

# Handbook on Research Fund Use

[For the Proper Use of Research Funds]



**京都大学**  
KYOTO UNIVERSITY

**January 2020**

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# Some of the chapters are exclusively on research funds. However, all other applies to use of all funds.

# We strive to achieve the highest possible accuracy in translating the documents from their official language of Japanese. Please note, however, that due to the nature of translated documents, accuracy is not guaranteed. The translated documents are produced for convenience only, and are not legally binding. The original documents in the Japanese language shall always take precedence over their translated versions.

# 1. Introduction

- ◆ Kyoto University's accounting systems have been established systematically with regulations, Q&A, manuals and other publications that are made available for viewing on the University website. This Handbook is a compilation of the points of importance and items requiring careful attention in the accounting rules that are essential in spending research funds, etc. Please note that Kyoto University accounting rules herein are not limited to the use of research funds but applies similarly to other expenses in education, research, medical treatment, etc., at the University.
- ◆ The publication of the Handbook is aimed at easier and clearer presentation of the University's rules on accounting and fund spending and greater understanding of the rules among members of the faculty, in order to prevent inappropriate and illegal use of competitive funds and other research funds as a result of inadequate understanding of the accounting procedures.
- ◆ The Handbook should be available at research offices and rooms at all times to check what should be done in everyday purchase of goods, etc.
- ◆ Be fully aware that public funds represented by competitive and other research funds are supplied with taxpayer money and inappropriate and illegal misuse is strictly not allowed.

## 2. The Responsibilities of Kyoto University Faculty Members and Other Personnel

- ◆ The rules related to ethical conduct are defined in *The Mission Statement of Kyoto University*, *The Responsibilities of the Kyoto University Faculty Member*, *Kyoto University Faculty and Staff Ethics Regulations* and *Promoting Research Integrity Regulations of Kyoto University, etc., in Research Activities*. In addition to these rules, be sure to comply with the following code of conduct.

### Important notes requiring attention especially of researchers

- (1) Take pride in participation in research and be aware of its important mission.
- (2) Do not misuse research funds.
- (3) Do not involve in misuse research funds.
- (4) Do not allow others to misuse research funds.
- (5) Do not tacitly approve misuse of research funds.

### Important notes requiring attention of personnel handling research funds

- (1) Ensure that all researchers understand the Regulations and the Guidelines.
- (2) Do not allow others to misuse research funds.
- (3) Do not tacitly approve misuse of research funds.

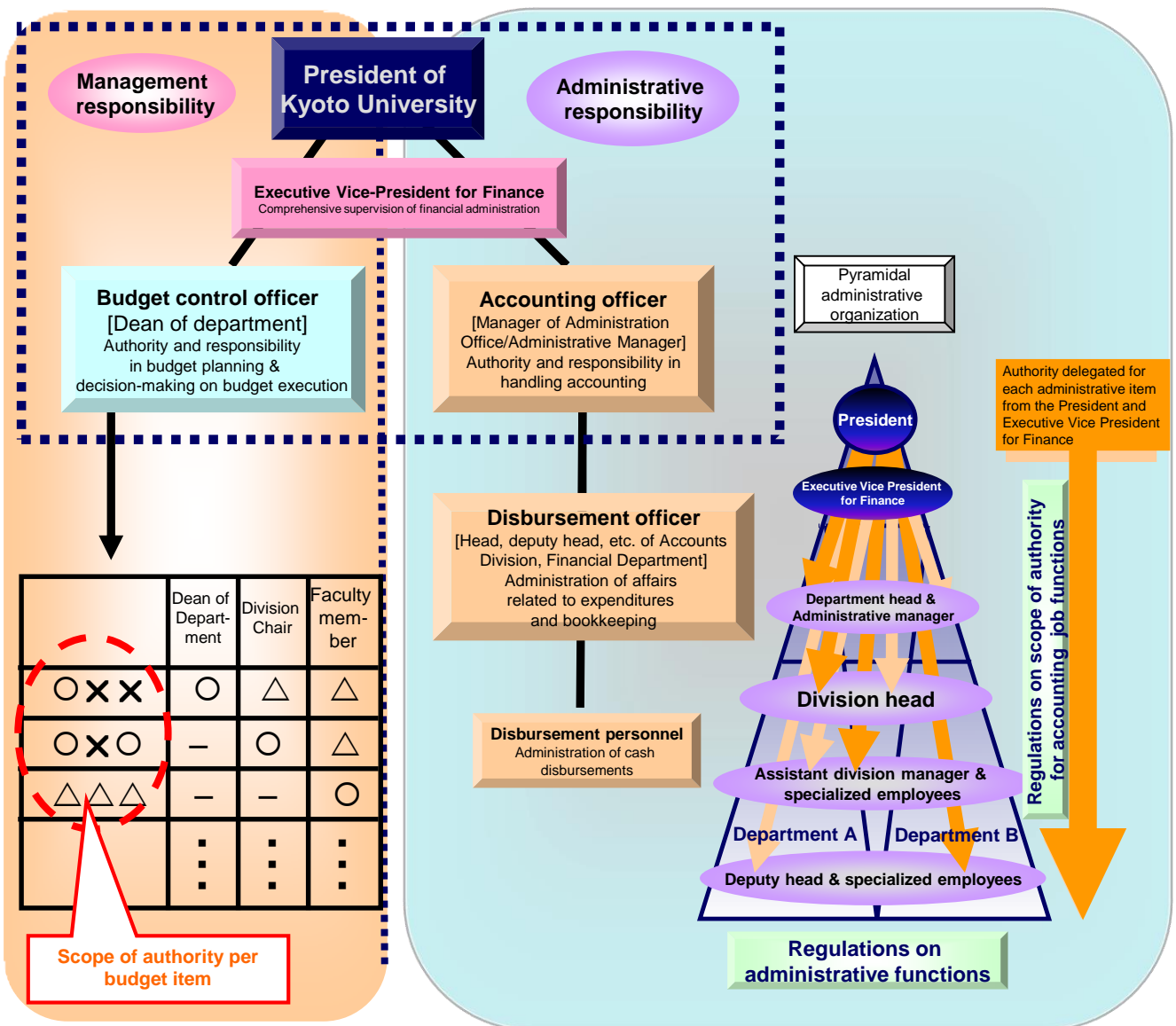
In criminal cases, Kyoto University faculty members will be classified as equivalent to public servants ("deemed to be public servants"). Acceptance of money or goods from suppliers, etc., is likely to be prosecuted as acceptance of bribe.

- ◆ The faculty members and other personnel of Kyoto University must be aware of one's mission in the respective area, such as education, research, support services, and University and academic department administration, and devote full energy into the implementation of one's duties in accordance with the Mission Statement of Kyoto University.
- ◆ By exerting one's greatest possible effort, the faculty member or employee must aspire to achieve the highest possible level in both education and research. Academic freedom is the most fundamental of requirements in realizing this and is honored in all aspects and venues of education and research, while paying adequate attention to social norms and code of ethics.
- ◆ Education is an endeavor to carry on academic and cultural heritages and to develop the abilities and build the character of each student. In doing this, the faculty member or employee shall not discriminate persons based on gender, ethnicity, creed, etc. Research is aimed at contributing to academic and cultural progress and to the aggregation of intellectual properties to be shared by mankind. In the promotion of this endeavor, the faculty member or employee is required to possess and maintain a strong sense of ethics and moral uprightness.
- ◆ Activities providing support in education and research and University and department administration are vitally important for uninterrupted development of KU. Each faculty member must recognize that the University is a social entity and commit oneself to self-refinement at all times, to enable fulfillment of one's responsibilities with highly specialized abilities and comprehensive outlook and contribute to the enrichment of KU's foundation in education and research and to the smooth administration and advancement of University and department administration.

(*The Responsibilities of the Kyoto University Faculty Member*, July 20, 2004)

### 3. Scope of Authority in Financial Administration at KU

- ◆ This scheme of the scope of authority for financial administration at KU is as follows. It is organized in a pyramidal structure with the President at the top.
- ◆ The scope of authority is defined clearly, with the responsibility for budget management and execution assigned to the officer responsible for budget control at each department (department head) and the responsibility for financial administration assigned to the accounting officer at each department (Manager of Administration Office/Administrative Manager).
- ◆ Accounting personnel will be conducting inspections and providing advice to researchers regarding the use of research funds, under the supervision of the accounting officer and in compliance with the rules. We look forward to your understanding and cooperation in this area.



A faculty member may be required to hold administrative responsibility as an employee in financial administration if the person engages in accounting, such as order placement and inspection.

## 4. Contract System at KU

### Concluding a contract

- ◆ Contracts are based on the open tender scheme as a general rule at KU. However, negotiated contracts are authorized as exceptions in the following cases.  
(Statement of Operational Procedures & Article 41, Accounting Regulations)  

When competition cannot be allowed due to the nature and the objective of the contract  
Scheduled contract value of less than ¥10 million, etc.

  
(Article 37, Regulations on Contract Administration)
- ◆ In case of procurement of facility worth ¥5 million or more in projected price shall require the appointment of personnel for specifications planning, in order to define the specifications of the facility to be purchased. Notwithstanding, the person planning procurement of the set facility cannot be appointed personnel for specifications planning or personnel for technical inspection.  
(Articles 2, 7 and 11, Guidelines on Specification Planning, Etc., Pertaining to Procurement of Large Facility, Etc.)
- ◆ If the contract value is less than ¥5 million, production of a contract may be omitted.  
(Article 43, Regulations on Contract Administration)
- ◆ A negotiated contract worth less than ¥5 million in project price may not require production of a projected price report.  
(Article 39, Regulations on Contract Administration)
- ◆ Negotiated contracts worth ¥5 million or more but less than ¥10 million in projected price shall require open counter estimate request.  
(Article 37, Regulations on Contract Administration)
- ◆ For contract worth ¥1 million or more in total, estimate request based on oral inquiry or market value survey, etc., shall be implemented.  
(Article 17, Regulations on Contract Administration)

**Depending on the type of competitive fund, etc.,  
handling of contracts may differ from those established in KU regulations.**

#### **<Notes Related to Contracts Requiring the Special Attention of Faculty Members and Other Personnel>**

- (1) Attention must be paid to avoid imbalance in sources of information related to procurement.  
When applying for grant-in-aid in scientific research or actually starting procurement, do not provide information to specific suppliers only when seeking information related to the goods scheduled for procurement.  
Additionally, the projected budget shall not be communicated when giving out information.
- (2) Do not engage in talks with suppliers in a closed-room setting.  
In order not to raise suspicions of corruption, etc., in the relationship between faculty members/personnel and specific suppliers, talks shall be held in open space.
- (3) Personnel for specifications planning shall work on creating fair specifications.  
Personnel engaged in specifications planning must verify that the specifications proposed are necessary for the intended purposes of the researcher, and do not exceed the requirements of the intended purpose, as that may impede fair competition.
- (4) When making an estimate inquiry, gather estimation documents, etc., fairly and appropriately.  
Ensure impartiality in the procedure, such as requesting submission of estimates from a number of suppliers.

## Contract method based on contract value

Contract procedure Projected price	Contract contents				Production of contract request Production of projected price report Production of contract	Tender document Estimate
	Goods purchase, Rental	Service provision	Construction work	Service for construction		
1 million	Negotiated contract possible				May be omitted	May be omitted Estimate (estimation based on oral inquiry or market price survey possible)
5 million	Negotiated contract possible (Open counter estimate request)				Necessary	Estimate
10 million	General competitive contract					Tender document
15 million						
68 million						
680 million			Government purchasing			

#The standard government procurement value is that as of FY2019.

**When concluding a contract, take fair and appropriate action, coordinating adequately with administrative personnel, in order to prevent errors in handling.**

# 5. Prohibited Matters

- ◆ Researchers must pay special attention to the following three that are prohibited in accounting.
- ◆ These deeds that involve production of fraudulent documents that do not reflect reality and submitting them to KU to illegally receive research funds are regarded fraudulent use of research funds, even when they are used not personally but as per research purpose.

## I. Fraudulent salary & compensation payment

## II. Falsifying business travel and padding business travel expenses

## III. Fraudulent order placement and deposit payment, document tampering

### I. Fraudulent salaries & compensations payment

- ◆ Work hours for research collaborators are padded when entering in the work attendance timetable, to increase salary and compensation payments and misappropriate research funds.
- ◆ Salaries and compensations that do not reflect reality are paid to students, etc., with the money received returned to the research office/Lab (as kickback) for use as office/Lab maintenance and management expenses.
- ◆ Although it is not a large amount of money, an employee submits an attendance record showing more hours than they actually worked in order to receive a larger salary/compensation payment. This is facilitated by the negligence of the supervisor, who does not appropriately check and verify the actual working hours of employees under his/her supervision.

### #Kickback

- ◆ Recovery of all or part of salaries and compensations paid to students on the instruction of a researcher, even when reflecting actual work conditions, (coercive collection) is socially unacceptable conduct, regardless of whether this is done with student consent. For this reason, all deeds that amount to kickback are prohibited at KU.
- ◆ Moreover, it is illegal to use funds recovered in such a manner to pay other students who have actually worked.



## II. Falsifying business travel and padding business travel expenses

- ◆ Notwithstanding coverage of business expenses from another organization, business travel claim is submitted to KU for the same trip, in order to receive duplicate payments.
- ◆ Notwithstanding the purchase of discount airline tickets, request is made to the service provider to produce estimate and receipt for normal fare, in order to pad travel expenses and use the extra to cover conference attendance by students.
- ◆ Business travel itinerary was changed from a one-night stay to a day trip, and business travel expense claim was made for the original itinerary, in order to embezzle money.
- ◆ Notwithstanding cancellation of business travel, false business travel report, etc., was submitted for fraudulent claim of travel expenses, using the money received for business travel other than for the research project in question.
- ◆ Expense claim was made to KU to cover a personal trip (returning to hometown, University seminar excursion, etc.), to embezzle money.
- ◆ Notwithstanding use of a tour package combining airfare and hotel expenses, the full amount was reported as airfare cost, to claim compensation and embezzle the money.
- ◆ A hotel expense claim was made and a standard amount was received for accommodation that was free after using mileage points accumulated through business travel, without declaring this fact.
- ◆ A researcher, who lives away from their family, stayed at his or her family home during a business trip. However, the researcher claimed the accommodation allowance, even though it was not required, and embezzled the money received.
- ◆ A researcher who has changed address does not report the change of address to the university, and as a result receives inappropriate travel expenses, salary payments, or benefits calculated based on their previous address.

## III. Fraudulent order placement and deposit payment, document tampering

In order to keep unspent research fund, fraudulent order is placed to a supplier, who in turn receives the amount as deposit and manages the amount for delivery of laboratory animals, reagents, etc., when necessary in the next or subsequent fiscal term.

- ◆ In order to keep unspent research fund, instructions were given to the supplier to leave blank the date of the invoice for goods actually delivered in April, and payment is made from budget for the previous fiscal term.
- ◆ Because research funds are running out, instructions were given to the supplier to leave change the date of the invoice for goods actually delivered in March to April, and payment is made from budget for the next fiscal term.
- ◆ In order to cover expenses for purchase of equipment or facility renovation work that cannot be implemented with the expense category in question, the supplier is instructed to produce a fraudulent document that does not reflect the actual transaction, in order to obtain research fund from the University.

## IV. Other prohibited matters

(Prohibition of personal bookkeeping of research subsidies from foundations, etc.)

Even when a subsidy is granted to an individual, all funds that pertain to activities at KU must be placed under accounting control of KU as a general rule.

(Inappropriate use)

Research funds that remain unspent at the end of the fiscal term are used for mass purchase of goods to be used in research for the following fiscal term.

⇒ Check whether the carry-over system applies. If not applicable, the fund must be returned.

