

How to Take the e-Learning Course: “Proper Use of Research Grants” (ver.11)

- (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 that 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) If 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。” it means your SPS-ID/ECS-ID and password are correct but you have not been registered on the e-learning system. Please contact the administration office of your department.

- 3) If you don't have an SPS-ID/ECS-ID, you need to acquire one.

“Acquisition and Renewal of ECS-ID”

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

After acquiring an ID, please contact the administration office of your department to register your ECS-ID on the e-learning system.

*You can take the course as a guest user (ゲストユーザー), but if you do so, cannot obtain the record of the course or submit the pledge.

*2. Supported network environment

- This e-learning course is also accessible from outside of the Kyoto University network, provided you are able to connect to the Internet.
- Web browsers* that can be used to view the video materials (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

Please select either the e-learning course "for faculty members" or "for administrative staff."

Researchers, JSPS research fellows, and others who engage in research at the university are required to complete the e-learning course "for faculty members."

If you do not know which course to take, please take the e-learning course "for administrative staff."

Please be sure to read and confirm the "Handbook on the Use of Research Funds," which is the textbook for this e-learning course.

"Handbook on the Use of Research Funds"

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

*The Handbook was revised in January, 2022. Please be sure to use the latest version.

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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.

e-Learning研修「研究費等の適正な使用について」は、以下の項目が必須となっています。

1. 動画学習
2. スライド学習（動画学習に引き続きスライド学習が始まります。）
3. 理解度チェック（教員用15問、職員用20問）
4. 公正意識アンケート（15問）
5. 誓約

The e-learning course "Proper Use of Research Grants" consists of the following components:

1. Video tutorial
2. Slide tutorial (which will begin after the video tutorial)
3. Comprehension test (15 questions for faculty members, 20 questions for administrative staff)
4. Research integrity awareness questionnaire (15 questions)
5. Pledge

研修テキストは、「研究費使用ハンドブック」です。
以下のURLからダウンロードできます。
<https://www.kyoto-u.ac.jp/ja/research/rule/public/competitive/handbook>
You can download the "Handbook on the Use of Research Funds," which is the textbook for the course, from the following URL.
<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics/proper-use-of-research-grants>

「教員用」「職員用」どちらかの研修を選択してください。
受講する研修がわからない方は、「職員用」を受講してください。
Please select either the e-learning course "for faculty members" or "for administrative staff."
If you do not know which course to take, please take the e-learning course "for administrative staff."

教員用
(for faculty members)

職員用
(for administrative staff)

Please select the course "for faculty members" or "for administrative staff," and complete the course.

(4) Click on the banner to view the course materials.

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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。

教材を選択してください。

以下のURLより、スライド資料がダウンロードできます。[URL] <https://kubar.rd.iimc.kyoto-u.ac.jp/kenkyuhi-el/>

e-Learning研修「研究費等の適正な使用について (Ver.11)」 [職員用 : 日本語]

You can download the slide tutorial material from the following URL [URL] <https://kubar.rd.iimc.kyoto-u.ac.jp/kenkyuhi-el/>

e-Learning Course "Proper Use of Research Grants (Ver.11)" [for administrative staff : English]

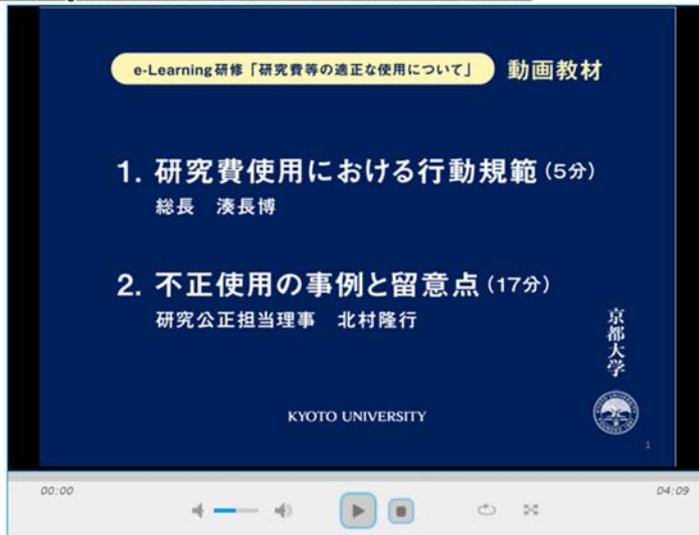
↑ **Click this banner for the English version.**

(5) Taking the e-learning course

- Please complete the video tutorial and the slide tutorial.
*The slide tutorial will begin automatically after the end of the video tutorial.
- You can download PDF files of the video and slide tutorial materials from the following URL.

