

To faculty members eligible for K-RIS,

Entering Data into the Keio Researchers Information System (K-RIS)

Vice-President in charge, Toshiaki Makabe
Vice-President in charge, Akira Haseyama

K-RIS is an information system based on the general principle of making the educational and research activities conducted at Keio University publically accessible in Japan and abroad. It is hoped that an open database system stimulates and enhances these activities further. Furthermore, as of November 2015, all information on K-RIS has been made available to the public. In order to share Keio's research with the wider community, we ask that you enter your information following the procedures below.

- (1) **If you have already entered your data:** Check data for both Japanese and English, and add, delete, and change entries as necessary.
- (2) **If you have not yet entered your data (including if you are a new faculty member):** Enter your data in both Japanese and English for each field.

How to Enter Your Data

(1) If you have already entered your data

- ① Access http://www.k-ris.keio.ac.jp/index_en.html
- ② Click the "Data Entry & Update" button on the right.
- ③ Enter your ID Number and password and click "LOGIN (English)"
- ④ Click "Preview on the K-RIS Website" third item down on the left side menu.
- ⑤ Check the information that is open to the public (especially "Research Achievements (Books)", "Research Achievements (Original Articles and Commentaries)") and if necessary add, delete, or change entries. (All changes made to the publically accessible page will be updated the following day.)

(2) If you have not yet entered your data (including if you are a new faculty member)

- ① Access http://www.k-ris.keio.ac.jp/index_en.html
- ② Click the "Data Entry & Update" button on the right.
- ③ Enter your ID Number and password and click "LOGIN (English)."
- ④ Click each field on the left side menu and enter your data.

You do not have to enter information for every field. However, please enter as much information as possible for the following items as much as possible.

- "Academic Awards" and "Awards"
 - "Research Areas and Subjects" (keywords that can create higher visibility)
 - "Research Activities" (especially books, original articles and commentaries, oral/poster presentations, intellectual property rights, etc.)
 - "Teaching Activities" (especially courses taught)
 - "Social Activities" (especially memberships in academic societies and committee experiences)
- ⑤ Click "Preview on the K-RIS Website" third item down on the left side menu.
 - ⑥ Check the information that is open to the public (especially "Research Achievements (Books)", "Research Achievements (Original Articles and Commentaries)") and if necessary add, delete, or change entries. (All changes made to the publically accessible page will be updated the following day.)

Overview of K-RIS

1. Researcher Database Outline

(1) Eligible faculty members:

Faculty Members	Full-time regular	President, Vice-Presidents
		Professors, Associate Professors, Assistant Professor, Research Associates, etc.
		Teachers
	Non full-time regular	Project Faculty Members (including part-time)
		Guest professors (full-time)
		Visiting Faculty Members
		Researchers

(2) Information that can be entered into the database: All aspects of your educational and research activities, including academic background, work history, your profile including specialty areas, research achievements (books, papers, etc.), teaching accomplishments, research projects under competitive funds, joint research projects, message to students, etc.

(3) User environment: The database can be accessed and your account can be modified from anywhere as long as you have Internet connection.

(4) Proxy: In principle, researchers must enter or modify his/her own information and set the privacy settings themselves, but besides names, etc., the researcher can request his secretary, etc. to assist in registering information. (For more details refer to <http://www.k-ris.keio.ac.jp/input.html> [Japanese language only])

2. User Manual

A user manual in Japanese is available via <http://www.k-ris.keio.ac.jp>. Access the page or click the following link for the PDF file: http://www.k-ris.keio.ac.jp/check_reg_manual.pdf

3. Data Importing

Publication information registered in Pure¹ and EndNote² can be imported to K-RIS in one go.

① Importing from Pure: Click the following link for the manual http://www.k-ris.keio.ac.jp/index_en.html

② Importing from EndNote: Access “Research Activities (Original Articles and Commentaries)” from the “Help” page. <https://k-ris.keio.ac.jp/helps/jp/help.html> (Japanese language only)

¹An open researcher information system that automatically updates Keio’s full-time faculty member’s research achievements registered in Scopus (run by Elsevier). <https://keio.pure.elsevier.com/>

*Scopus is one of the world’s largest bibliographic database containing abstracts and citations for academic journal articles. Provided by Elsevier, the database covers every field from science, technology, medicine, social sciences, to the humanities, and more than 21,000 journals from over 5,000 publishers from all over the world.

²Software developed by Thomson Reuters for publishing and managing bibliographies and citations and references when writing articles and essays

4. Handling of Passwords

After logging in to your account, change your password by clicking “Change Password.” Make sure that the password is at least 6-digit long and combines letters and digits. Avoid easy-to-guess passwords. All communication is encrypted.

5. Updating the Human Resources Database

Three times a year, the kanji and katakana name, affiliation, and title of faculty members are updated according to the human resources database. If there are any changes in your information (e.g., name change), please notify the human resources office. Changes will be reflected during the next update.

6. Handling of Personal Information

K-RIS operates in compliance with the Keio University Basic Policy Concerning Protection of Personal Information and the Keio University Rules for Protection of Personal Information. For details, please refer to the following link: <http://www.k-ris.keio.ac.jp/privacy.html> (Japanese language only)

7. Please direct inquiries to the following:

E-mail: k-ris@adst.keio.ac.jp K-RIS help desk Ext.: 24731