Purchase of goods for which the Necessity and function in the research are unclear (such as unrelated books or electrical appliances that are not necessary for the research), or good which have been purchased without regards to being economical (such as fountain pens).

⇒ There are cases when expenditure from the research fund cannot be allowed.

Private use of mileage and other points accumulated via business trips and work-related spending

⇒ Be aware of the points gained through trips funded by research expenses and trips for university purposes, and use those points to reduce the costs of your next business trip or work-related purchase, and not for private purposes.

### Column

#### <<Recent trends in preventing research fund fraud>>

In recent years, the continuing issue of frequent fraudulent use of research funds has been attracting much social attention.

Therefore, the MEXT\* amended the Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Guideline) in February 2014 to indicate necessary matters in ensuring appropriate management of allocated funds.

Fraud prevention includes obligatory attendance to compliance education, collection of written oaths, collection of written oaths from suppliers, disclosure of fraud investigation results including names of those involved, and clear indication of Possible criminal and civil consequences.

In response to this Guideline amendment, KU has fully amended the Regulation on Appropriate Management of Competitive Funds, Etc. at Kyoto University in September 2014 to promote appropriate use and management of competitive funds, etc.

Key measures include compliance education, obligatory submission of oaths, and formulation and execution of the Guidelines on Use of Funds (see item [22]).

\*Ministry of Education, Culture, Sports, Science and Technology

# 6. Salaries

The following describes payment of salaries in relation to research support by staff members or students.

Salaries: Money paid as compensation for work under an employment contract (not protected by labor-related laws)

## <Items requiring special attention and strict compliance>

- (1) Explanation to staff members etc. including job description, period requiring work attendance, contract renewal, hours, payment per unit, and work place, etc.
- (2) Confirmation of the willingness to be engaged in the project of staff members, etc.
- (3) Prior to executing the work, an employment application and a work schedule must be submitted to the supervising department by the designated deadline.
- (4) Check whether Individual Number ("My Number") submission is necessary, and if so, submission via the collection kit
- (5) Give a labor contract before start working
- (6) Verification of the working hours recorded on the attendance log or attendance management system (by affixing a seal or completing the verification process on the system).

## The flow and procedure of salary payment

Project executor



Researcher

Description of work content, etc.

Confirmation of willingness to work



Production of employment application

Check/submit "My Number"



Issue labor contract (notification)



Confirmation of actual working hours logged on the attendance log or attendance management system

· When assigning work (part-time work) to staff members etc., the researcher should ask for resume, etc. (copy of student ID, in case of a student).

· Prior to executing the work, an employment application must be submitted to the relevant administrative office by the designated deadline.  
· If workers have not submitted their "My Number", do so via the collection kit to the personnel in charge of salaries at your office/department.

· The researcher (work inspector) must assess work days and hours of staff members etc., paying attention to whether staff members etc. are absent from the worksite for personal reasons such as travel, and execute **management of work hours every day** with work attendance timetable (work checklist, etc.).  
· Please confirm that actual working hours are correctly recorded on the attendance timetable.

Please submit the attendance logs to the appropriate administrative office by the designated deadline, or verify the working hours on the attendance management system.

If the person implementing the project is not present at the time of the daily work confirmation, a faculty or staff member entrusted by the person implementing the project must confirm the work, or the person implementing the project must confirm it later based on a report from the faculty or staff member.

Submitting relevant documents



Administrative office, etc.

salary payment

Inspection of actual working hours by the administrative office

Worker



Staff members  
Students, etc.

Research support by staff members, etc., should be either managed at the administrative office with work attendance timetable, etc., or managed through consulting with the workers, as needed. Actual work conditions should be inspected appropriately in a way that research support management is not restricted to the research office alone.

If employing students as field work assistants (for the purpose of collecting materials, etc.), prior executing the field work, the supervisor must explain to their students the difference between the students working as assistants and the regular students engaged in the fieldwork.

# 7. Compensation Payments

The following describes payment of compensations in relation to research support by students, etc.

Compensations: Money paid for service rendered upon request (not protected by labor-related laws)

## <Items requiring special attention and strict compliance>

- (1) Explanation to students, etc., including job description (salary) & work content (compensation), period requiring work attendance (salary) & work period (compensation), hours and payment per unit
- (2) Confirmation of the willingness to be engaged in the project (salary) & willingness to work (compensation) of the student, etc.
- (3) Prior to executing the work, an employment application (salary) and work execution request (compensation) must be submitted to the supervising department by the designated deadline.
- (4) Checking and verifying (by affixing a seal, etc.) the working hours recorded on the attendance log
- (5) Production of compensation payment inquiry & completion report (compensation)
- (6) Check whether Individual Number ("My Number") submission is necessary, and if so, submission via the collection kit

## The flow and procedure of compensation payment

Project executor



Researcher

Description of work content, etc.  
Confirmation of willingness to work  
(Confirmation in writing in the case of a student)

Production of work execution request  
Submission of work schedule (compensation for labor)  
Check/submit "My Number"

Confirmation of actual conditions with  
Work attendance timetable  
(work checklist, etc.)  
Production of compensation payment  
inquiry & completion report

• When assigning work (research support ) to students, etc., the researcher should ask for resume, etc. (copy of student ID, in case of a student).

Work execution request must be submitted to the relevant administrative office by the designated deadline.

• If workers have not submitted their "My Number", do so via the collection kit to the personnel in charge of salaries at your office/department.

• The researcher (work inspector) must assess work days and hours of students, etc., paying attention to whether students, etc. are absent from the worksite for personal reasons such as travel, and execute **management of work hours every day** with work attendance timetable (work checklist, etc.).  
• Please confirm that actual working hours are correctly recorded on the attendance timetable.

• Submit the compensation payment request & completion report to the administrative office, etc., after completion of the project work period in question.

## Submitting relevant documents



Administrative office, etc.

## Compensation payment

Inspection of actual conditions by the administrative office, etc.

Worker



Students, etc.

Research support by students, etc., should be either managed at the administrative office with work attendance timetable, etc., or managed through consulting with the workers, as needed. Actual work conditions should be inspected appropriately in a way that research support management is not restricted to the research office alone.

If employing students as field work assistants (for the purpose of collecting materials, etc.), prior executing the field work, the supervisor must explain to their students the difference between the students working as assistants and the regular students engaged in the fieldwork.

## #Payment of compensations other than the above

Payment of compensations for research guidance, lecture, etc., not described above requires proof of research collaboration, such as project report (completion report), pamphlet of lecture meeting, etc.

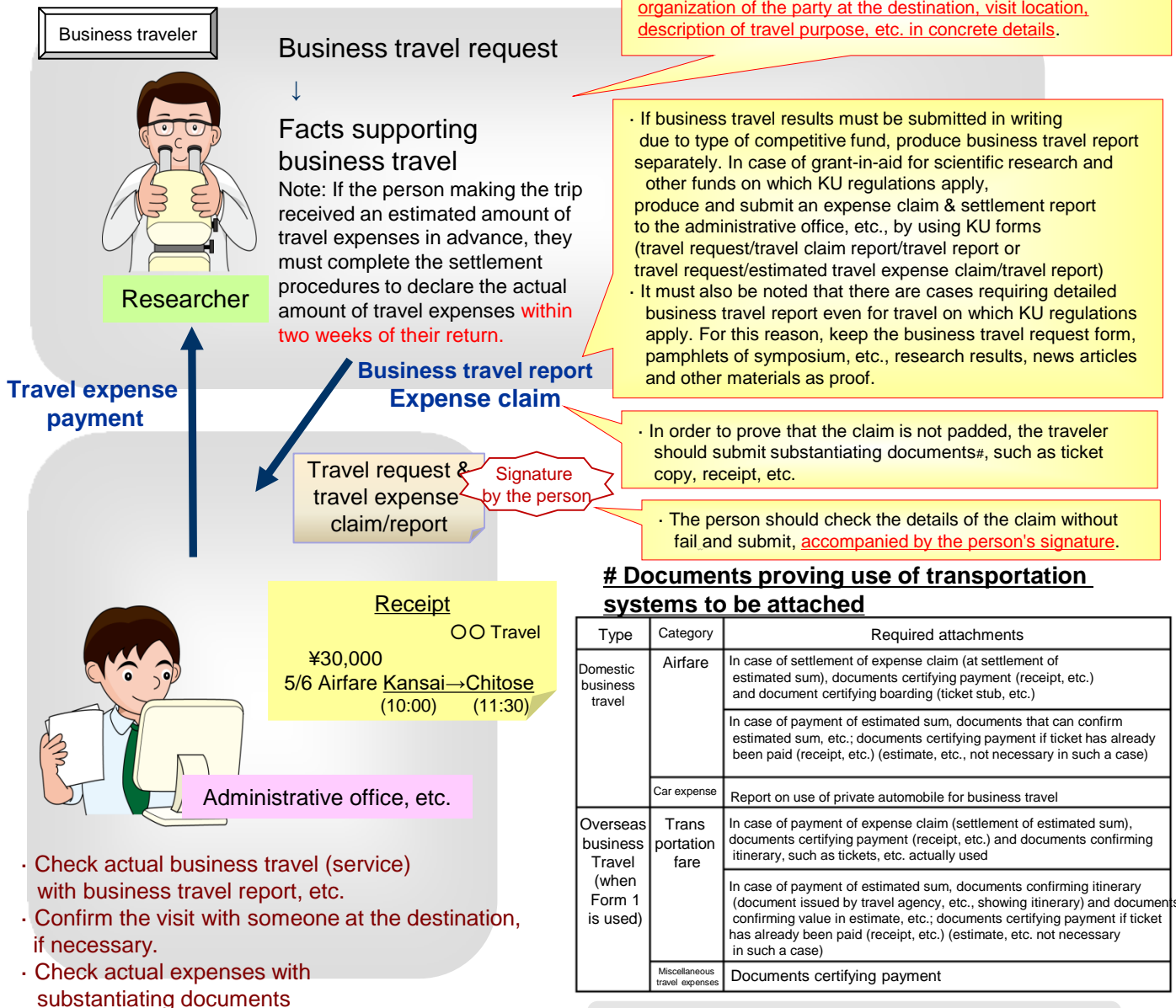
# 8. Travel Expenses

The following describes the payment of travel expenses incurred in business travel by researchers, etc.

## <Items requiring special attention and strict compliance>

- (1) Receive order or approval of person with travel order authority in advance, by submitting travel request, etc.
- (2) Proof of actual business travel with business travel report, etc.
- (3) Proof of actual travel expenses with substantiating documents

### The flow and procedure of travel expense payment



See travel expenses regulations regarding documents to be submitted when using Form 2 (travel expenses on invitational trip).



# 9. Ordering, Acceptance Inspection, and Inspection of Purchased Goods, Etc.

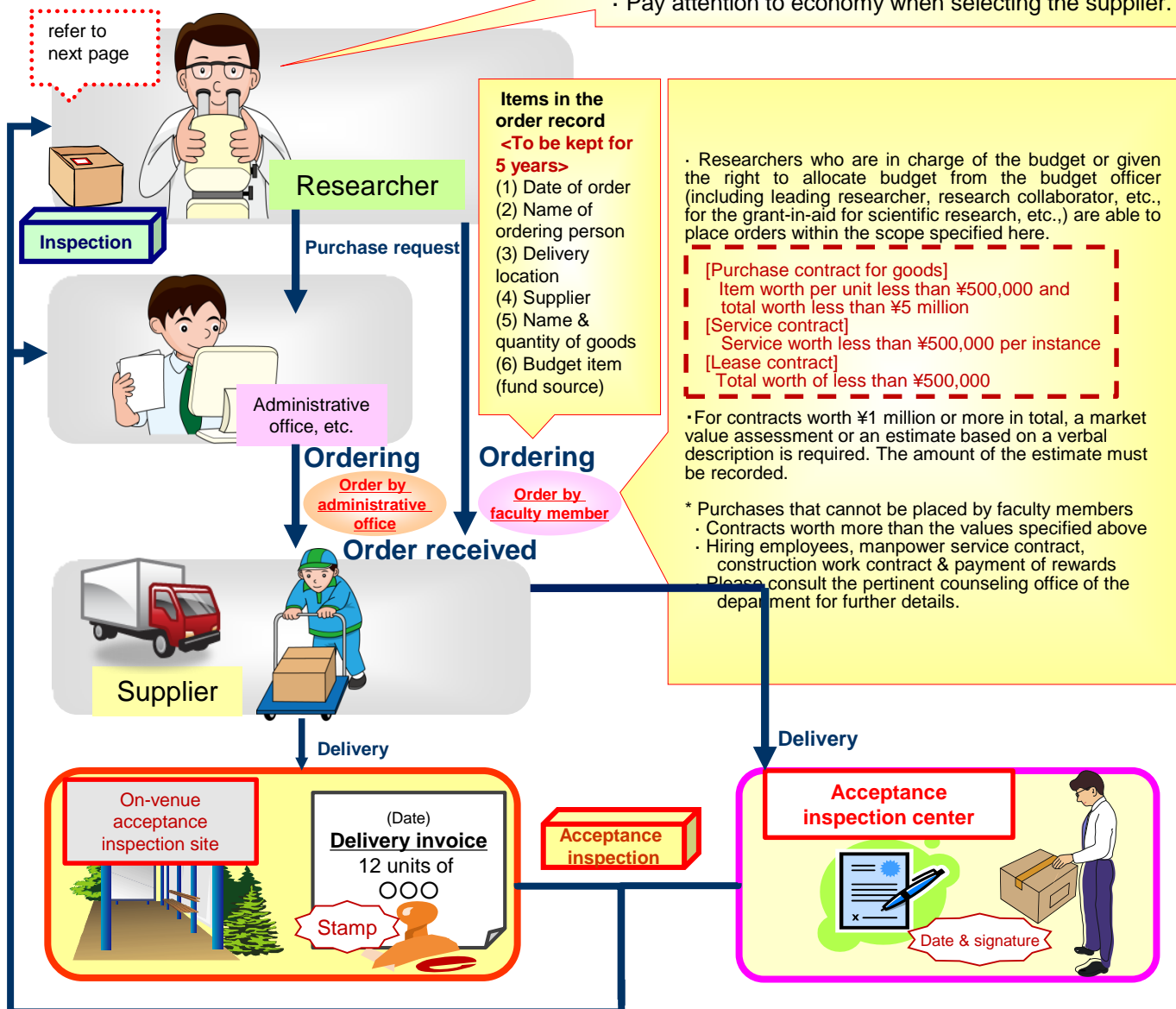
The following describes the process of purchasing goods, etc.

## <Items requiring special attention and strict compliance>

- (1) Identification of the source of fund for purchase request & ordering
  - (2) Adequate acceptance inspection after confirming actual goods
  - (3) Storage of order record on paper media<sup>#</sup>, even when order is placed without the use of order form
- # Including orders made through digital media that can easily be printed.

The flow and procedure of purchase of goods, etc.

- The ordering party is to request or order purchase with the fund source identified clearly.
- Pay attention to economy when selecting the supplier.

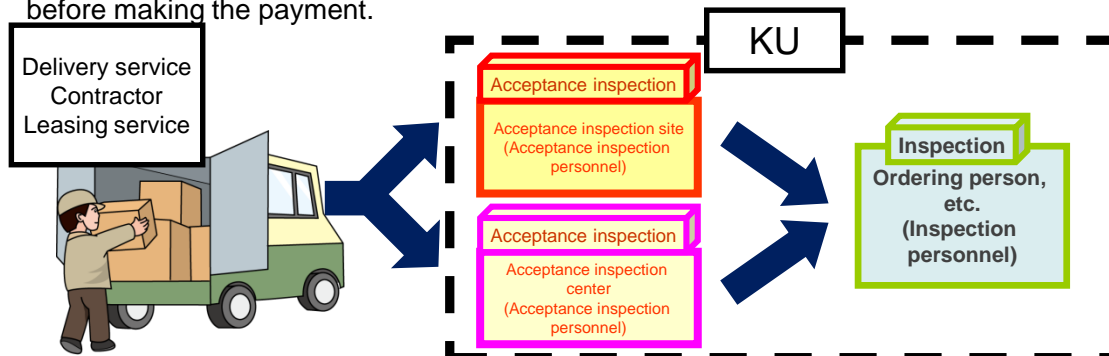


## Acceptance inspection site/center

Acceptance inspection: Confirmation of delivery and service completion, etc.