URL: <https://kubar.rd.iimc.kyoto-u.ac.jp/kenkyuhi-el/>

e-Learning研修「研究費等の適正な使用について (Ver.11)」 [日本語]



Complete the video tutorial and slide tutorial, read the “Handbook on the Use of Research Funds,” and then click the “Next” button.

(6) The questions will be displayed one at a time. Select the best possible answer from the given options, and click “Next” (次へ) to proceed to the next question.

The comprehension test for faculty members consists of 15 questions. After completing the questionnaire, you can only proceed to the pledge page if you have answered all of the questions correctly.

The comprehension test for administrative staff consists of 20 questions. After completing the questionnaire, you can only proceed to the pledge page if you have answered at least 80% of the questions correctly.

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
ブラウザの[戻る] [更新]ボタンを使用しないでください。

e-Learning研修「研究費等の適正な使用について」(Ver.11) (職員用) / e-Learning Course: Proper Use of Research Grants (Ver.11) (for administrative staff) 前へ / Back 次へ / Next

理解度チェック
Comprehension test

問題数は、全部で20問です。
8割正解した場合のみ、公正意識アンケート回答後、誓約に進めます。
The comprehension test consists of 20 questions.
After completing the questionnaire, you can only proceed to the pledge page if you have answered at least 80% of the questions correctly.

Q4.
出張の用務先（目的地）が急遽変更となったが、旅費の支給額に変更がなかったため、旅行何の変更は申請せず、旅行何に署名した。
A business travel destination was suddenly changed; however, since there was no change in the travel expenses amount, I signed the application for travel permission without submitting a notification of change in the application details.

正しい (Correct)
 正しくない (Incorrect)

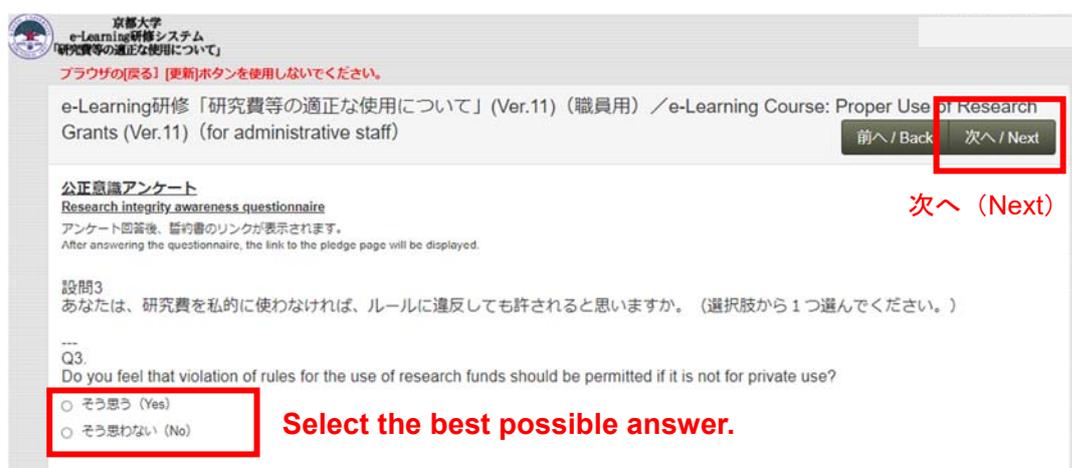
次へ (Next)

Select the best possible answer.

(7) Research integrity awareness questionnaire

If you have correctly answered all of the questions in the comprehension test for “faculty members” or at least 80% of the questions (16 questions) for “administrative staff,” please complete the research integrity awareness questionnaire which will then be displayed. As the questionnaire’s questions will be displayed one at a time, as shown in the following screen, please select the appropriate option, and click the “Next” button. The questionnaire consists of 15 questions.

If you did not answer all of the questions for “faculty members” or at least 80% of the questions (16 questions) for “administrative staff” correctly, the questionnaire will not be displayed.



(8) Submitting the pledge

After completing the research integrity awareness questionnaire, a link to access the pledge will be displayed as shown below indicating your completion of the course. Click the “Pledge” button to display the pledge, and, after confirming the details, please submit the pledge.

If you could not answer the required number of questions correctly (all questions in the case of “faculty members,” or at least 80% (16 questions) in the case of “administrative staff”), please click the Kyoto University logo in the upper left of the screen, and retake the comprehension test.

