<u>For Faculty and Staff Members (GU)</u>

Request to Take FY 2025 Compliance Education
(e-Learning Tutorial for the Appropriate Use of Public Funds)

1. Purposes /目的

The e-Learning training will be conducted to reaffirm to THERS members the importance of proper use of public funds and prevention of fraud, and to deepen their understanding of the rules for use of expenses, etc., to ensure proper use of public funds at THERS.

2. How to take the course /受講方法 * Please refer to the separate document for more details.

All the above will be conducted using the Tokai National Higher Education and System Learning Management System "TACT".

3. Course Deadline /受講期限

Please take the tutorial **within a month of the date of this document (June.23, 2025).**

- New faculty members who are appointed after the publication of this document are to take the tutorial within a month of taking their position.
- It can be taken throughout the day, excluding maintenance hours (3:00am-6:00 am).
- It can be taken off-campus, including overseas.

4. Target Participants /受講対象者

All faculty and staff members and JSPS fellows, Postdoctoral Fellowships for Research in Japan at THERS and Gifu University are required to take the course once per fiscal year.

[Persons who are not eligible to participate in the e-Learning]
Persons who are determined by the compliance manager not to be involved in the execution of research expenses, etc., and who meet the following requirements may be exempted from the course.

I. Long-term leave (maternity leave, childcare leave, long-term sick leave, etc.)
II. Part-time lecturers and invited faculty.
III. Emeritus Professor
IV. Persons working for other organizations (temporarily transferred to another organization, internship at a company, etc.)
V. Persons limited to field work (e.g., drivers, nursery workers, mail carriers, mechanical maintenance workers, observation point measurers, agricultural and forestry workers, operations support offices, museum weekend receptionists, etc.)
VI. Medical personnel (excluding those in positions equivalent to section chief and above)
VII. Other persons whom the Deputy Fund Manager approves to be excluded.

- **Persons who have external funds such as Grant-in-Aid for Scientific Research (including shared funds), etc. are subject to taking the course, even if they fall under one of the items listed above.**

- The eligibility of individuals exempt from the course will be confirmed with the administrative offices of each department before the course deadline.

5. Encouraging Course Completion, Actions for Uncompleted Participants/受講催促、未受講者への対応

In order to ensure 100% participation, we will urge those who have not yet taken the course to do so as follows.

The " e-Learning Tutorial for the Appropriate Use of Public Funds" corresponds to the "Implementation of Compliance Education" in the "Guidelines for Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)" of MEXT, and the participation rate is reported to MEXT every year. All participants are required to report that they have completed 100% of the course, and if the participation rate is less than 100%, it may be subject to investigation by MEXT as part of its compliance status review.

Schedule for Encouraging Course Completion, Actions for Uncompleted Participants

Reminder Timing	Reminder Content
July	The Research Safety Management Division will send reminder emails to all faculty members through the administrative offices of each department.
July-September	The Financial Affairs Department, Financial Affairs Division, will regularly report course attendance status to each department. (Based on this information, the person in charge of the department is expected to send reminder emails or similar follow-ups to individuals who have not yet completed the course.)
October	The Financial Affairs Department, Financial Affairs Division will report on the names of individuals who did not complete the course by the end of September to each department representative. (Where appropriate, the Compliance Manager and the Vice Compliance Manager of each school, graduate school, will be requested to follow up with those individuals.)
November	At the Department Directors and Administrative Directors Committee, the ratio of percent of those who took the course in each school, graduate school, etc. will be reported, and the school, graduate school, etc. and the Research Safety Management Section will urge them again so that the number of persons who have not taken the course will be reduced to zero by the end of November. * If there are any persons who have not taken the course as of the end of November, we will consider removing the execution authority in the financial accounting system for those who have not taken the course from next year onward.

6. FAQ /よくある質問

| Regarding student participation | For students, a separate " Compliance e-Learning (for students)" will be provided, so please guide them to take that training in principle.
However, **students who obtain their own research funds and manage and execute their own budgets**, such as JSPS Postdoctoral Fellows, are required to take this e-Learning course for faculty members. |

	JSPS Postdoctoral Fellows are registered for the course from the beginning, but if there are other students who need to take this e-learning for faculty, please contact the Research Safety Control Division It is possible to take both courses for faculty and staff and for students.
Regarding temporary staff participation	For temporary staff, only those who have applied for and are using THERS account will be registered for the e-Learning.

Contact:

Research Strategy Department,
Research Safety Control Division,
Research Safety Control Group, TAKAMORI
Telephone: 052-747-6410 (ext. 6410)
E-mail: ken-kousei@t.thers.ac.jp

Financial Affairs Department,
Financial Affairs Division,
General Affairs Section, SAKATA
Telephone: 058-293-2094 (ext. 2094)
E-mail: zim-soumg@t.gifu-u.ac.jp

Course Procedure and Test Structure (GU)

A) Course Procedure/受講手順

STEP1	Access the TACT system from the following URL: https://tact.ac.thers.ac.jp/portal/
STEP2	Click the Login button at the top right of the TACT homepage and sign in using your THERS account.
STEP3	Your eligible course sites will be displayed at the top of the screen. Click on the tab for the designated course below (the tab will turn blue upon selection). **" 2025G○Compliance e-Learning (GU) "** ● The 'o' in the course title represents a unique number assigned to each participant." ● If the tab is not displayed, please check the left menu under "Membership" → "My Current Sites." If the relevant course site still cannot be found, please contact the Research Safety Control Division. Course sites are displayed only after participant registration has been completed on the administrator side.
STEP4	Once the "Introduction" screen appears, complete the steps in the following order: Read the textbook ⇒ Take the test ⇒ Review the gradebook and feedback. [Approximate duration] First-time participants: About 30 minutes, Returning participants: About 10 minutes
STEP5	If the "Course Grade" section in the gradebook shows "Pass," the course is complete. **If you fail, check your incorrect answers under: テスト/TEST → 提出済み/Submitted Tests → フィードバック/Feedback.** You can retake the test as many times as needed.

B) Test Structure /テスト構成

Total Questions: 24, Passing Score: 94 points or higher (out of 100)

Part 1	Pledge Form, Checklist – 3 questions (37 points)
Part 2	Test for "e-Learning Tutorial for the Appropriate Use of Public Funds" – 21 questions (63 points)