Inspection: Confirmation of quality, specifications, quantity, performance, etc., of goods

- ◆ After the delivery of the service or leased item, it is necessary to check whether the service or leased item has been properly delivered by means of an **acceptance inspection and inspection** before making the payment.



[Scope of purchase handled at the **acceptance inspection site** (for acceptance inspection)]

- (1) Purchase contract for goods worth less than ¥5 million in total
- (2) Service contract (printing & cleaning)

[Goods exempted from acceptance inspection at such a site]

- Laboratory animals, types of gases, isotopes & dry ice
- Books and other publications (including magazines) delivered to the university library and department libraries
- Pharmaceutical products, medical materials/devices, etc., covered by KU hospital medical treatment expenses
- Goods purchased in bulk by the Main Office (PPC paper, envelopes, fluorescent bulbs, toilet paper & alcohol)
- Goods purchased at stores (# Goods purchased at stores may undergo acceptance inspection at inspection sites.)
- Goods delivered by courier service, post & private mail delivery service

[Scope of goods to be handled by the **acceptance inspection center**]

- (1) Purchase contract for goods worth ¥5 million or more in total
- (2) Service contract (other than printing or cleaning)
- (3) Lease contract

# If delivery must be made after business hours or on holidays, inspection is to be handled at the acceptance inspection center. However, such exceptions should be eliminated to the greatest possible extent.

Goods exempted from acceptance inspection to be handled at the acceptance inspection center

## Acceptance inspection

【Acceptance inspection site】

Located on the North, Main, Medicine, University Hospital West, Uji & Katsura campuses, and at the Institute for Integrated Radiation and Nuclear Science and the Primate Research Institute

【Acceptance inspection center】

Goods received are to be inspected without fail by the inspection personnel other than the ordering person.  
# As a general rule, the inspection personnel is to come from outside the research office, etc., to which the ordering party belongs.

- ◆ KU's **acceptance inspection sites** (located in major campuses) and **acceptance inspection centers** (located in each department) serve as gateways for the purchase of goods and the confirmation of deliveries, etc.
- Delivery, etc., to KU that does not pass through these sites will not be recognized as delivered.
- ◆ After confirming that the delivery has been completed as described in the delivery slip (or completion report), affix a seal or signature and the date of the acceptance inspection.

## Inspection

【Inspection personnel】

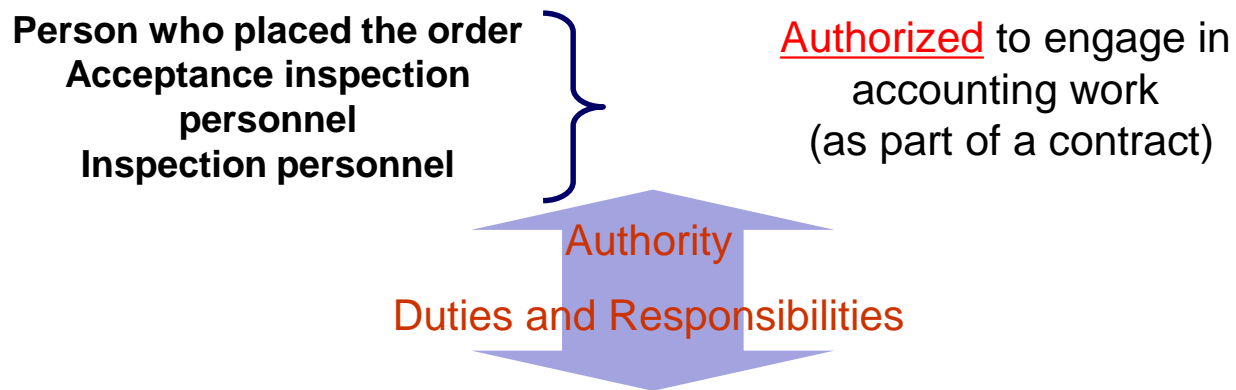
- For orders placed by administration:  
Section Chief (orders under ¥5 million)  
Deputy Director (¥5 million or more)
- \*A faculty member who requested a contract (except for construction contracts) can serve as the inspection personnel
- Orders placed by faculty: The faculty member who placed the order
- A person appointed by an accounting supervisor (or a dean in cases of orders made by faculty)

- ◆ After the completion of delivery, check the delivery **details** (quality, standard, quantity, and performance [including specifications, drawings, and designs]) to confirm whether the delivery has been completed as specified in the contract.
- ◆ After the inspection, affix a signature with the date of inspection on the delivery slip, etc. However, if an acceptance inspection has been already completed at an acceptance inspection site or center prior to the inspection, no signature is required. (Please note that the inspection procedures themselves cannot be omitted.)

**Responsibilities and authority of  
employees  
handling ordering & acceptance inspection**

	Faculty member	Staff member	
Order	<ul style="list-style-type: none"> <li>- Under 500,000 yen per item, and under 5 million yen in total for goods purchase contracts</li> <li>- Under 500,000 yen for service contracts (excluding construction contracts)</li> <li>- Under 500,000 yen for lease contracts</li> </ul>	<ul style="list-style-type: none"> <li>- 500,000 yen or more per item, or 5 million yen in total for goods purchase contracts</li> <li>- 500,000 yen or more per service contract (excluding construction contracts)</li> <li>- 500,000 yen or more for lease contracts</li> </ul>	
		(Under 5 million yen)	(5 million yen or more)
Acceptance inspection	Acceptance inspection site* or acceptance inspection center (laboratory/administration office acceptance inspection personnel)	Acceptance inspection site* or acceptance inspection center (administration office acceptance inspection personnel)	Acceptance inspection center (administration office acceptance inspection personnel)
Inspection	The person who placed the order	The section chief (or the person who requested the order)	The deputy director (or the person who requested the order)

[If delivery is to be made directly to another organization, an employee of the said organization must be assigned to conduct inspection.]



Such accounting work also entails duties and responsibilities.

**Kyoto University Regulations for Accounting**

**Duties and responsibilities in accounting work**  
**Article 50**

1. The university's executives and staff members shall perform their duties with due care and in compliance with laws and regulations relating to finance and accounting work.
2. The university's executive and staff members shall be responsible for the payment of compensation if they cause damage to the university due to willful misconduct or gross negligence with regards to the preceding paragraph.

Please be sure to purchase items or services appropriately and in compliance with the university's regulations for accounting.



# 10. Management of Goods

The following describes how goods are to be managed after purchase.

Goods purchased using the university's budget must be used with due care.

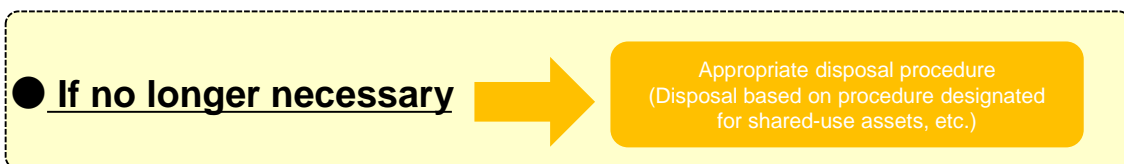
Fixed assets	Items worth 500,000 yen or more, which are planned to be used for one year or more.	An asset label must be affixed to the item
Low-value assets	Items worth 100,000 yen or more, but less than 500,000 yen, which are planned to be used for one year or more.	
Supplies (goods redeemable for cash)	Computers, tablets, digital cameras, video cameras, televisions, and recording equipment worth less than 100,000 yen	
Supplies (Excluding goods redeemable for cash)	Items worth less than 100,000 yen	It is not necessary to affix an asset label to the item

## <Property worth ¥100,000 or more>

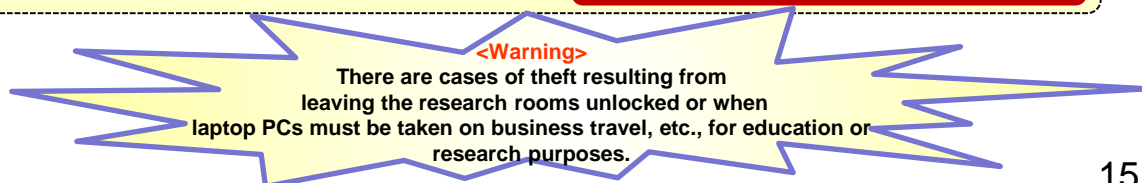
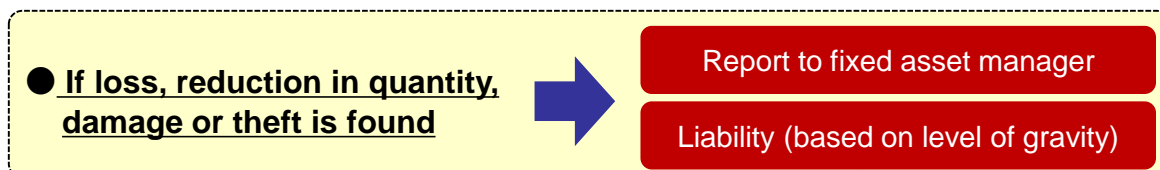
- The person in charge of use is held responsible for use of fixed assets under control, as well as daily management of such assets.
- “asset label” is to be attached on the goods in question, for assessment of the status of usage and storage with usage log, for proper management of the assets.
- Inspection of goods and survey of usage status (crosscheck between usage log and actual goods) are to be conducted each fiscal year to confirm status of the management of goods and accuracy of books and records.

## <Goods redeemable for cash>

It is necessary to attach asset labels to goods redeemable for cash in order to manage them appropriately and prevent fraud. During internal audits, several items are selected at random for checks on whether or not they are being properly managed.



**Report promptly in case of loss, reduction in quantity, damage or theft.**  
**Also, compensation for damages is required if damages are inflicted on KU, due to intentional act or gross negligence.**



# 11. Reimbursement

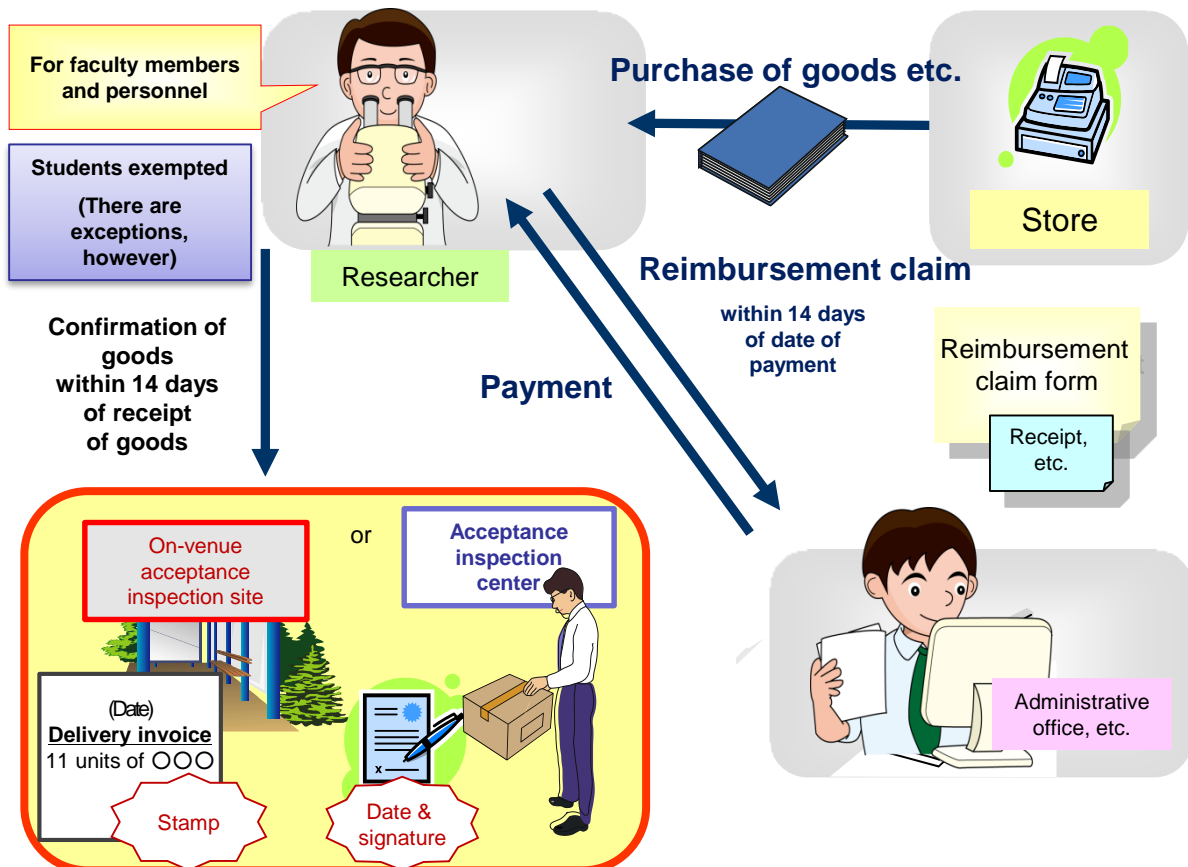
- ◆ If a KU faculty member or employee concludes a contract for purchase of goods, loan, subcontracting, etc., worth less than ¥100,000 for performance of his duties and pays for the purchase, the amount may be reimbursed provided that approval of the budget control officer, etc. is obtained. Obtain the approval of the accounting officer before the payment in the case of spending more than 100,000 yen.

(Article 24, Guidelines on Contract Administration)

## <Items requiring special attention and strict compliance>

- (1) Reimbursement by students is not allowed as a general rule.  
(Reimbursement by students requires advance approval of the accounting officer.)
- (2) Restricted to goods worth less than ¥100,000 as a general rule.  
(Reimbursement of ¥100,000 or more requires advance approval of the accounting officer.)
- (3) Reimbursement claim form to be submitted **within 14 days** of the date of payment, accompanied by receipt, etc.
- (4) Confirmation of goods at the acceptance inspection site or acceptance inspection center is necessary.

