

## How to Take the e-Learning Course: “Proper Use of Research Grants” (ver.14)

(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

← 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。各部局担当者／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”

[https://www.iimc.kyoto-u.ac.jp/en/services/cert/ecs\\_id/use/ecs\\_account.html](https://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 December, 2024. Please be sure to use the latest version.

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

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16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 (16 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/researchrule/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>

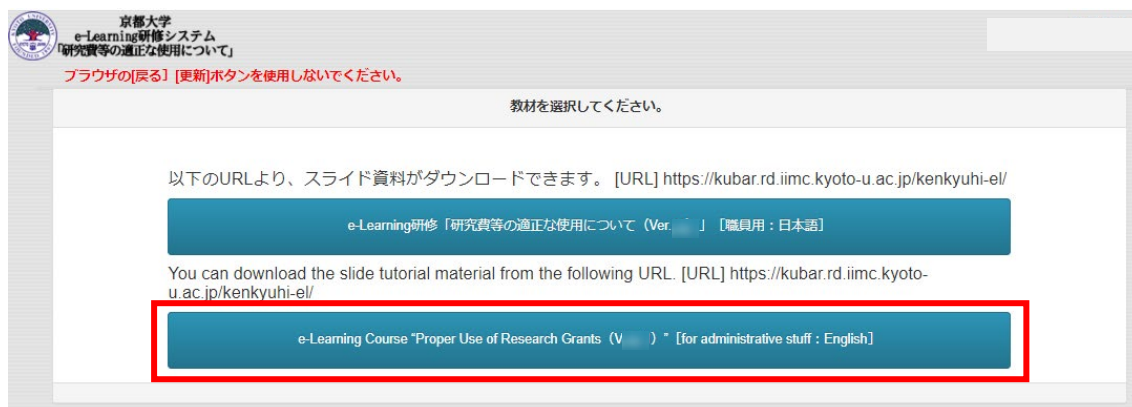
「教員用」「職員用」どちらかの研修を選択してください。  
受講する研修がわからない方は、「職員用」を受講してください。  
Please select either the e-learning course "for faculty members" or "for administrative staff."  
If you do not know which course to take, please take the e-learning course "for administrative staff."

**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.**

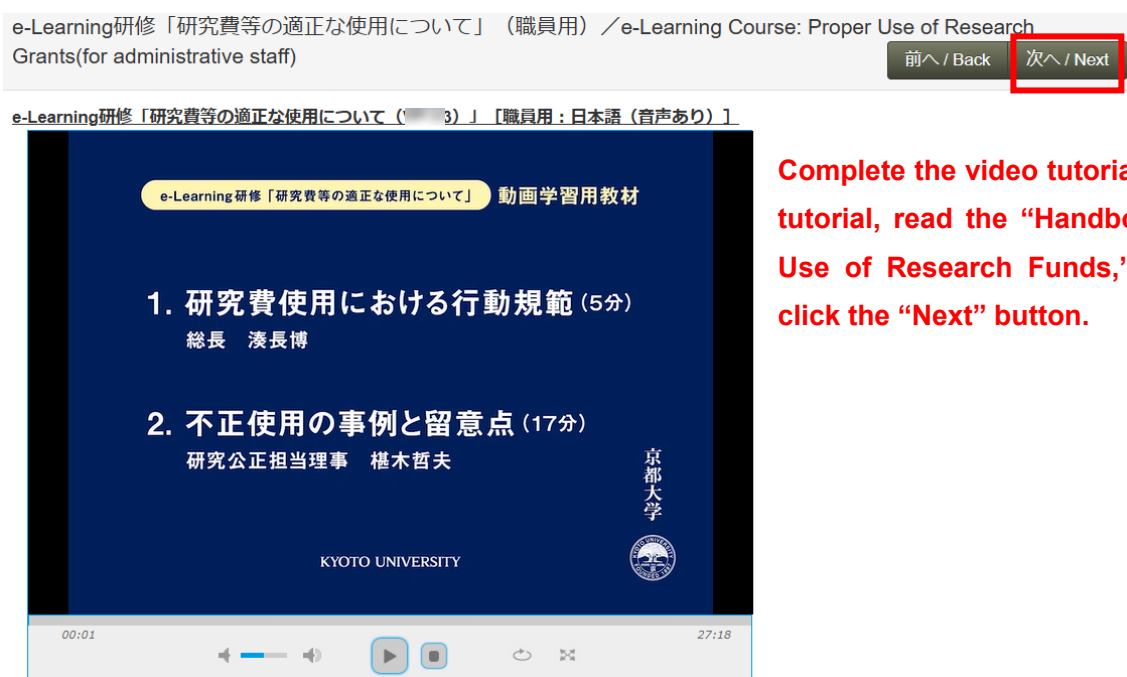
(4) Click on the banner to view the course materials.



↑ 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/>



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 16 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.



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

Q5  
東京への出張の際にEX（エクスプレス）予約で新幹線を予約し、出張後、証拠書類として乗車日、乗車区間等が記載されたEX予約の利用票を事務部担当者へ提出した。

When traveling to Tokyo on business, I made a Shinkansen reservation using the EX (Express) reservation system. Afterwards, as evidence of the trip, I submitted the reservation slip including the boarding date, travel details, etc., to the person in charge in the administrative office.

