

Instructions for e-Learning Course: “Proper Use of Research Grants” (ver.10)

(1) Open <https://kenkyu-tekisei-el.rp.kyoto-u.ac.jp/el/> on your Web browser.

Log in to the e-Learning system using your SPS-ID or ECS-ID (for JSPS Research Fellows) and password, then click “Start (開始)”

京都大学
e-Learning研修システム
「研究費等の適正な使用について」

IDをお持ちの方は登録ユーザーをクリックしてください

登録ユーザー

ログインID

パスワード

ログイン情報を保存する

ゲストユーザー

開始

← SPS-ID/ECS-ID

← Password

click“Start (開始)”

*1. If you can't log in to the system...

1) Check if the SPS-ID/ECS-ID that you have entered is correct.

※Note that the login ID and password are both case-sensitive. Make sure the Caps Lock key is disabled.

2) In case you see the following error message: “研修システムに未登録です。各部署担当者／掛にお問い合わせください。” this means your SPS-ID/ECS-ID and password are correct but you have not been registered with the e-Learning system. Please contact the administration office of your department.

3) In case you don't have SPS-ID/ECS-ID, you need to acquire ECS-ID.

“Acquisition and Renewal of ECS-ID”

http://www.iimc.kyoto-u.ac.jp/en/services/cert/ecs_id/use/ecs_account.html

After acquisition, please contact the administration office of your department to register your ECS-ID with the e-Learning system.

※You could take the course as a guest user ‘ゲストユーザー’, but you could neither get the records of the course nor submit a pledge.

*2. Supported network environment

- This e-Learning course is also accessible from outside of the Kyoto University's network, provided you are able to connect to the Internet.

- Web browsers* that can be used to view the video material[recommended environment]:

- Google Chrome (ver.27 or later)
- Firefox
- Internet Explorer (ver.9 or later)
- Edge
- Safari (ver.6 or later)

*Please use the latest version of the selected browser.

(2) After logging in, check to see if your name is shown in the upper right corner of the screen.

(3) Test Selection

Select which test you wish to take: A comprehension test (10 questions) regarding “Proper Use of Research Grants,” or a comprehension test (10 questions) regarding “Ordering, Acceptance Inspection, and Inspection of Purchased Goods.” Please note that you are required to pass both tests in order to submit the pledge.

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ブラウザの[戻る] [更新]ボタンを使用しないでください。

研修を選択してください
Select which test you wish to take.

両方の研修を受講して下さい。
Please note that you are required to pass both tests.
両方の研修で理解度チェックの正解率が80%を超えると誓約書のリンクが表示されます。
If you answered eight or more questions correctly in each of the tests, the "Pledge" button will be displayed on the page.

研究費等の適正な使用に関する研修
The Proper Use of Research Grants
(研究推進部)
(Research Promotion Department)

本学の会計手続きに関する研修 (「発注・検収・検査」)
The accounting procedures
(Ordering, Acceptance Inspection, and Inspection of Purchased Goods.)
(財務部) (Financial Department)

Please note that you are required to pass both tests.

誓約 (Pledge)

(4) Click on the slide material.



↑ Click this English version e-Learning Course.

(5) Check the slide materials and read through the Handbook on Research Fund Use as a textbook.

“Handbook on Research Fund Use”

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

*The Handbook was revised in January, 2021; accordingly, please use the latest version.



① Click left and right arrow buttons to go back and forward a page.

② Check all the slides and read through the Handbook on Research Fund Use and click Next.

(6) The questions will appear one by one. Select the best possible answer from the given options. Click “次へ(Next)” to proceed to the next question. There are 10 questions in total.

e-Learning研修「研究費等の適正な使用について」/e-Learning Course: Proper Use of Research Grants

前 次へ

理解度チェック

Q1. 給与・謝金の支給に関する以下の使用事例について、適切な事例はいくつあるか？

(1) 研究者(作業確認者)が、業務効率化の観点などから、事業期間終了後、まとめて勤務実態の事実確認をして、勤務表等に監督・確認者印を押印した。
(2) 研究者(作業確認者)が、当初計画どおりの勤務表等により、勤務実態があったものとみなして、監督・確認者印を押印した。
(3) 複数の学生に研究補助作業をしてもらうが、全員に謝金手続きを取らせるのは煩雑なので、代表者一人に全員分の謝金を受給させ、一旦教員が回収し、後で全員に配りなおした。

Q1. How many correct descriptions are there regarding salaries and rewards?