## The flow and procedure Reimbursement



# 12. Use of Corporate Credit Card



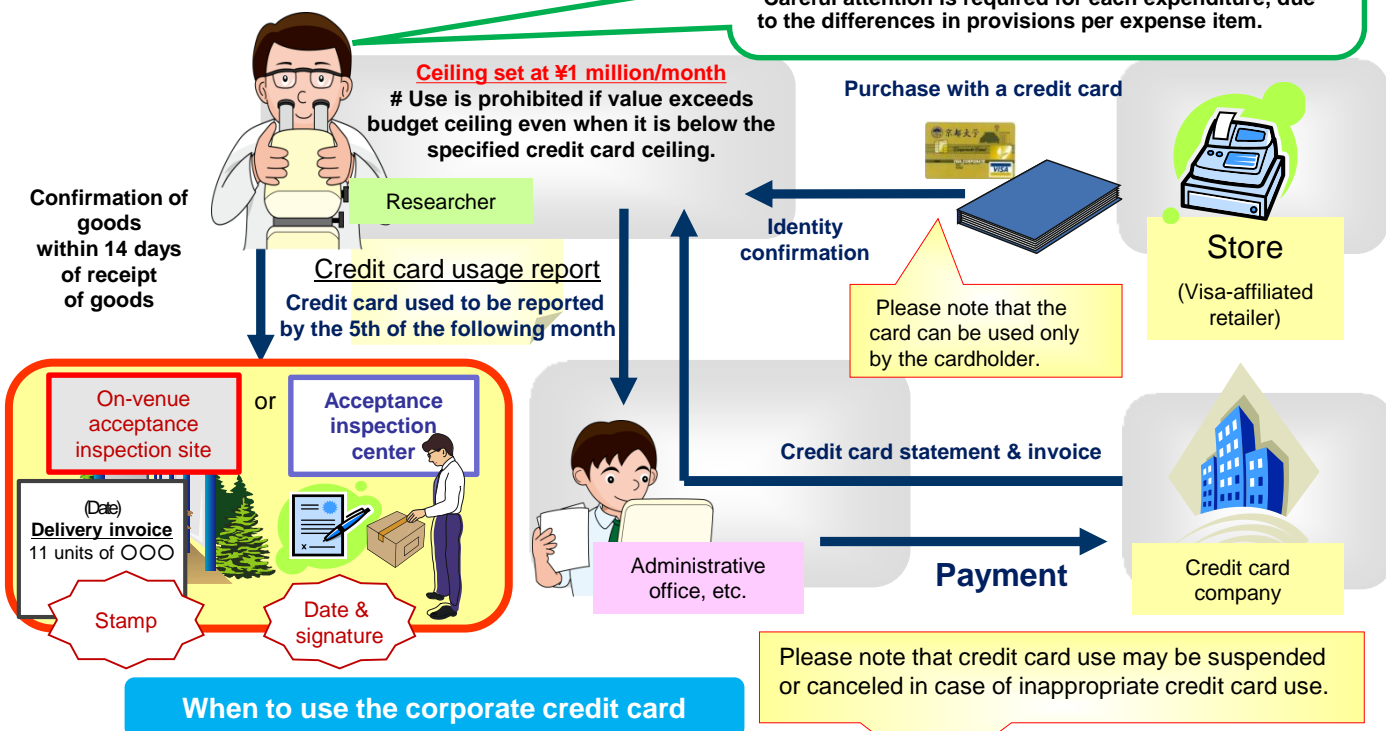
- ◆ Because the current KU temporary advance payment scheme requires coverage by individuals, the corporate credit card system has been introduced to reduce the financial burden.
- ◆ The system has not been introduced in some departments. Goods purchased with the corporate credit card will require confirmation of goods as in the temporary advance payment scheme.

## <Items requiring special attention and strict compliance>

- (1) Restriction on corporate credit card use with competitive fund at end of fiscal term
- (2) Prohibition of use to cover transportation fares and accommodations, for which expense payment has been made.
- (3) Prohibition of use to cover conference participation fees that include meal expenses/reception party fees

### The flow and procedure for corporate credit card use

Restrictions may be imposed on expenses, such as subsidies and outsourcing, on the period of use, if it is in the period when expenditures must be finalized or due to deadline for submitting reports. Careful attention is required for each expenditure, due to the differences in provisions per expense item.



### When to use the corporate credit card

- Books
- Purchase of supplies (excluding supplies worth ¥100,000 or more per unit)
- Charges for car rentals, expressway tolls and gasoline during business travel
- Academic conference participation (provided the fee does not include meal expenses)
- Rewards for academic paper contribution, publication & printing
- Payment to overseas parties that can be made with the credit card
- Personal use
- Transportation fares and accommodations, for which expense payment has been made
- Supplies worth ¥100,000 or more per unit
- Internet auctions (the use of internet auctions is prohibited whether using a corporate credit card or not)
- Banquet fees (including academic conference participation fees that include meal expenses)

# 13. Temporary Advance Payment Pertaining to Expenditure Prior to Funding

- ◆ Under this scheme, KU, as the manager of competitive funds, etc., is able to grant temporary advance payment of expenditures under a subsidy has been unofficially been approved, a subsidy continuing from the previous fiscal year, etc., for swift implementation and continuity of research.

## Scope of researchers, etc., to whom temporary advance payment is granted

- (1) Leading researcher, etc., who received tentative approval of new subsidy funding
- (2) Leading researcher, etc., who was notified of continuity of subsidy funding since the previous term

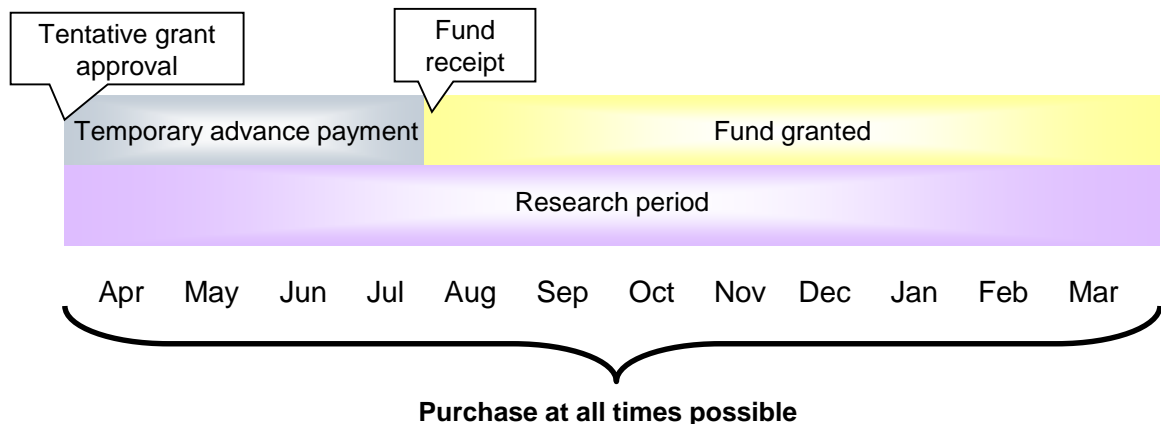
## Scope of subsidy, etc., for which temporary advance payment is granted

Subsidies, commissioned research expenses, etc., from the national government, local governments, independent administrative agencies and other public-interest organizations

# Advance payment is not granted  
if the subsidizing entity is a private business, etc.



Fund available prior to subsidy grant



# 14. Standards on Food Service Expenses

Food Service Standards for Meetings, etc., Organized by  
Kyoto University (March 1, 2013, order by KU President)

<Expense ceiling>

Expense per meeting: ¥5,000 per person

<Standards for Food-Service Expenses at Meetings, Etc.>

Simple food and drinks to be served **if there is an unavoidable reason**,  
related to progress of the meeting, etc.

- (1) Beverages and snacks at meetings, etc., held at KU
- (2) Food and beverages served at a buffet attended by a large number of persons
- (3) Food and beverages other than those described in (1) and (2) at meetings, etc.
- (4) Food and beverages in university admission examination administration when there is exit control
- (5) Food and beverages served at awards and other ceremony involving faculty members, personnel or students
- (6) Food and beverage expenses for meetings, etc., attended only by KU faculty members or employees will not be covered, except in cases described in (4) and (5).
- (7) Food and beverage expenses will not be covered when involving alcoholic beverage service.

- \* If compliance with the aforementioned standards is difficult due to extraordinary reason, approval of the head of the department, etc., is to be obtained by reporting explicitly the matter requiring special approval and the reason.
- \* The standards herein shall not apply if the source of research fund imposes restrictions on food service expenditures.

Food service expense coverage request  
to be submitted before the meeting, etc.

The accounting officer is to confirm with relevant  
persons or suppliers, etc., as needed

# 15. Use of Grants-in-Aid for Scientific Research “KAKENHI” in the Following Fiscal Year

Grants-in-Aid for Scientific Research “KAKENHI” are classified into the following three.

1. Funding allocated as “**Multi-year Fund**”

(Examples: “Scientific Research (C)”, “Grant-in-Aid for Young Scientists ”.)

2. Funding allocated as mixture of “**Multi-year Fund**” and “**Series of single-year grants**” (commonly known as “**Partial Multi-year Fund**”)

(Examples: “Scientific Research (B)” and “Grant-in-Aid for Young Scientists (A)” adopted between FY2012 and FY2014.)

3. Funding allocated as “**Series of single-year grants**”

(Examples: “Specially Promoted Research”, “Scientific Research (S)” and “Scientific Research (A)”.)

◆ Multi-year Fund (including “Multi-year Fund” provided as part of Partial Multi-year Fund)

Monetary grant allocated as “Multi-year Fund” does not require carryover procedure, so long as the year falls in the research period.

◆ Series of single-year grants (including “Series of single-year grants” provided as part of Partial Multi-year Fund)

Monetary grant allocated as “Series of single-year grants” for which carryover provisions apply may be used in the following fiscal year by undergoing the carryover procedure (by submitting one reason statement form).

(Coverage by the carryover system)

Monetary grants that can be carried over to the next fiscal year are expenses pertaining to the subsidized program that could not be completed during the fiscal year due to unavoidable reasons that could not be foreseen at the time of grant. Additionally, series of single-year grants that remain unspent at the end of the research program (surplus money) cannot be carried over to the next year.

## Reason for carryover

(1) Various provisions pertaining to the program

Resolution of problems either directly or indirectly linked to execution of the program became necessary and the research needs to be either postponed or suspended until they are resolved.

(2) Difficulty in obtaining materials

If it becomes difficult to procure research materials according to plan

(3) Difficulty in conducting preliminary survey on the research

If the research program must be postponed due to preliminary survey

(4) Difficulty in determining the research method

If review into the research method comes necessary due to new knowledge, expansion in the scope of research, etc.

(5) Meteorological conditions

Plan for survey, experimentation, etc., must be deferred due to extraordinary weather conditions, such as huge rainfall or snowfall, etc.

# “**Adjustment fund**” system (from FY2013)

The “adjustment fund” system can be utilized for research items to which only Series of single-year grants have been allocated, enabling use in the following fiscal year.

# 16. Rules on Use of Competitive Funds, Etc.

- ◆ Competitive funds (direct expenses) have expense items that do not apply to every funding program. Re-examine the details of each program in the application of expense items.

## Items applying on all competitive funds

### **(1) Prohibition of spending for purposes other than the research objective**

Expenses allowed for competitive funds are restricted to those directly necessary for realization of the research objective.

### **(2) Prohibition of spending outside the research period**

Funds are granted within the period specified as the project period and must be used for research activities.

### **(3) Prohibition of spending in combination with other expenses (spending as combined total)**

Use of multiple number of competitive funds, due to fund shortage, is not allowed as a general rule.

### **(4) Prohibition of purchase of alcoholic beverages, cigarettes and other nonessential goods for personal use**

## Expenses not applicable to Grants-in-Aid for Scientific Research "KAKENHI"

### **(1) Expenses related to facilities in buildings, etc.**

(Excludes minor installation expenses for goods purchased with grants-in-aid for scientific research)

### **(2) Expenses in dealing with accidents or disasters that occurred in the course of the subsidized project**

### **(3) Labor cost & rewards for the leading researcher or research collaborators**

### **(4) Prohibition of combined use of direct expenses and "other expenses with restrictions on usage"**

(However, purchase of shared facilities by combining a number of grants-in-aid for scientific research is possible under certain conditions.)

### **(5) Expenses that are better funded as indirect expenses**



# 17. Disciplinary Action, Etc., on Misuse

- ◆ Disciplinary action is executed not only to "individuals" committing fraudulent use. The funding organization may impose penalty also on the "research organization."

## Disciplinary action against individuals

[Disciplinary action in KU]

If disciplinary action is imposed in the form of **punitive dismissal, dismissal with instructions, suspension, salary cut, reprimand** under Article 48 of the KU Employee Work Regulations or even if such disciplinary action is not imposed, the individual in question will receive admonitory warning, strong warning or warning if the individual requires faithful execution of work and maintenance of discipline under the provisions of Article 50.

The supervisors (including the administrative heads of departments) of persons who commit fraudulent use, or who are indirectly involved in or tolerate fraudulent use, may be subject to punitive measures.

[Disciplinary action by the funding organization]

Each competitive fund has its own **penalties, such as suspension grant application and reimbursement of funds including additional payment**. Please check each competitive fund program for details. Regardless of whether misused research fund had been put to personal use or whether it was subsidy to an organization, **the researcher guilty of fraudulent use is held liable for compensation**.

[Legal action]

KU and the funding organization may file a criminal complaint or litigation under the Japanese civil code.

## Disciplinary action against research organizations

The following penalties may be imposed on the research organization.

- (1) If there had been malicious misuse due to inadequate expense control, the research organization will be subject to assessment for reduction in indirect expenses, etc.
- (2) There may be suspension in competitive fund disbursement.
- (3) University corporation evaluation etc., may result in reduction of funds other than competitive funds.

## In addition to disciplinary action...

**In cases of fraudulent use, the name, job title and organization of the researcher in question is disclosed as a general rule, as part of findings of the investigative committee.**

**Serious damage is inflicted on both the researcher and the University, in terms of huge time and cost incurred in the investigation, etc., loss of trust of society due to media coverage, etc.**



## 18. Restrictions in funding eligibility

It is determined by the "Guidelines on the Proper Implementation of Competitive Funding" (agreement of the liaison meeting of related offices and ministries on competitive funding, dated September 9, 2005).

(1) Restriction in funding eligibility in case of fund misuse for personal purposes

10 years

(2) Restriction in funding eligibility in case of fund misuse for purposes other than personal use

1-5 years

Determined by the details of misuse

Example: Restriction in funding eligibility to reflect the amount, number of years, etc., involved in fund misuse.

(3) Restriction in funding eligibility in case of Lack of Due Diligence<sup>#</sup>.

2 years maximum

<sup>#</sup> Definition of "Lack of Due Diligence"

Cases of negligence in responsibility as manager of research funds, even when the person is not involved in the fraudulent use of funds.

### Column

#### «Lack of Due Diligence»

If you are the representative researcher for a grant-in-aid for scientific research, but do not properly manage or understand the way in which the grant is being used, you may be accused of lack of due diligence if a colleague or partner is involved in fraudulent use of the grant.

For example, if a collaborating researcher is assigned to make official trip, but does not report any results or feedback upon their return, and is found to have falsified the trip, you may be accused of lack of due diligence and may be subject to certain funding eligibility restrictions, even if you were not involved in the fraudulent use of funds.

# 19. Cases at KU

Starting around 2000, money from Grants-in-Aid for Scientific Research and other funds was deposited with a supplier with which the offending party had close ties. This was found in a 2012 investigation conducted on money deposited with suppliers. Most of the money was spent on education and research, with only part used for personal purposes.

The investigative committee was not able to confirm that the money was used for implementation of research themes, though it was spent for education and research. This was determined to be in violation of the rules on competitive fund usage (use in combination with other expenses and for purposes other than the objective) and was reported to the funding organization.

Action 1: Suspension of public research grants for 5 years from the funding organization

Action 2: Reimbursement of the amount identified as deposited in full, combined with payment of surcharge and arrearage

#Regarding surcharge and arrearage, Act on Regulation of Execution of Budget Pertaining to Subsidies, etc., applied on grants-in-aid for scientific research

The surcharge rate is  
10.95% per annum

Arrearage is also 10.95%  
per annum

## Reference

Falsification of accounts



Discovery of accounting  
irregularities  
(10 years later)



Delay of one year in  
reimbursement of funds...

