOI Registration'. <p><e.g.,></p> <p>https://xxxx.repo.nii.ac.jp/records/53833#.YS9BAY77QVM</p> |

* JaLC:

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