(1)After the period of work is over, the researcher (supervisor) should verify and stamp employees' timecards all at once for the entire period that they were employed from the point of view of operational efficiency.
(2)The researcher (supervisor) should stamp employees' timecards before the period of work, assuming that the employees will perform their work appropriately according to the planned schedule.
(3)Several students were engaged in research support work, but since it is cumbersome to have all students complete the payment procedure, a professor had one student receive the rewards for all students, and then give the entire amount to the professor, which he redistributed to everyone later.

2つ(Two)
 全て誤っている。(No correct statements.)
 全て正しい。(All are correct.)
 1つ(One)

次へ (Next)

Select the best possible answer.

(7) After completing a comprehension test

If you answer eight or more questions correctly in one of the tests, a link to access the other test will be displayed. If you have not yet completed the other test, please click the link to access it. If you did not answer at least eight questions correctly, you will be required to take the test again.

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ブラウザの[戻る] [更新]ボタンを使用しないでください。 受講日 ()

e-Learning研修「研究費等の適正な使用について」 / e-Learning Course: Proper Use of Rese

受講終了
お疲れ様でした、受講終了です。
研修システムは何度でも受講することが出来ます。
もう一度受講する場合は画面左上ロゴをクリックして動画教材を選択してください。

理解度チェック：全問正解です

誓約書を提出いただくためには、両方の理解度チェックでそれぞれ8問以上正解いただく必要がございます。
下記のリンクより、もう1つの理解度チェックへお進みください。

財務部監理課の研修へ

もし宜しければアンケートにもお答えください。 [アンケートはこちら](#)

(8) Submitting the pledge

Once you have correctly answered at least eight (8) questions in both the comprehension test regarding “Proper Use of Research Grants” and the comprehension test regarding “Ordering, Acceptance Inspection, and Inspection of Purchased Goods,” a link for accessing the pledge will be displayed on the following page indicating your completion of the course. Click the Pledge button to move to the screen on which the pledge is displayed and, after confirming the details, submit the pledge. When you see this page on your screen, it means you have completed the e-Learning course and your completion of the course will be recorded.

e-Learning研修「研究費等の適正な使用について」 / e-Learning Course: Proper Use of Research Grants

受講終了
お疲れ様でした、受講終了です。
研修システムはいつでも受講することが出来ます。
もう一度受講する場合は画面左上のロゴをクリックして動画教材を選択してください。

誓約 (Pledge) ← **誓約書の提出が必要です!**
You have to submit the pledge.

上記ボタンより、誓約を行ってください。
Click the Pledge button.
もし宜しければアンケートにもお答えください。 [アンケートはこちら](#)

理解度チェック：全問正解です

設問の選択肢左側の✓マークがあなたの回答です。赤字表示の選択肢が正解の選択肢です。

Q1. 給与・謝金の支給に関する以下の使用事例について、適切な事例はいくつあるか？

(1) 事業実施者である教員が、業務効率化の観点などから、事業期間終了後、自分自身が作業実態の事実確認をして、勤務表(作業確認表等)にまとめて監督・確認者印を押印した。

(2) 事業実施者である教授が、学生に研究補助作業を依頼したが、出張と重なった日があったため、その日は同一研究室の助教に作業実態の事実確認を委任し、助

Your answers are indicated by ✓.

Correct answers are red characters.

誓約書
Pledge

最高管理責任者(京都大学総長) 殿
To the President of Kyoto University.

以下の事項について、チェックの上、誓約・提出のボタンを押下してください。
Please carefully read the items below and push the button for a pledge.

以下の事項について、確認の上、遵守徹底することを誓約します。また、誓約・提出は、SPS-IDまたはESC-ID等の保有者本人が行うことに相違ありません。
I am a holder of SPS-ID or ESC-ID. I carefully read and understand the contents below. I will thoroughly observe them and I myself submit the pledge.