☐ 正しい (Correct)  
☐ 正しくない (Incorrect)

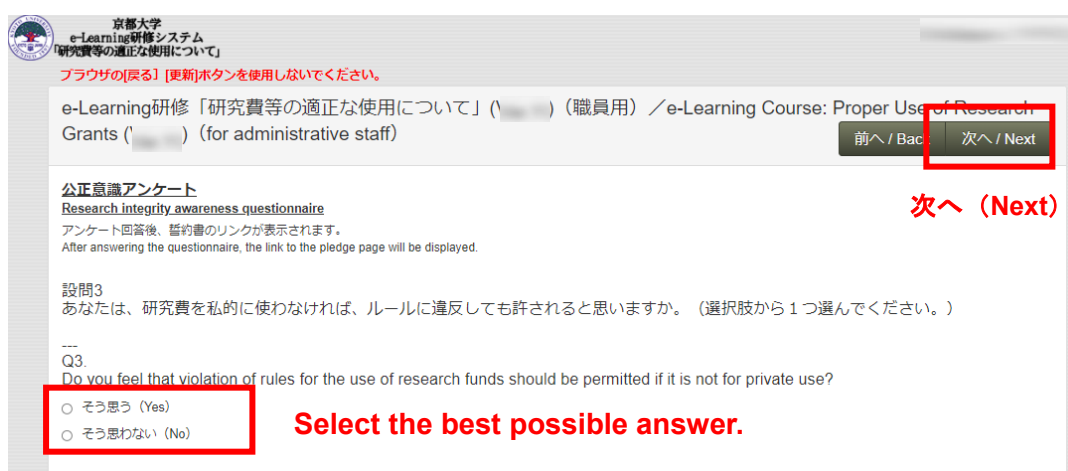
**Select the best possible answer.**

**次へ (Next)**

#### (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.



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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。

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

前へ / Back 次へ / Next

**公正意識アンケート**  
**Research integrity awareness questionnaire**

アンケート回答後、誓約書のリンクが表示されます。  
After answering the questionnaire, the link to the pledge page will be displayed.

設問3  
あなたは、研究費を私的に使わなければ、ルールに違反しても許されると思いますか。(選択肢から1つ選んでください。)

Q3.  
Do you feel that violation of rules for the use of research funds should be permitted if it is not for private use?

☐ そう思う (Yes)  
☐ そう思わない (No)

**Select the best possible answer.**

**次へ (Next)**

## (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.

The screenshot shows the Kyoto University e-Learning system interface. At the top, it says "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 this, it indicates the user is an administrative staff member. The main content area shows a message: "受講終了 (The comprehension test is complete.)" and "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。" (The comprehension test and questionnaire are complete. Please select a pledge.) It also states that if the user did not answer at least 80% of the questions correctly, they should click the Kyoto University logo to retake the test. A red box highlights the "誓約 (Pledge)" button, and a red arrow points to it with the text "Click the 'Pledge' button." Below the button, it says "誓約書の提出が必要です! You have to submit the pledge." At the bottom, it shows the results of the comprehension test: "理解度チェック: 全問正解です You answered all questions of the comprehension test correctly." and "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。" (The checkmark on the left side of the question options is your answer. The options displayed in red are the correct answers.)

京都大学  
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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」 (職員用) / e-Learning Course: Proper Use of Research Grants (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.

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。  
Your answer, which is marked with ✓, is displayed on the left side of the question.  
The correct answers are displayed in red.

結果: 正解

Screen 1

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

## 誓約書 Pledge

Screen 2

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.

☐ 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.

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.**

誓約処理が完了しました。  
OKボタンを押して終了してください。  
Your pledge has been submitted correctly.  
Please click the "OK" button.

OK

**Click the "OK" button.**

Screen 3

・ If you click the “OK” button on Screen 3, you will be returned to Screen 1, and the pledge has been submitted. You can check the current status of the pledge date by clicking the “Refresh” button on the top right of Screen 1 or by logging in again.

(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.)

京都大学  
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「研究費等の適正な使用について」

Department "Name" ▼

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

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<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)

**誓約**  
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.13), and submitted the pledge at that time, you still need to take the latest version of the course, "Proper Use of Research Grants" (ver.14), 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.

## (11) Frequently Asked Questions

Q1:

During the comprehension check, there was a problem with the text display or transition between screens.

A1:

If the browser's auto translation function is used, the following problems may occur:

- The on-screen buttons may not function properly.
- The language used in the text may be strange/unnatural.
- The answer options may not be displayed.

These issues can often be resolved by switching off the auto translation function in your browser.

Example: how to turn off the auto translation function in Google Chrome

1. Open the Google Chrome browser on your computer.
2. Click "Google Chrome Settings" (displayed as three vertical dots) next to the icon in the upper right, and then click "Settings."
3. When the settings screen opens, click "Language" from the list on the left.
4. At the bottom of the "Languages," section, switch the "Offer to translate pages that aren't in a language you read" toggle off.

\*Please note that the procedure to adjust the auto translate settings differs depending on the browser. Please confirm the procedure for the browser that you are using.

Q2:

After I submitted the pledge, the "course completed" screen was displayed again. I want to confirm that I have successfully submitted the pledge.

A2:

The "Date course taken" and "Date of pledge submission" displayed in the upper right of the screen can be updated by pressing the "Refresh" button beside them.



Q3:

Even though I have submitted the pledge, the course status on the e-Learning Portal still shows “Not taken.”

A3:

The e-learning course status is updated once per day late during the night, so the new status will not be reflected immediately. Please check the status again the following morning.