

For Faculty and Staff Members (NU)

Request to Take FY2025 Compliance Education  
(e-Learning Tutorial for the Appropriate Use of Public Funds)  
and Research Ethics Education

## 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.

In addition, the University will conduct its own research ethics education for those who conduct research activities at Nagoya University to ensure that they understand the University's definition of research misconduct and do not engage in any conduct that could lead to misconduct during their research.

## 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 Nagoya University** are required to take the course once per fiscal year.

Course Title	Persons Subject to Taking the Course
Compliance Education & Research Ethics Education	<p>Faculty members and researchers engaged in research activities (regardless of full-time or part-time status)</p> <ul style="list-style-type: none"> <li>• Professor, Associate Professor, Lecturer, Assistant Professor, Research Associate</li> <li>• Designated Professor, Designated Associate Professor, Designated Lecturer, Designated Assistant Professor</li> <li>• Clinical Professor, Associate Clinical Professor, Clinical Lecturer, Assistant Clinical Professor</li> <li>• Researcher Designated Technical Staff, Technical Assistant (only Persons belonging to the department)</li> </ul>

	<ul style="list-style-type: none"> <li>• Research Administrator</li> <li>• JSPS Research Fellowship for Young Scientists JSPS Postdoctoral Fellowships for Research in Japan</li> <li>• Those who hold positions other than the above and have external funds such as Grant-in-Aid for Scientific Research (including sub contributions) (Emeritus Professor, Teacher, Part-time Lecturer, Invited faculty, etc.).</li> </ul>
Compliance Education	Administrative staff and temporary staff, etc. * For temporary staff, only those who have applied for and are using THERS account will be registered for the e-Learning.

\*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. (Even those who fall under the categories below are subject to the course if they have external funding.) If you are unsure whether you are eligible for exemption, please consult Research Safety Control Division as needed.

- 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.

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. If the course has not been completed by September 30, 2025, a grace period will be provided until November 30, during which a reminder to complete the course will be issued. However, if the course remains incomplete after the grace period ends, **we will remove the execution authority in the financial accounting system.**

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.

Regarding e-Learning for research ethics, the "Measures to Prevent Research Misconduct at Nagoya University" stipulates that "Those who do not complete the e-learning course will be suspended from applying for competitive grants for that academic year".

#### 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.
August-September	The Research Safety Management Division will send reminder emails to individuals who have not completed the course.
October	The Research Safety Management Division will report the names of non-participants (as of the end of September) to the Compliance Promotion Officers and Deputy Compliance Promotion Officers of each department. (the officers may be requested to urge non-participants to complete the course.)
November	The Education and Research Council will receive a report on the participation rates of each department. Departments and the Research Safety Management Division will work to ensure that the number of non-participants reaches zero by the end of November.
December	<p><b><u>Following prior notification, execution authority in the Financial Accounting System will be revoked for non-participants approximately one week later (December 8)</u></b> (based on the decision made at the Board of Trustees on July 17, 2018).</p> <p>* Once the completion of the e-learning course is confirmed, the Research Safety Management Division will request the Information Systems Operation Section to restore execution authority.</p>

#### 6. FAQ / よくある質問

Regarding student participation	For students, a separate " Compliance & Research Ethics e-Learning (for students)" will be provided, so please guide them to take that training in principle. However, <b><u>students who obtain their own research funds and manage and execute their own budgets</u></b> , 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.
Research Ethics Education and eAPRIN (For Faculty members and researchers engaged in research activities)	<p>Our university requires individuals engaged in research activities to complete two training programs:</p> <ol style="list-style-type: none"> <li>1. eAPRIN (Provided by the Association for the Promotion of Research Integrity) This is a research ethics education program created in accordance with Japanese laws, guidelines, and other relevant standards. <a href="https://www.aip.nagoya-u.ac.jp/risk-management/fair/eaprin">https://www.aip.nagoya-u.ac.jp/risk-management/fair/eaprin</a></li> <li>2. This e-Learning Training Notification (TACT system) This is a research ethics education program uniquely developed by Nagoya University.</li> </ol>

## Course Procedure and Test Structure (NU)

### A) Course Procedure/受講手順

STEP1	Access the TACT system from the following URL: <a href="https://tact.ac.thers.ac.jp/portal/">https://tact.ac.thers.ac.jp/portal/</a>
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). <b>For Faculty members and Researchers engaged in research activities, etc.:</b> <b><u>"2025NOCompliance &amp; Research Ethics e-Learning (NU Researcher)"</u></b> <b>For Administrative staff and Temporary staff, etc.:</b> <b><u>" 2025NOCompliance e-Learning (NU Staff)"</u></b> <ul style="list-style-type: none"> <li>● The 'o' in the course title represents a unique number assigned to each participant."</li> <li>● 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.</li> </ul>
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. <b><u>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.</u></b> You can retake the test as many times as needed.

### B) Test Structure /テスト構成

#### ➤ Faculty members and Researchers engaged in research activities, etc.:

Total Questions:34, Passing Score: 94 points or higher (out of 100)

Part 1	Pledge Form, Checklist – 3 questions (38 points)
Part 2	Test for "e-Learning Tutorial for the Appropriate Use of Public Funds" –21 questions (42 points)
Part 3	Test for "Research Ethics Education e-Learning Program" –10 questions (20 points)

#### ➤ For Administrative staff and Temporary staff, etc.:

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)

Contact:

Research Strategy Department

Research Safety Control Division, Takamori

ken-kousei@t.thers.ac.jp