Amount used fraudulently  
¥1,000,000

Reimbursement includes not only  
the amount misused but also

Amount	Indirect expense	Surcharge
¥1,000,000	+ ¥300,000	+ (¥1,300,000 × 0.1095 × 10 years)
= ¥2,723,500 (amount to be reimbursed)		

Amount	Indirect expense	Surcharge
¥1,000,000	+ ¥300,000	+ (¥1,300,000 × 0.1095 × 11 years)
<b>Arrearage</b>		
+ (¥2,723,500 × 0.1095 × 1 year)		
= ¥3,164,073 (amount to be reimbursed)		

Arrearage

## Penalty is tougher!!

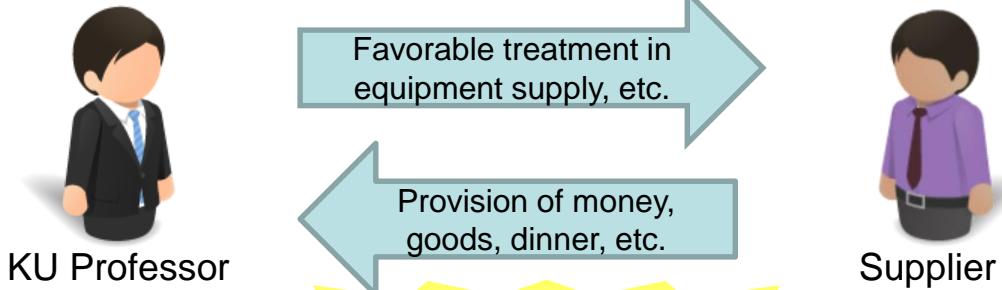
Even after severance from KU, charges equivalent to penalty will be established, and reimbursement of retirement pay may be required!  
The name of the offender uncovered in the findings will be disclosed as a general rule!

## ◆ Case study of a recent fraud case at KU

### (1) Coziness with Supplier

#### - Overview of fraudulent accounting

Requested and/or received from supplier bribery in forms of money, goods or “wining and dining” as a reward for advantageous and convenient treatment in the supply of equipment etc., and as a promise to continue such treatment in the future.



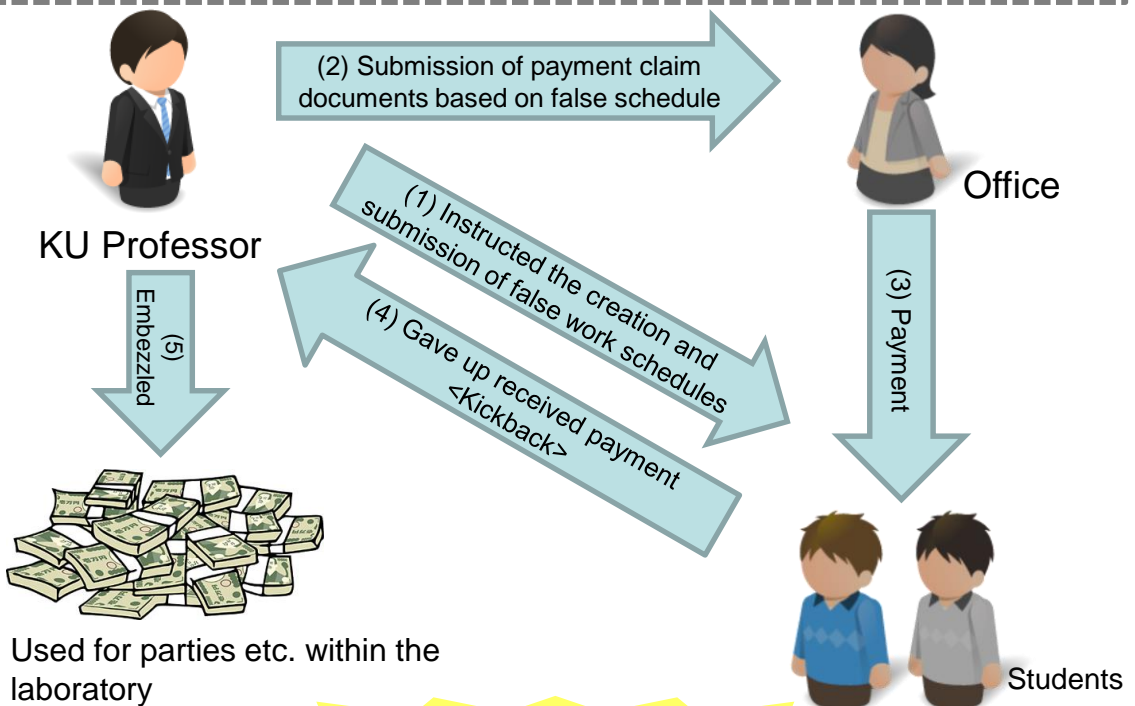
- Requesting bribes for supplier, etc.
- Receiving bribes from supplier, etc.

**NO!**

### (2) Kickback/pooling of Rewards

#### - Overview of fraudulent accounting

Instructed students to create false work schedules, submitted payment claims to KU based on the false schedules, had the students give the received payment to the professor which he embezzled and pooled, and used it for parties etc. within the laboratory.



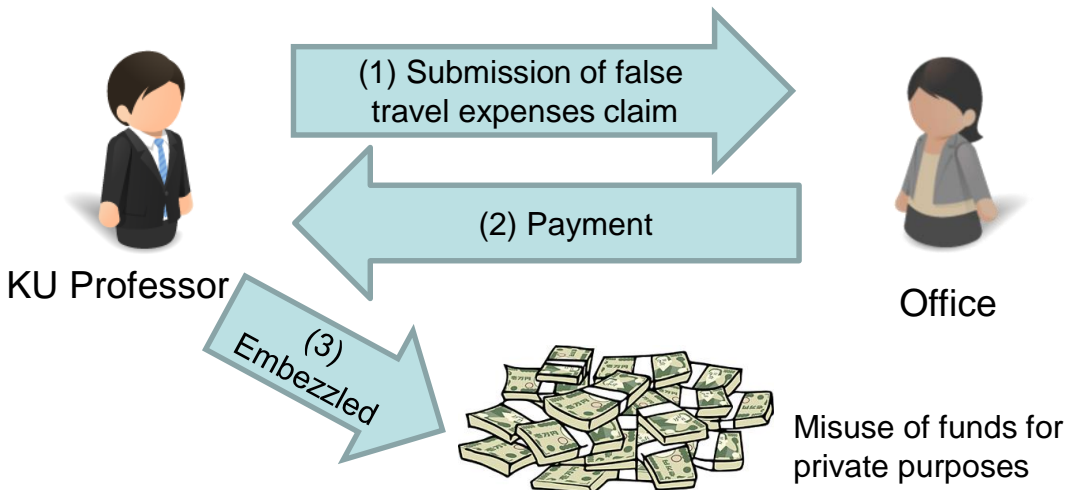
- False salary/reward claims
- Kickback

**NO!**

### (3) False travel expense claims

#### - Overview of fraudulent accounting

A falsified travel expenses application for a fictitious business trip is submitted to the university's administrative office retrospectively, and the funds received are misused for private purposes.



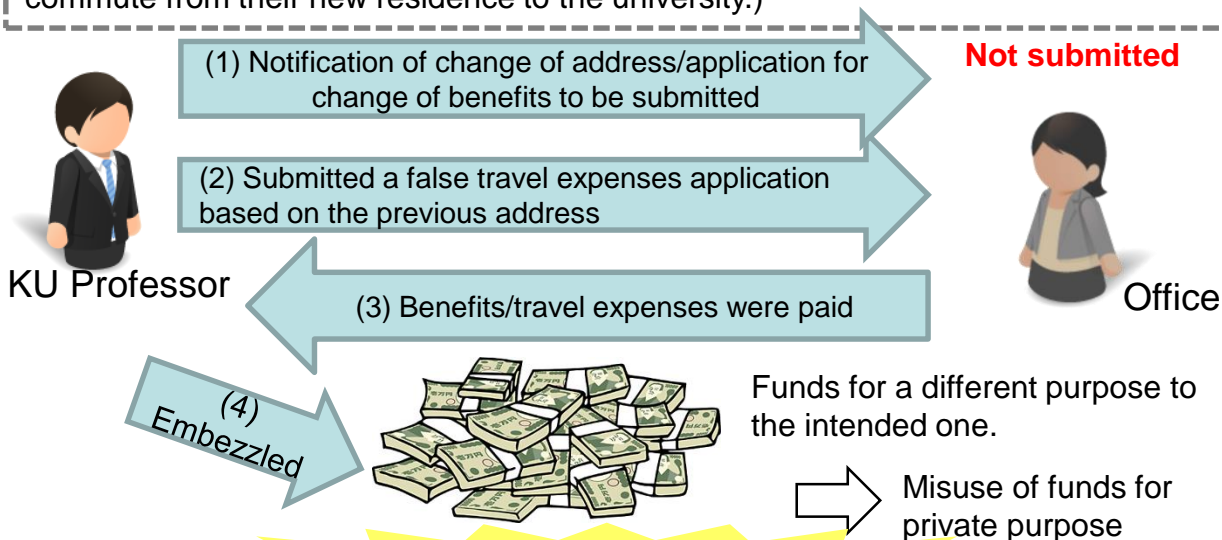
**- False travel expense claims**

**NO!**

### (4) False benefit/travel expense claims

#### - Overview of the fraudulent accounting

- (1) A faculty member moved to a new address and neglected to submit a notification of change of address/application for change of benefits, resulting in the receipt of benefits to which they were not entitled.
- (2) Submitted a false travel expenses application and misused the funds for a different purpose to that stated in the application. (The faculty member used the funds to commute from their new residence to the university.)



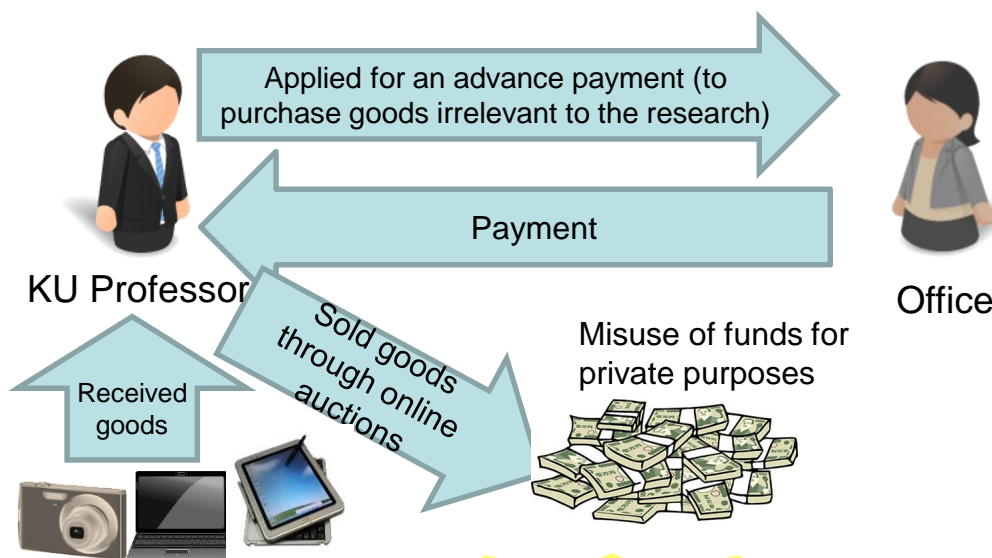
**- False benefit/travel expense claims**

**NO!**

### (3) Inappropriate purchase of goods

#### - Overview of the fraudulent accounting

Laboratory operating funds and research grants were used to purchase goods irrelevant to the research.



- Used research grants for purposes other than research
- Sold goods managed by the university in an inappropriate way (online auctions, etc.)

**NO!**

#### Column

#### 《Fraudulent use of research funds at the university》

Recently, reports about the fraudulent use of research funds at Kyoto University are made every year. If a fraudulent use is discovered relatedly in the same lab or department, the research organization involved may be abolished.

Many different factors can contribute to such problems in research laboratories, including the following:

- A lack of interest in the activities of other members of the lab and poor information sharing, including the sharing of each other's schedules.
- An environment in which it is difficult for those in weaker positions to speak out, including students and contractors.

We ask for your understanding and cooperation to ensure the proper use of research funds, and in making every effort to develop a good working environment in your laboratory.

## 20. Advisory Offices

The following offices provide advice about competitive funds, including information about regulations and administrative procedures. If the relevant contact information is not shown in this list, please visit the office accompanied by Japanese-speaking staff.

### Central Administration

Category	Office	Contact
Subsidies (personal subsidies)	Research Promotion Division, Research Promotion Department	<a href="mailto:kenkyusuishin850@mail2.adm.kyoto-u.ac.jp">kenkyusuishin850@mail2.adm.kyoto-u.ac.jp</a> 075-753-2579
Subsidies (organizational subsidies)	Research Promotion Division, Research Promotion Department	<a href="mailto:850kensui-senryaku@mail2.adm.kyoto-u.ac.jp">850kensui-senryaku@mail2.adm.kyoto-u.ac.jp</a> 075-753-2081
Industry-academia collaboration	Society-Academia Collaboration Division, Research Promotion Department	<a href="mailto:sanrenka@mail2.adm.kyoto-u.ac.jp">sanrenka@mail2.adm.kyoto-u.ac.jp</a> 075-753-9183
International affairs (projects related to the JSPS)	Research Promotion Division, Research Promotion Department	<a href="mailto:kenkyusuishin850@mail2.adm.kyoto-u.ac.jp">kenkyusuishin850@mail2.adm.kyoto-u.ac.jp</a> 075-753-2579
International affairs (UNESCO-related)	International Affairs Division, Planning and Information Management Department	<a href="mailto:ipromo@mail2.adm.kyoto-u.ac.jp">ipromo@mail2.adm.kyoto-u.ac.jp</a> 075-753-2010
Education affairs	Educational Project Promotion Office, Educational Planning Division, Education Promotion and Student Support Department	<a href="mailto:kyomu-sgu@mail2.adm.kyoto-u.ac.jp">kyomu-sgu@mail2.adm.kyoto-u.ac.jp</a> 075-753-7499

### Undergraduate Faculties, Graduate Schools, Research Institutes, Centers, and Other Organizations

Department name	Fund category	Details	Office	Contact
Graduate School of Letters/Faculty of Letters	General		External Funds Section Accounts Division Administration Office (Letters), Main Campus	A10soumu@mail 2.adm.kyoto- u.ac.jp
Graduate School of Education/Faculty of Education				
Graduate School of Law/Faculty of Law	Application		General and International Affairs Section General Affairs Division Administration Office (Letters), Main Campus	
Graduate School of Economics/Faculty of Economics				
School of Government				
Graduate School of Management				
Institute for Research in Humanities	International Affairs			
Institute of Economic Research				
General Student Support Center				
Kyoto University Archives				
Kyoto University Museum		Acceptance, execution & reporting	External Funds Section Accounts Division Administration Office (Letters), Main Campus	
Graduate School of Energy Science	Subsidies	General	Subsidies Section, Accounts Division Administration Office (Science), Main Campus	—
Graduate School of Informatics				
Graduate School of Biostudies	Contracted research Contracted project Collaborative research Donation	General	External Funds Section, Accounts Division Administration Office (Science), Main Campus	
Graduate School of Global Environmental Studies				
Academic Center for Computing and Media Science	International Affairs	Acceptance & accounting	Subsidies Section, Accounts Division, Administration Office (Science), Main Campus External Funds Section, Accounts Division Administration Office (Science), Main Campus	
Center for Educational Program Promotion in Graduate School (Collaborative Graduate Program in Design)		Application	General Affairs & International Exchange Section, General Affairs Division Administration Office (Science), Main Campus	