(誓約事項)
公的資金の適正使用に関して、以下のことを遵守徹底することを誓約します。
Regarding the appropriate use of public funds*, I hereby solemnly swear.

- 公的資金の使用に際し、京都大学の関連規程等のルールを遵守します。なお、これらが改正された場合、改正後のものも同様に遵守します。
That I will comply with the rules and regulations of Kyoto University regarding the use of public funds, including any rules and regulations which are modified or newly created subsequent to this Pledge.
- 公的資金の不正使用(カネ返り・カネ贈金、カネ出張及び出張旅費の水増し請求、カネ宛定(用寸金)、書籍の書き換え及び盗流行為、その他虚偽の書類作成等)を行わず、また、これらの不正使用に加担しません。
That I will not engage or take part in any misuse of public funds in the form of fictitious salary payments or financial awards, fictitious business trips or padded travel expenses, fictitious purchases, kickbacks, or any other form of document falsification or forgery.
- 前述の不正使用を行った場合は、公的資金の配分機関及び京都大学からの処分があること及び法的責任を負うことを理解し、それに従います。
That I acknowledge that committing fraudulent acts such as those described above are subject to disciplinary action by both the provider of the public funds and by Kyoto University, and I agree to receive any penalties that may be imposed on me and accept legal responsibility for any such misconduct.

*「公的資金」とは、「国立大学法人京都大学における競争的資金等の適正管理に関する規程」に定める競争的資金等を含め、京都大学で管理する全ての資金(運営費交付金、寄附金等)を指す。
*“Public funds” refers to all funds (operating expenses, donations, etc.) that are managed by Kyoto University (including “competitive funds” as specified in the relevant university rules and regulations).

上記の事項について、誓約・提出します。
Submit the Pledge.

Click the “Submit the Pledge” button.

(9) If you forget to submit the pledge after completing the e-learning courses and comprehension tests

- You can check your status for the e-learning courses on the “Test Selection” page. Under the button for each test, the date on which you took the course and your test scores (as percentages) are displayed.
- If you answered eight or more questions correctly in each of the tests, the “Pledge” button will be displayed on the page. Click the “Pledge” button to access the pledge page, confirm the contents of pledge, and click the “Submit Pledge” button. (Please see “(8) Submitting the Pledge” for the details.)

The screenshot shows the Kyoto University e-Learning system interface. At the top, there is a header with the university logo and the text "京都大学 e-Learning研修システム 「研究費等の適正な使用について」". Below the header, there is a red warning message: "ブラウザの[戻る] [更新]ボタンを使用しないでください。". The main content area is titled "研修を選択してください Select which test you wish to take." and contains instructions: "両方の研修を受講して下さい。 Please note that you are required to pass both tests. 両方の研修で理解度チェックの正解率が80%を超えると誓約書のリンクが表示されます。 If you answered eight or more questions correctly in each of the tests, the 'Pledge' button will be displayed on the page." There are two course completion cards. The left card is for "研究費等の適正な使用に関する研修 The Proper Use of Research Grants (Research Promotion Department)" and shows a completion date of 2020/01/21 and a test score of 100%. The right card is for "本学の会計手続きに関する研修 (「発注・検収・検査」) The accounting procedures (Financial Department)" and shows a completion date of 2020/01/21 and a test score of 100%. Both test score fields are highlighted with red boxes. At the bottom, there is a large green button labeled "誓約 (Pledge)" which is also highlighted with a red box. To the right of this button, there is a red text label "Check the Instruction (8)".

(10) Others

- You can take this e-Learning course as many times as you would like. Please repeat until you answer more than 8 of the questions correctly.
- **Even if you have completed the previous e-Learning course, “Proper Use of Research Grants” (ver.9), and submitted the pledge at that time, you need to take the latest version of the course, “Proper Use of Research Grants” (ver.10), and submit the pledge again.**
- If you click the Update buttons ‘更新’ next to “Course Completion Date” and “Pledge Submission Date” displayed at top right, those dates will be updated.
- Click [“Department” “Name”] ▼ in the upper right to log out.