(If you are retaking the comprehension test, you can skip the video and slide tutorials by clicking the “Next” button on the video page.) If you retake the comprehension test after completing the questionnaire, the questionnaire will be omitted.

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

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(最高得点獲得): 2022/01/28 正解率: 100% 誓約日: 未更新

e-Learning研修「研究費等の適正な使用について」(Ver.11) (職員用) / e-Learning Course: Proper Use of Research Grants (Ver.11) (for administrative staff)

受講終了 (The comprehension test is complete.)
 理解度チェック、アンケートは終了です。誓約を選択してください。
 8割 (16問) 正解でない場合は、京都大学ロゴマークをクリックして再度理解度チェックを受講してください。
 (再受講の場合、アンケートはスキップされます。また、動画ページで「次へ」をクリックすると、動画とスライドをスキップすることができます。)

You have completed the comprehension test and questionnaire. Please click the 'Pledge' button.
 If you did not answer at least 80% (16 questions) of the questions correctly, please click the Kyoto University logo, and retake the comprehension test.
 (If you have retaken the comprehension test, the questionnaire will be omitted. You can also skip the video and slide tutorials by clicking the 'Next' button on the video page.)

理解度チェック: 全問正解です You answered all questions of the comprehension test correctly.

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

質問の進捗状況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。
 Your answer, which is marked with ✓, is displayed on the left side of the question.
 The correct answers are displayed in red.

1
 ✓ · 1
 結果: 正解

Your answers are indicated by ✓.
 Correct answers are displayed in red.

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.

(誓約事項) **Please check all of the boxes after confirming the contents of the pledge.**

1. 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.

2. 公的資金の不正使用 (カラ給与・カラ謝金、カラ出張及び出張旅費の水増し請求、カラ発注 (預け金)、書類の書き換え及び偽造行為、その他虚偽の書作成等) 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.

3. 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研究費等の適正管理に関する規程」に定める競争的研究費等を含め、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).

以上の事項について、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又はECS-ID等の保有者が本人が行うことに相違ありません。
I am a holder of SPS-ID or ECS-ID. I carefully read and understand the contents above. I will thoroughly observe them and I myself submit the pledge.

Click the "Submit the Pledge" button.

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

(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 are displayed (as percentages).
- If you have answered the required number of questions correctly (all questions in the case of “faculty members,” or at least 80% (16 questions) in the case of “administrative staff”), the “Pledge” button will be displayed on the page. Click the “Pledge” button to access the pledge page, confirm the contents of the pledge, and click the “Submit the Pledge” button. (Please see “(8) Submitting the Pledge” for 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 navigation bar with "ブラウザの戻る" and "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). It lists the components of the e-Learning course "Proper Use of Research Grants" and provides a list of options for faculty members and administrative staff. Two buttons are highlighted with red boxes: "教員用 (for faculty members)" and "職員用 (for administrative staff)". Below these buttons, the test results are displayed: "受講日 (最終得点獲得) : 2022/01/26", "The date on which you took the course", "正解率 : 100%", and "Test scores". A third button, "誓約 Pledge", is also highlighted with a red box. Below it, the text "誓約日 : 未" and "The date of submitting the pledge" is visible.

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

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. 更新

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「教員用」「職員用」どちらかの研修を選択してください。
受講する研修がわからない方は、「職員用」を受講してください。
Please select either the e-learning course "for faculty members" or "for administrative staff."
If you do not know which course to take, please take the e-learning course "for administrative staff."

教員用
(for faculty members)

職員用
(for administrative staff)

受講日 (最終得点獲得) : 2022/01/26
The date on which you took the course
正解率 : 100%
Test scores

誓約
Pledge

誓約日 : 未
The date of submitting the pledge

See “(8) Submitting the Pledge” for details.

(10) Other points to note

- Until you have answered the required number of questions correctly (all questions in the case of “faculty members,” or at least 80% (16 questions) in the case of “administrative staff”), you are deemed not to have completed the e-learning course. Please retake the comprehension test until you satisfy the requirement.
- If you exit the e-learning course without completing the research integrity awareness questionnaire, the comprehension test will not be recorded as “completed.” Please be sure to complete the questionnaire, and proceed to the pledge submission screen.
- **Even if you have completed the previous e-learning course, “Proper Use of Research Grants” (ver.10), and submitted the pledge at that time, you still need to take the latest version of the course, “Proper Use of Research Grants” (ver.11), and submit the pledge again.**
- If you click the Update buttons (更新) next to “Course Completion Date” and “Pledge Submission Date,” displayed at the top right of the page, the dates will be updated.
- Click “Department” “Name” ▼ in the upper right of the screen to log out.