Department name	Fund category	Details	Office	Contact
Graduate School of Human and Environmental Studies/ Faculty of Integrated Human Studies	Contracted research Contracted project Collaborative research Donation Subsidies	Acceptance & reporting	External Fund Acceptance Section, Accounts Division Administration Office, Yoshida-South Campus	A30gaibushikinukei re@mail2.adm.kyot o-u.ac.jp
Center for the Promotion of Excellence in Higher Education	Contracted research Contracted project Collaborative research Donation Subsidies	Implementation	External Fund Accounting Section, Accounts Division Administration Office, Yoshida-South Campus	A30gaibushikinkeiri @mail2.adm.kyoto- u.ac.jp
Institute for Liberal Arts and Sciences				
Graduate School of Advanced Integrated Studies in Human Survivability (Shishu-kan)	Organizational subsidy	Acceptance & reporting	Finance Section, Accounts Division Administration Office, Yoshida-South Campus	A30zaimu@mail2.a dm.kyoto-u.ac.jp
Institute for Advanced Study	Organizational subsidy	Implementation	External Fund Accounting Section, Accounts Division Administration Office, Yoshida-South Campus	A30gaibushikinkeiri @mail2.adm.kyoto- u.ac.jp

	Grants-in-aid in scientific research	Application, implementation & reporting	Grants-in-aid in scientific research Section, Accounts and Research Collaboration Division, Administration Office, Faculty of Medicine Campus and University Hospital	
	Organizational subsidies	Translational Program Central hospital for clinical research Program Acceptance & reporting	Business Management Division Research Promotion Section Kyoto University Hospital	
		Central IRB Program Acceptance & reporting	Business Management Division Moral Support/Conflicts of Interests Section Kyoto University Hospital	
		Other than above Acceptance & reporting	General Affairs Division, Research Promotion Section Graduate School of Medicine/Faculty	
		Execution	Donation and Subsidies Section, Accounts and Research Collaboration Division, Administration Office, Faculty of Medicine Campus and University Hospital	
Graduate School of Medicine/Faculty of Medicine				
Kyoto University Hospital				
Center for the Promotion of Interdisciplinary Education and Research (Program for Education and Research on Science and Technology in Public Sphere)	Contracted research Contracted project Collaborative research	Acceptance, execution & reporting	External Funding Section, Accounts and Research Collaboration Division, Administration Office, Faculty of Medicine Campus and University Hospital	
Center for Educational Program Promotion in Graduate School (Training Program of Leaders for Integrated Medical System for Fruitful Healthy-Longevity Society) (Doctoral Program for World-Leading Innovative & Smart Education"Graduate Program for Medical Innovation ")	Companies trial	Acceptance, execution & reporting	Business Management Division Moral Support/Conflicts of Interests Section Kyoto University Hospital	
	Donation	Application (Recommended by Dean of Graduate School of Medicine)	General Affairs Division, Research Promotion Section Graduate School of Medicine/Faculty	
		Application (Recommended by Director of KU Hospital)	Business Management Division Research Promotion Section Kyoto University Hospital	
		Acceptance, execution & reporting	Donation and Subsidies Section Accounts and Research Collaboration Division, Administration Office, Faculty of Medicine Campus and University Hospital	
	JSPS International Collaboration Projects	Application & reporting	International Affairs Section Accounts and Research Collaboration Division, Administration Office, Faculty of Medicine Campus and University Hospital	a40kokusai@mai l2.adm.kyoto- u.ac.jp



Department name	Fund category		Details	Office	Contact
Institute for Chemical Research Institute of Advanced Energy Research Institute for Sustainable Humanosphere Disaster Prevention Research Institute	Subsidies Contracted projects (JSPS only) Donation	Acceptance		Subsidies Section, Research Cooperation Division, Administration Office, Uji Campus	uji.josei@mail2.ad m.kyoto-u.ac.jp
		Implementation		External Funding Implementation Section, Research Cooperation Division, Administration Office, Uji Campus	uji.extprac@mail2.a dm.kyoto-u.ac.jp
	Contracted research Contracted projects (excluding JSPS) Collaborative research	Acceptance		Industry Academia Cooperation Section, Research Cooperation Division, Administration Office, Uji Campus	uji.extacc@mail2.a dm.kyoto-u.ac.jp
		Implementation		External Funding Implementation Section, Research Cooperation Division, Administration Office, Uji Campus	uji.extprac@mail2.a dm.kyoto-u.ac.jp
Graduate School of Pharmaceutical Sciences/Faculty of Pharmaceutical Sciences  Graduate School of Asian and African Area Studies  Institute for Frontier Life and Medical Sciences  Center for Southeast Asian Studies  Center for African Area Studies  Kokoro Research Center	General			Management Section, Financial Management Division, Southwest Administration Office	—
	Donation			Accounting Section, Accounts Division, Southwest Administration Office	
	Contracted research, contracted projects & collaborative research			2nd External Funding Section, Accounts Division, Southwest Administration Office	
	Subsidies			1st External Funding Section, Accounts Division, Southwest Administration Office	
	Organizational subsidy			1st External Funding Section, Accounts Division, Southwest Administration Office	
Center for iPS Cell Research and Application	General			Management Section, Financial Management Division, Southwest Administration Office	—
	Donation			Accounting Section, Accounts Division, Southwest Administration Office	
	Contracted research			3rd External Funding Section, Accounts Division, Southwest Administration Office	
	Contracted projects & collaborative research			2nd External Funding Section, Accounts Division, Southwest Administration Office	
	Subsidies			1st External Funding Section, Accounts Division, Southwest Administration Office	
	Organizational subsidy			1st External Funding Section, Accounts Division, Southwest Administration Office	
Institute for Integrated Radiation and Nuclear Science	General			Accounting Section, Institute for Integrated Radiation and Nuclear Science	—
	Subsidies	Application for grants-in- aid in scientific research			
		Application for other subsidy programs			
		Acceptance & reporting			
		Implementation		Contract Management Section, Institute for Integrated Radiation and Nuclear Science	
	Contracted research Contracted project	Application (competitive fund)		Accounting Section, Institute for Integrated Radiation and Nuclear Science	
		Acceptance			
			Implementation& reporting		
	Collaborative research Donation	Acceptance		Accounting Section, Institute for Integrated Radiation and Nuclear Science	
		Implementation& reporting		Contract Management Section, Institute for Integrated Radiation and Nuclear Science	
Primate Research Institute	General			Research Subsidy Section, Primate Research Institute	420kenkyujosei@m ail2.adm.kyoto- u.ac.jp



Department name	Fund category	Details	Office	Contact
Graduate School of Science/Faculty of Science  Research Institute for Mathematical Sciences  Wildlife Research Center  Center for the Promotion of Interdisciplinary Education and Research (Unit of Synergetic Studies for Space)  Center for Educational Program Promotion in Graduate School (Leading Graduate Program in Primatology and Wildlife Science)	Subsidies	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Funding request, implementation & reporting	JSPS and Other Grants Section, Accounts Division, Administration Office, North Campus	a60hojokin@mail2.adm.kyoto-u.ac.jp
	Contracted research Contracted project Collaborative research	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Contracts	Research Contracts Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
		Implementation & reporting	Research Support Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
	Donations (including subsidies)	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Acceptance & implementation	Endowment and Government Funding Section 1, Accounts Division, Administration Office, North Campus	a60unneihi1@mail2.adm.kyoto-u.ac.jp
	JSPS International Collaboration Projects	Open application	Office of International Affairs, Administration Office, North Campus	a60oia@mail2.adm.kyoto-u.ac.jp
		Contracts	Research Contracts Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
		Implementation & reporting	Research Support Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
Graduate School of Agriculture/Faculty of Agriculture  Yukawa Institute of Theoretical Physics  Field Science Education and Research Center  Center for the Promotion of Interdisciplinary Education and Research (Educational Unit for Studies on the Connectivity of Hills, Humans and Oceans)	Subsidies	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Funding request, implementation & reporting	JSPS and Other Grants Section, Accounts Division, Administration Office, North Campus	a60hojokin@mail2.adm.kyoto-u.ac.jp
	Contracted research Contracted project Collaborative research	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Contracts	Research Contracts Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
		Implementation & reporting	Research Support Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
	Donations (including subsidies)	Open application	Research Promotion Section, Financial Management Division, Administration Office, North Campus	a60kenkyusuishin@mail2.adm.kyoto-u.ac.jp
		Acceptance & implementation	Endowment and Government Funding Section 2, Accounts Division, Administration Office, North Campus	a60unneihi2@mail2.adm.kyoto-u.ac.jp
	JSPS International Collaboration Projects	Open application	Office of International Affairs, Administration Office, North Campus	a60oia@mail2.adm.kyoto-u.ac.jp
		Contracts	Research Contracts Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
		Implementation & reporting	Research Support Section, Accounts Division, Administration Office, North Campus	a60sankangaku@mail2.adm.kyoto-u.ac.jp
Center for Ecological Research	General		Center for Ecological Research Accounting Section, Accounts Division, Administration Office, North Campus	620groupB@mail2.adm.kyoto-u.ac.jp

Department name	Fund category	Details	Office	Contact
Graduate School of Engineering/Faculty of Engineering  Fukui Institute for Fundamental Chemistry  Center for Educational Program Promotion in Graduate School (Doctoral Program for World-Leading Innovative & Smart Education “Innovation of Advanced Photonic and Electronic Devices”)	General		Financial Analysis and Evaluation Section, Financial Management Division, Administrative Office (Graduate School of Engineering), Katsura Campus	—
	Grants-in-aid in scientific research	General	Subsidy Section, Promotion of Science and Technology Division, Administrative Office (Graduate School of Engineering), Katsura Campus	
	Organizational subsidy	General	External Research Funds Accounting Section, Promotion of Science and Technology Division, Administrative Office (Graduate School of Engineering), Katsura Campus	
	Contracted research	General	Industry Academia Cooperation Section, Promotion of Science and Technology Division, Administrative Office (Graduate School of Engineering), Katsura Campus	
	Contracted project		Industry Academia Exchange Section, Promotion of Science and Technology Division, Administrative Office (Graduate School of Engineering), Katsura Campus	
	Collaborative research			
	Donation		Acceptance, Application for research subsidy programs	
		Implementation	Donation Funds and Uneihi Section, Accounts Division, Administrative Office (Graduate School of Engineering), Katsura Campus	
University Library	General		Library Planning Section, Library Planning Division, Kyoto University Library	—
Agency for Health, Safety and Environment	General		Environment, Safety and Health Division, Facilities Department	
Institute for Information Management and Communication	General		Planning and Information Management Department, Information Promotion Division Account Division	—
Office of Society-Academia Collaboration for Innovation	General		Society-Academia Collaboration Division, Research Promotion Department	sanrenka@mail2.adm.kyoto-u.ac.jp
Open Innovation Institute	General		Open Innovation Institute Support Section, Society-Academia Collaboration Division, Research Promotion Department	oi-shienjimu@mail2.adm.kyoto-u.ac.jp
International Strategy Office	General		International Planning Section, International Affairs Division, Planning and Information Management Department	kokusa850@mail2.adm.kyoto-u.ac.jp
The Hakubi Center for Advanced Research	General		Office of The Hakubi Center for Advanced Research	staff@hakubi.kyoto-u.ac.jp
Center for Educational Outreach and Admissions	General		Education Promotion and Student Support Department , Entrance Examination Planning Division	—

# 21. Reporting office

Reports on fraudulent accounting of competitive funds, etc., managed by KU are accepted at the following office.

## Reporting office

### Audit Office, Kyoto University

Yoshida-honmachi, Sakyo-ku  
Kyoto City 606-8501

TEL 075-753-2170

Mail: 830naibukansa@mail2.adm.kyoto-u.ac.jp

URL: <http://www.kyoto-u.ac.jp/ja/research/rule/public/competitive/tsuho.html>

#### [Office hours]

8:30 – 17:15 (break between 12:00 – 13:00)

on days other than the holidays listed below.

Saturdays

Sundays

Days designated as holidays under the Act on National Holidays (Law No. 178, 1948)

December 29 – January 3 of the following year

June 18 (Kyoto University Founding Day)

Monday, Tuesday and Wednesday in the 3rd week of August (summer break)

# When reporting a misconduct, the reporting person must be **named explicitly**, with **the name of the person(s) engaging in fraudulent accounting and other acts involving competitive funds, etc., description of the irregularity, etc., and documents, etc., providing objective and logical proof of the facts** must be submitted to the reporting office.

# Anonymous reporting will be handled as whistleblowing under the provisions of Paragraph 4, Article 13 of the Regulations on Integrity in the Management of Competitive Funds, Etc., at Kyoto University.

# If an individual reports fraudulent use that the said individual committed in the past to the organization, extenuating circumstances may be taken into account in disciplinary action, etc. (See Item 6, Article 3, of KU Regulations on Disciplinary Action)

# Reporting misconduct will not result in unfair handling of the reporting person.

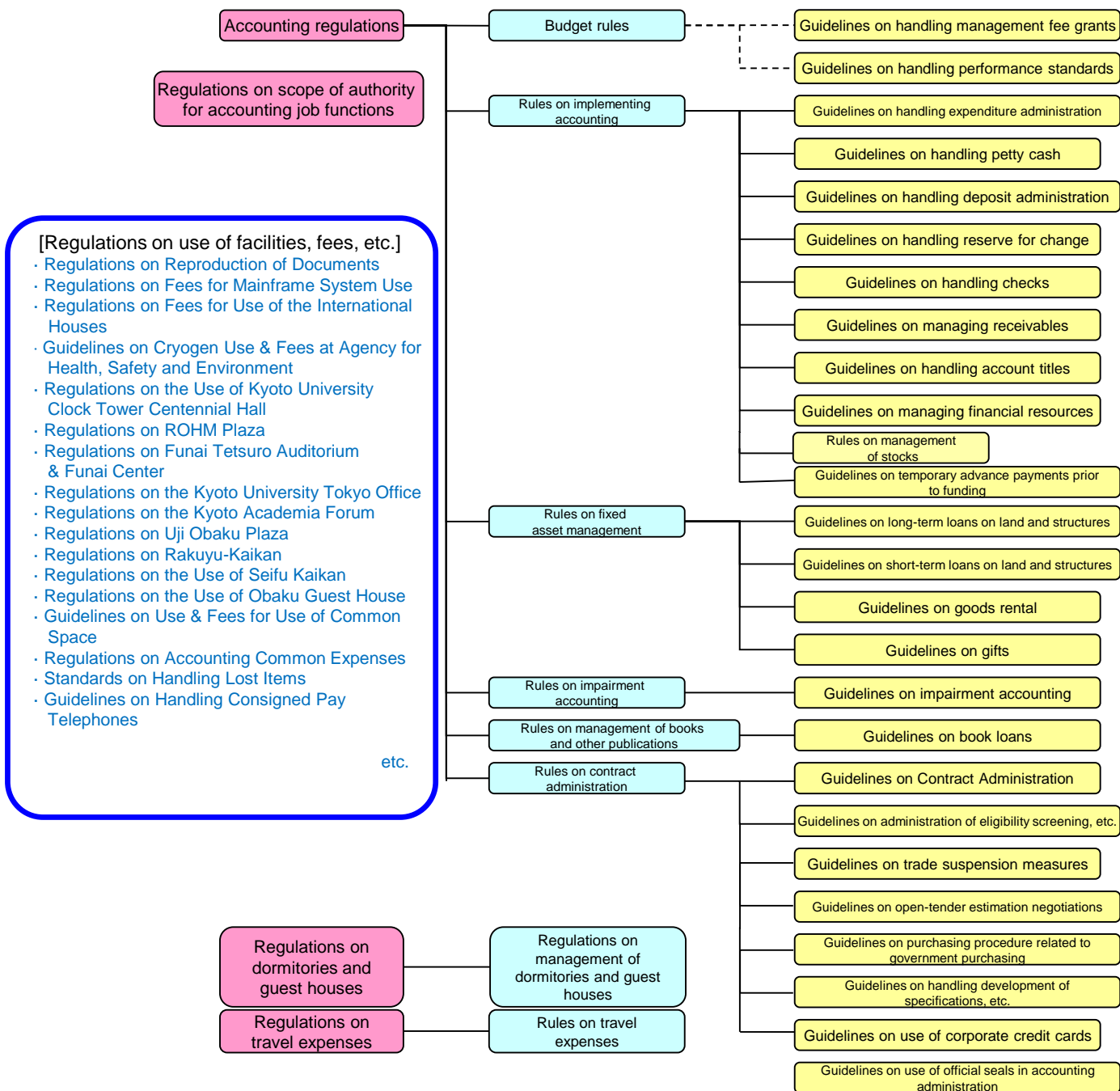
# Personal information, such as name, etc., of the reporting person, will be used strictly at the least minimum necessary for contact from the office, etc., to the reporting person, investigation and other activities in handling the report and shall be protected appropriately.

