

Code of Conduct for the Use of Competitive Research Funds, Etc., at Kyoto University

Determined on September 28, 2021

By the Head of Administration

The academic research conducted at universities is supported by public trust and the mandate of society. The misuse of competitive research funds, etc., is a serious violation of that trust and confidence, and will impact not only the institution with which the perpetrator is affiliated, but also the promotion of science and the development of research in Japan.

From this perspective, Kyoto University (hereinafter referred to as “the university”) has established this Code of Conduct for the Use of Competitive Research Funds, Etc., to ensure the reliability and integrity of academic research, and to secure public trust in operations related to academic research as follows.

Whenever faculty and staff members use any funds managed by the university for its education and research activities, they must use such funds with integrity.

1. Faculty and staff members must recognize that competitive research funds, etc., are public funds managed by the university. They must be aware of their own mission and duty of accountability, and use such funds in a conscientious and efficient manner.
2. When using competitive research funds, etc., faculty and staff members must comply with all relevant laws, notices, university regulations and rules, and they must follow the required administrative procedures.
3. Faculty and staff members must use competitive research funds, etc., in a systematic and appropriate manner, and must follow the appropriate administrative procedures.
4. Faculty and staff members must ensure mutual understanding and close cooperation among themselves to prevent the misuse of competitive research funds, etc. If a problem relating to the usage of such funds is identified, it must be rectified.
5. When using competitive research funds, etc., faculty and staff must conduct all dealings with external companies and traders appropriately, so as not to cause any public distrust or suspicion.
6. Faculty and staff must actively participate in training and explanatory sessions on the use of competitive research funds, educate themselves with regards to the relevant laws and regulations, and ensure that they understand the relevant administrative procedures and usage rules.
7. If there is any suspicion of misuse, faculty and staff members must not tolerate it, and must take appropriate action, such as consulting with the consultation service immediately.