# 22. KU Regulations Related to Accounting

KU's accounting-related regulations are the following. Be sure to comply with these regulations in handling accounting appropriately.

These regulations can be found for viewing on KU website.

(URL: [http://www.kyoto-u.ac.jp/uni\\_int/kitei/reiki\\_menu.html](http://www.kyoto-u.ac.jp/uni_int/kitei/reiki_menu.html)) [Japanese text only]



# 23. The 6<sup>th</sup> Guidelines on the Use of Funds

(Revised in November 2018)

# The Guidelines apply to all public funds, etc.

Kyoto University (hereinafter called “KU”) hereby declare that KU has implemented action for the proper management and administration of competitive funds, etc., (hereinafter called “proper management of competitive funds”) based on the Regulations of Proper Management of Funds at Kyoto University (hereinafter called “the Regulations”).

In accordance with the Regulations and the basic policy of the President on measures to prevent misconduct, the Kyoto University’s Guidelines on the Use of Funds (hereinafter called “the Guidelines”) have been established as follows.

## Article 1 Objective

The objective of the Guidelines is to secure the proper management of competitive funds and to prevent misuse, etc., of the said funds at KU.

## Article 2 Objective of the Guidelines

1. The Guidelines herein establish in detail the items that shall be prioritized by KU in addressing causes of misconduct, based on the assessment and verification findings of conditions pertaining to the management of competitive funds at KU, in accordance with the basic policy on prevention of misconduct established by the President.
2. The Guidelines shall be updated as needed, with attention to the state of implementation of the Guidelines at KU, the state of improvement and information received from the Ministry of Education, Culture, Sports, Science and Technology, other relevant government organizations and other organizations, as well as the state of response to such information.

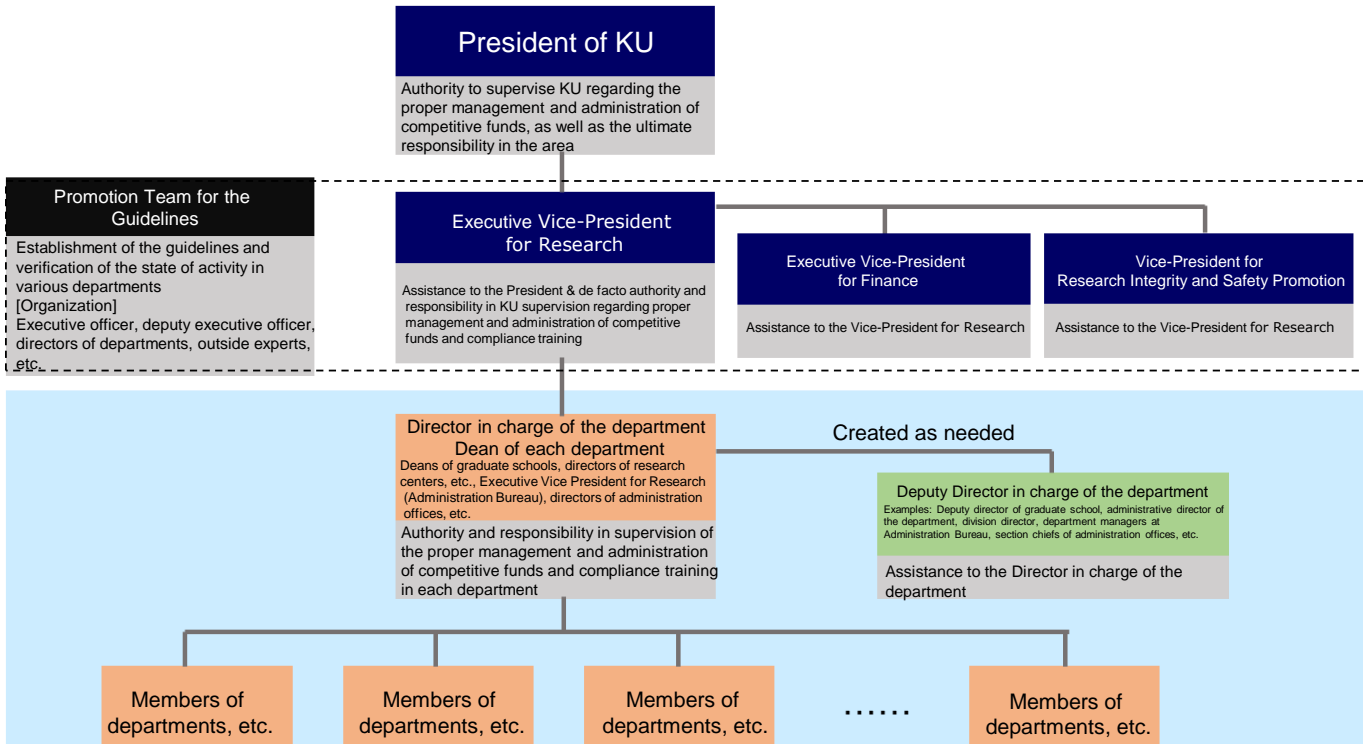
## Article 3 Code of Conduct for Faculty Members and Other Personnel

1. Researchers who are faculty members, etc., shall act in accordance with the following code of conduct.
  - (1) Take pride in participation in research and be aware of its important mission
  - (2) Do not misuse research funds
  - (3) Do not involve in misuse research funds
  - (4) Do not allow others to misuse research funds
  - (5) Do not tacitly approve misuse of research funds
2. Employees handling research funds are to act in accordance with the following code of conduct.
  - (1) Ensure that all researchers understand the Regulations and the Guidelines
  - (2) Do not allow others to misuse research funds
  - (3) Do not tacitly approve misuse of research funds
3. Faculty members and other personnel shall pledge compliance with regulations, etc., related to the use of research funds by submitting to the President a written and signed pledge specified in Paragraph 3, Article 10 of the Regulations.
4. Faculty members and other personnel shall not be able to engage in the management and administration of competitive funds when the aforementioned written pledge is not submitted by the date specified by the Vice-President for Research.
5. Should there be misuse of research funds by a faculty member or other personnel, disciplinary action will be taken, along with suspension for designated period of time from eligibility in research support programs at KU.
6. Should a faculty member or other personnel be involved or ignore misuse of research funds, disciplinary action maybe taken, along with suspension for a designated period of time from eligibility in research support programs at KU.
7. Should a faculty member or other personnel commit, be involved or ignore misuse of research funds due to inadequate dissemination of preventive measures, disciplinary action may be taken on the director in charge of the relevant department, etc.

## Article 4 Responsibility for the Guidelines

1. The scope of responsibility in the proper management of competitive funds shall be defined in either Article 4 or Article 6 of the Regulations.
2. The scope of responsibility for the Guidelines shall be defined in Articles 4, 8, 9 and 11 of the Regulations.

## The Scope of Responsibility in the Proper Management of Competitive Funds



## Article 5 Communication

1. The Director in charge of the department shall be required to ensure communication of the relevant regulations and of the Guidelines to faculty members and other personnel in the department.
2. The Director in charge of the department shall assess the state of understanding of the relevant regulations and of the Guidelines within the department and, at the same time, submit Regular reports on the status of communication to the Executive Vice President for Research.

## Article 6 Monitoring, etc.

1. The Promotion Team for the Guidelines shall conduct monitoring of documents, etc., at various departments for the assessment and verification of conditions pertaining to the proper management of competitive funds and for proper management of the said funds from the university-wide perspective.
2. The Promotion Team shall share information on issues that were found in various departments through monitoring and utilize the information for improvement of the Guidelines.
3. For the improvement of the Guidelines, the Promotion Team shall conduct verification of reports on the state of implementation of the Guidelines at each department and of audit findings by the Audit Office on activities pertaining to the proper management of competitive funds by the Director in charge of the department and report the verification findings to the Executive Vice President for Research.
4. The Executive Vice President for Research shall report to the President, based on the report received described in the foregoing paragraph.

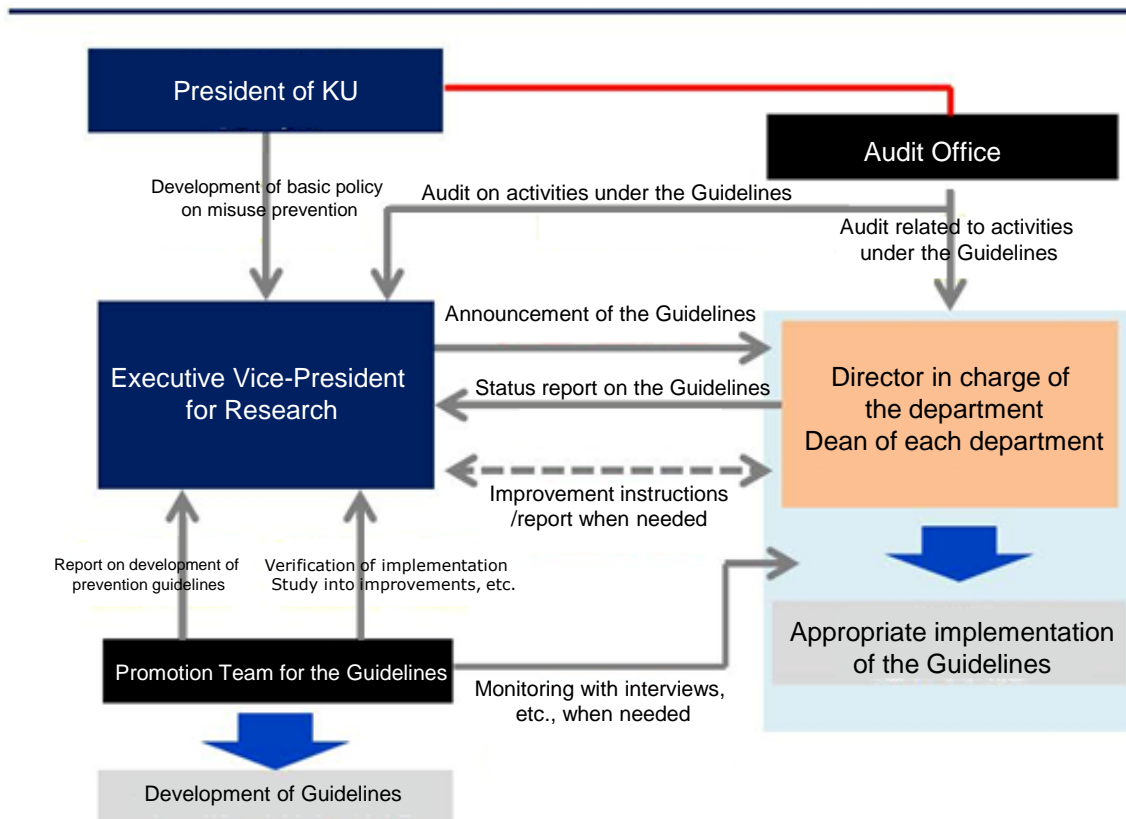
## Article 7 Guidelines on Causes of Misconduct

1. The guidelines addressing the causes of misconduct and concrete activities to be implemented for the Guidelines shall be established separately.
2. Should response to recurrence prevention measures on misuse of competitive funds become necessary or demand for improvement regarding misconduct is received from the funding organization, “significant implementation items” to be prioritized in the Guidelines will be designated by the Executive Vice President for Research, for further reinforcement in action at each department in dealing with misconduct.

## Article 8 Action in Case of Occurrence or Discovery of Fraudulent Accounting, Etc.

1. Should misuse of competitive funds be discovered, the Director in charge of the department shall implement improvement measures related to the misuse, communicate the information throughout the department and report to the Executive Vice President for Research.
2. Should misuse of competitive funds be discovered, the Executive Vice President for Research shall conduct verification of the state of implementation of the Guidelines in the department in question and issue improvement instructions based on the verification findings.

Flow Chart on the Guidelines at Kyoto University



## Article 9 Formation of Working-Level Council

If recognized as necessary by the Executive Vice President for Research, a working-level council shall be set up under the Promotion Team for decision-making and implementation of administrative procedures necessary in relation to the promotion of the Guidelines.



### Development of Systems and Environment for Promoting the Proper Management of Competitive Funds

Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Inadequate understanding of applicable rules, regulations, etc.	Wide communication of applicable rules, regulations, etc.	In addition to development of regulations, rules and Q&A, applicable rules and regulations, etc., are to be communicated thoroughly through the Handbook on Research Fund Use (hereinafter called "the Handbook"), explanatory meetings, etc. [Responsible organizations] Main office: Development of regulations, rules & Q&A; production & distribution of the Handbook; organization of explanatory meetings, etc. Departments: Communication of regulations, rules, etc., to department personnel	[Main Office organizations] Research Promotion Department Financial Department
Lack of clarity in scope of responsibilities	Clarity in scope of responsibilities	Scope of responsibility defined with regulations, etc. [Responsible organization] Main office: Development of regulations, etc. Departments: Communication of the scope of responsibility of the department to its personnel and installation of Deputy Director in charge of the department if needed	[Main Office organizations] Financial Department Research Promotion Department
Inadequate assessment of management/administration conditions	Regular assessment of management/administration conditions	Regular checks of the management and administration through internal audits, monitoring, etc. [Responsible organizations] Main office: Proper implementation of internal audit and monitoring, etc. Departments: Assessment, guidance, etc., in management/administration conditions among department personnel, in the course of normal operation	[Main Office organizations] Audit Office Research Promotion Department Financial Department
Stagnant state of information sharing	Active information-sharing & communication	Communication of information to be shared on the university-wide basis to be communicated through notification, etc., of the results of internal audit, etc. Information is to be communicated also to personnel in each organization, and information sharing is conducted appropriately among relevant organizations. [Responsible organizations] Main Office: Execution of internal audit, etc., and communication of the results, etc. Departments: Communication of internal audit results, etc., to department personnel	[Main Office organizations] Audit Office Financial Department
Decline in compliance awareness	Raising compliance awareness	Raising awareness toward compliance with laws and regulations through production/distribution of the Handbook, etc., e-Learning training, explanatory meetings, etc. [Responsible organizations] Main office: Production/distribution of the Handbook, etc.; e-Learning training; explanatory meetings, etc. Departments: Distribution of the Handbook, etc., to department personnel, spread awareness of e-Learning training, notification of explanatory meetings, etc., to personnel, etc.	[Main Office organizations] Research Promotion Department General Affairs Department Financial Department
		Develop system requiring personnel to submit pledge of compliance with applicable rules, relevant regulations, etc., that had been communicated. [Responsible organizations] Main Office: Development of university-wide scheme of submitting written pledges, etc. Departments: Department personnel to submit pledges without fail	[Main Office organizations] Research Promotion Department
		Promote greater awareness toward compliance through communication of the impact of misconduct on education and research activities throughout the University. [Responsible organizations] Main Office: Greater visibility of the impact, etc., caused by misconduct, through publication/distribution of the Handbook, etc., organization of explanatory meetings, etc. Departments: Notification of personnel, etc., regarding distribution of the Handbook, etc., organization of explanatory meetings, etc.	[Main Office organizations] General Affairs Department Research Promotion Department Financial Department

### Ordering & Acceptance Inspection of Goods, Etc.

Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Concentration of expenditures at end of fiscal year	Promotion of early & planned spending	Regular assessment of the state of implementation and promotion of early and planned budget implementation, along with guidance and counseling as needed [Responsible organizations] Main Office: Proper assessment of department budget implementation status, etc., and communication throughout the University urging early and planned spending Departments: Proper assessment of the state of budget implementation among department personnel and promotion of early and planned budget spending	[Main Office organization] Financial Department
Drive to fully spend the budget	Greater awareness of the carryover system, etc.	Greater awareness of the carryover system of Competitive Funds through dissemination throughout the University for proper budget execution. [Responsible organizations] Main Office: University-wide awareness of the carryover system Departments: Awareness of the carryover system for major competitive funds, etc., among department personnel	[Main Office organization] Research Promotion Department
Inadequate understanding of the acceptance inspection and inspection system	Greater understanding and awareness of the acceptance inspection and inspection system	Wider awareness of the acceptance inspection and inspection system through notices, publication/distribution of the Handbook, etc., e-Learning training, etc. [Responsible organizations] Main office: Publication/distribution of ordering & acceptance inspection manual & Handbook, etc., organization of e-Learning training, etc. Departments: Communication & guidance to department personnel regarding the acceptance inspection system through publication/distribution of acceptance inspection and inspection manual & Handbook, e-Learning training, etc., along with proper execution of operation, etc.	[Main Office organizations] Financial Department Research Promotion Department
Acceptance inspection executed only as formality	Exhaustive acceptance inspection	Sampling & investigation in internal audit into the state of acceptance inspection (especially at the acceptance inspection center), to determine whether there is discrepancy between the scheme and actual conditions. [Responsible organization] Main Office: Internal audit related to the acceptance inspection system, etc.	[Main Office organization] Audit Office
Inadequate understanding of the ordering system	Greater understanding and wider recognition of the ordering system	Wider recognition of the ordering system, including designation of fund source in the ordering stage, promoted through notices, production/distribution of the Handbook, etc., e-Learning training, etc. [Responsible organizations] Main Office: Production/distribution of ordering & acceptance inspection manuals, the Handbook, etc., organization of e-Learning training, etc. Departments: Wider recognition & guidance of department personnel of the ordering system through ordering & acceptance inspection manuals, the Handbook, e-Learning program, etc., as well as proper implementation of operation	[Main Office organizations] Financial Department Research Promotion Department



Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Close ties with suppliers, etc.	Discipline in conduct towards suppliers and assurance of transparency when ordering	Communication to suppliers, calling for adequate understanding of the ordering system and transactions with KU through proper transaction under the system. Also, measures reflecting conditions to be implemented, such as internal audit on risks such as unbalanced concentration of trade with certain suppliers.  [Responsible organizations] Main office: Wider communication among suppliers regarding the ordering system, etc., collection of written pledges, audit on risks such as unbalanced concentration of trade with certain suppliers	[Main Office organizations] Financial Department Audit Office
Inadequate management of goods with high monetary conversion value	Development of management organization & system for goods with high monetary conversion value	Wider communication of the method for proper management of goods with high monetary conversion value, such as PCs, at each department utilizing the Financial Accounting system, etc., and promotion of application of the method.  [Responsible organizations] Main Office: Check into facts pertaining to goods with high monetary conversion value in internal audit. Departments: Confirmation of the presence of goods with high monetary conversion value employing the Financial Accounting system	Main Office organizations] Financial Department Facilities Department

### Salaries & Compensations

Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Inadequate awareness as compensation for labor	Advance preliminary explanation of work content, etc., to prospective recruits	Explaining work content, work schedule, payment per unit (salary and compensation), prohibition of inappropriate use to prospective recruits in advance to make them understand. Instructing them to gain a permission before engaging in work. Confirming the progress of work as appropriate, and giving advice and guidance to them as needed.  [Responsible organizations] Main Office: Communication to departments to give preliminary explanation of work content, etc., to prospective recruits, and confirming the progress of work at each department and giving advice and guidance to them Departments: Communication to department personnel regarding preliminary explanation of work content, etc., to prospective recruits	[Main Office organizations] Financial Department General Affairs Department Research Promotion Department
Inadequate management of work hours by the supervisors	Exhaustive work management by the supervisors	Providing information via handbooks, e-learning courses, etc. to ensure that supervisors have a thorough understanding of how to manage work hours, and of the procedures relating to salaries and compensations.  [Responsible organizations] Main Office: Creating and distributing handbooks and other materials, implementing e-learning trainings, etc. Departments: Ensure that correct procedures are followed by providing faculty and staff members with information and guidance on the procedures relating to salaries and compensations through handbooks, e-learning courses, etc.	[Main Office organizations] Research Promotion Department Financial Department General Affairs Department
Difficulty involved in post hoc confirmation of working conditions by third parties	Development of discipline scheme by clerical staff	Identification & investigation into working conditions through interviews with the workers, etc., in internal audit  [Responsible organization] Main office: Interviews with workers, etc., in internal audit Departments: Check with relevant personnel if there are signs of irregularities in working conditions, etc.	[Main Office organization] Audit Office

### Travel Expenses

Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Travel expense claim procedure became mere formality	Wide communication and implementation of the travel expense claim procedure	Wider awareness of the business travel procedures through notices, awareness-raising materials such as the Handbook, e-Learning training, etc. Additionally, thorough entrenchment of the practice of confirming claim details and entering the claimant's own signature in the form, in order to prevent duplicate payment or overpayment due to omission of information, etc.  [Responsible organizations] Main office: Creating and distributing handbooks and other materials, implementing e-learning courses etc., providing information and handbooks during internal audits. Departments: Wider communication & guidance of department personnel regarding travel expense claim procedures with the use of the Handbook, etc., and e-Learning training, etc., as well as proper implementation of operation	[Main Office organizations] Financial Department Research Promotion Department
Payment error due to lack of understanding of the travel expense claim procedure	Wider communication and entrenchment of the travel expense claim procedure through training	Regular participation of employees (part-time workers, temporary workers, etc.) and executive officers in accounting training, etc.  [Responsible organizations] Main Office: Accounting training, etc., for employees Departments: Participation in accounting training, etc., for employees	[Main Office organizations] Financial Department
Inadequate confirmation of facts pertaining to business travel	Exhaustive check of facts pertaining to business travel	During internal audits or within departments, conduct interviews with selected faculty and staff who have been on business trips and also confirm details of the trip with the parties that the faculty or staff members visited. After the trip, require faculty and staff members to provide details of their travel purposes and the organizations that they have visited to enable checking.  [Responsible organizations] Main Office: Check into facts pertaining to business travel in internal audit Departments: Instruction and guidance on providing concrete details in claim forms, such as travel destinations and the purpose of travel, etc., and ensuring that the correct procedures are followed. Implement random accuracy checks of business trips that are not subject to internal audit reviews.	[Main Office organization] Audit Office

### Management System in Administrative Office of Department

Cause of misconduct	Corresponding Guidelines	Action to be taken	Notes
Inadequate guidance about what constitutes correct and incorrect procedures	Ensure that sufficient guidance is provided regarding the correct procedures	If a faculty or staff member did not follow the correct procedures, the supervisor should inform the relevant parties, explain the regulations to the faculty or staff member, and improve the system to implement sufficient guidance.  If there are repeated cases in which the correct procedures are not followed, the director or deputy director in charge of the department should provide guidance to the faculty or staff member concerned.  [Responsible organizations] Departments: The faculty or staff member who did not follow the correct procedures should be provided with sufficient guidance by the director in charge of the department or other appropriate supervising staff.	—

#The Guidelines describe concrete action to be taken to prevent misconduct, through greater awareness of preventing misconduct, appropriate use of research grants, etc.

## 24. Significant Implementation Items

The following items have been designated significant implementation items under the Guidelines, to promote further progress in university-wide action on fair and proper management and administration of competitive funds, etc.

(From November 2018)

### 1. Raising compliance awareness

- Raising awareness toward compliance with laws and regulations through production/distribution of the Handbook, etc., e-learning training, explanatory meetings, etc.
- Develop system requiring personnel to submit pledge of compliance with applicable rules, relevant regulations, etc., that had been communicated.
- Promote greater awareness toward compliance through communication of the impact of misconduct on education and research activities throughout the University.

(KU website on proper use of research funds)  
<https://kenkyu-tekisei-el.rp.kyoto-u.ac.jp/el/>  
# e-learning training is required without exception.

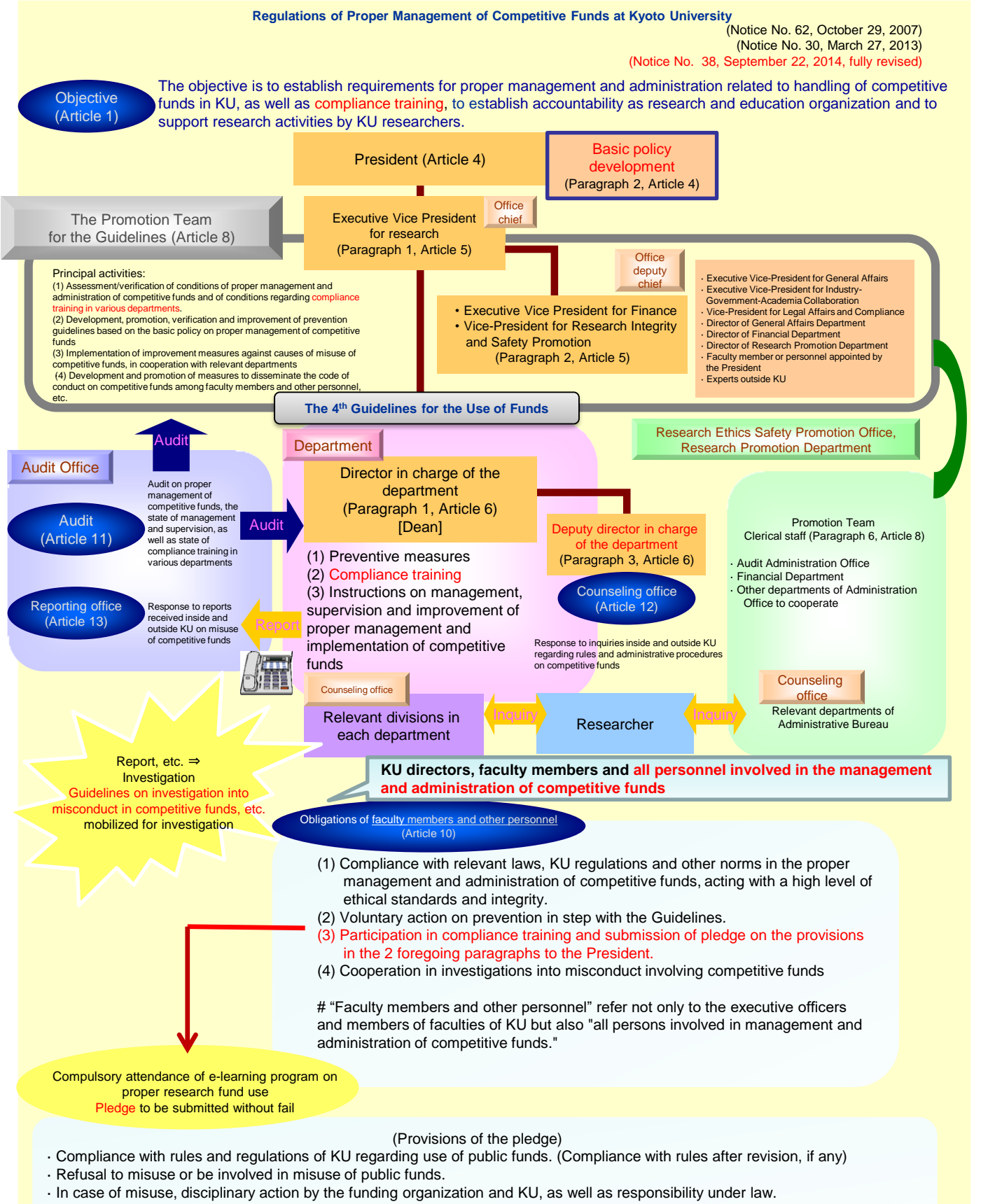
### 2. Strict payment of salary/compensations based on actual work

- Thoroughly familiarize workers with the administrative procedures of salary/compensation payment to make sure payment claims are accurate and true, and promote understanding of the system by preparing and distributing a manual on compensation payment before providing work to workers, especially when they are primarily students.

### 3. Travel expenses payment based on the genuine details of the trip

- Provide instruction to faculty and staff members who will undertake official travel or invite official guests to ensure that they understand the administrative procedures for travel expense payment, and that they follow the proper procedures based on the genuine details of the trip or visit. Confirm the details of official trips and take appropriate action if a member repeatedly follows the procedures improperly.

# 25. Organization for the Proper Management of Competitive Funds



# 26. e-Learning for Research Promotion

◆ Kyoto University provides the following research-related e-Learning courses. You are encouraged to take the courses as required.

## Proper Use of Research Grants

- ◆ Purpose: Prevent the misuse of research Grants by raising awareness about their proper use and providing information and instruction on proper accounting procedures.
- ◆ Target: Executive directors, faculty and staff members, and others involved in the operation and management of competitive funds.
- ◆ Frequency: Annual (mandatory) \*May be required more than once, depending on the year of employment.
- ◆ URL: <http://www.kyoto-u.ac.jp/ja/research/rule/public/competitive/e-Learn.html>

## Research Integrity Training

- ◆ Purpose: Prevent misconduct such as fabrication, falsification, and plagiarism by raising awareness about research integrity.
- ◆ Target: Faculty members, researchers, and graduate students
- ◆ Frequency: Every three years
- ◆ URL: <http://www.kyoto-u.ac.jp/ja/research/rule/suishin/kensyu>

## National Security Export Management

- ◆ Purpose: Prevent misconduct by raising awareness and providing information about security trade control through education on the relevant laws and regulations.
- ◆ Target: Faculty, staff members, and students who wish to take the course. (Mandatory for faculty members in science fields, including science, engineering, agriculture, medicine, and pharmacy, and for staff members involved in security trade control.
- ◆ Frequency: Every two years
- ◆ URL: <https://cls.iimc.kyoto-u.ac.jp/portal/>

## Animal Experimentation

- ◆ Purpose: Provide mandatory education and training to the managers of experimental animals, animal experimenters, and breeders.
- ◆ Target: Managers of experimental animals, animal experimenters, and breeders.
- ◆ Frequency: Every five years
- ◆ URL: <https://cls.iimc.kyoto-u.ac.jp/portal/>

## Basic Regulations Related to Life Science Research

- ◆ Purpose: Ensure the appropriate implementation of life science research by providing information about life science-related laws, regulations, guidelines, and internal procedures.
- ◆ Target: Faculty members involved in life science research, and students who wish to take the course.
- ◆ Frequency: Every three years
- ◆ URL: <https://cls.iimc.kyoto-u.ac.jp/portal/>

**Fraudulent acceptance and use of research funds and misconduct in research activities**  
leads to **loss of public trust**  
toward academic research.

This handbook had been produced for researchers in proper use of research funds. However, the content may be updated as occasion arises.

Please check the KU website for the latest update.

< <https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics> >

**Financial Department &  
Research Promotion Department,  
Kyoto University**

For further information on the Handbook, contact:  
Research Ethics Safety Promotion Office,  
Research Promotion Department, Kyoto University  
E-mail: [compliance@mail2.adm.kyoto-u.ac.jp](mailto:compliance@mail2.adm.kyoto-u.ac.jp)  
Tel: 075-753-2603 / Fax: 075-753-2042