

e-Learning Tutorial for the Appropriate Use of Public Funds2025GU

1. Greeting from the Chief Fund Manager

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President of Tokai National Higher Education and Research System (THERS)

President of Nagoya University

In today's world where management expense grants are being reduced, competitive funds are necessary for researchers to conduct their research. As can be seen in the introduction of a fund system into some categories of *KAKENHI*, competitive research funds and fund adjustments have been designed to be more beneficial to researchers in terms of accounting and handling. On the other hand, the Guidelines for Managing and Auditing Public Research Funds at Research Institutions (standards of practice) are frequently revised, and it is more important than ever for researchers to adhere to the rules and be held accountable for the ways in which they use research funds.



Unfortunately, Nagoya University released **reports of inappropriate management of research funds on 31 October 2022 and fraudulent acquisition of KAKENHI and other research funds on 3 July 2024**. Inappropriate use not only affects the researcher who misused the funds, but also threatens both the financial basis and the smooth progress of research across the entire University. In order to ensure that research funds are not similarly misused again in the future, we must fully understand the management rules of research funds and use them appropriately.

By studying this e-learning tutorial, please reaffirm the basic rules for using research funds and adhere to them.

2-1. Cases of inappropriate accounting of research funds that occurred at Nagoya University(1)

Investigation results (published October 31, 2022)

[Background and details]

Information was provided to the Report Desk for the Misuse of Research Funds that a Nagoya University faculty member was misusing research funds. A Research Fund Misuse Investigation Committee was established, and, following an investigation, the Committee found evidence of the following misuse:

Academic year when the misuse was committed: FY2014 - FY2020
Amount of misused research funds: 11,312,228 yen
Number of researchers involved in misuse: 1 person

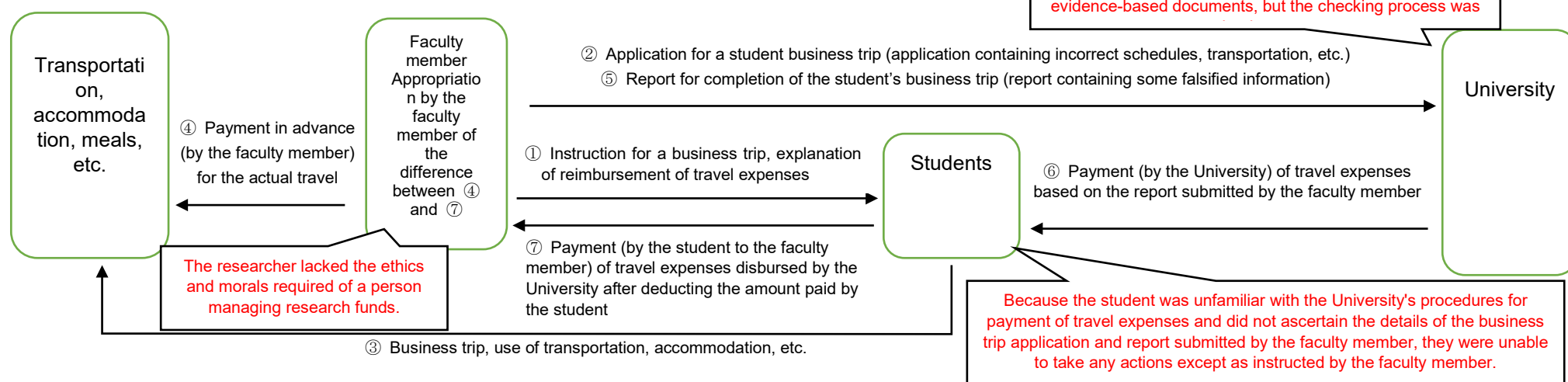
• Falsifying/Inflating travel expenses

The faculty member applied for business trips for him/her or for students; however, they did not go on the trip described in the application, or the work destination, trip length, means of transportation, or accommodation of the actual trip differed from the information provided in the application. Despite the differences between the applications and the actual trips, the faculty member submitted reports for the business trips as described in the original applications and had the university pay for falsified or inflated travel expenses for business trips.

• Recirculation of funds

Under the guise of managing their own lab/research room, the faculty member paid in advance for student's travel related expenses such as transportation, accommodation, meals, etc. Then, by receiving the money paid out by the University for the student's travel expenses as a repayment for advance payment, the faculty member actually took the money for travel expenses from the student, including falsified and inflated travel expenses.

How recirculation of funds happens: course of events and causes



Nagoya University's response to this incident

- ◆ Enhance the system of checks for business trip procedures
Reemphasize the procedures regarding submission of documents proving the work purpose, schedule, etc. of the trip and procedures in the case of any changes; mandate that students prepare their own business trip reports
- ◆ Enhance compliance education
Create posters about preventing misuse of research funds; create e-Learning materials for students
- ◆ Ensure that all students, faculty and staff members are thoroughly informed about matters related to the prohibition on recirculation of funds (posted on the following page)

Disciplinary Actions and Effects on the University

- ◆ The funds provided as Grants-in-Aid for Scientific Research that were used fraudulently, as well as penalties, were paid to the government.
 - ◆ Restrictions were placed on the eligibility of the faculty member to apply for competitive funds managed by funding agencies.
 - ◆ Investigation for disciplinary action was conducted and deliberations were held. It was decided that **disciplinary dismissal was appropriate.**
- ◆ The public's trust in the University and THERS was significantly damaged by this incident.

We are taking preventative measures and working hard to restore trust in the Tokai National Higher Education and Research System (hereinafter referred to as “THERS”). An incident like this must never happen again.

If such a case occurs, not only will THERS be penalized, but we will also have no choice but to implement even more measures to prevent its recurrence.

Matters to be thoroughly enforced in order to prevent any recurrence:

- ① **It is prohibited for labs/research rooms (researchers) to collect travel expenses that have been paid by the university.**
⇒ Travel expenses paid by the university are for the individual faculty members and students who went on the business trip. Travel expenses may not be collected for reasons such as “lab/research room management”.
- ② **Travel expenses (transportation, accommodation, etc. expenses) may be paid using estimate payments or agent/contractor payments, and researchers do not need to pay in advance on behalf of students.**
⇒ Agent/contractor payment is possible for particularly expensive items such as airline tickets. For long overseas business trips, please consider using estimate payments so that researchers do not have to pay in advance on behalf of their students.
- ③ **When a researcher has no choice but to pay for a student’s travel expenses, they must only claim the actual amount paid in advance on behalf of the student (not the total amount) to be reimbursed (reimbursement of the advance payment by the student to the researcher).**
⇒ When a researcher pays for a student’s travel expenses, the amount that has been paid by the researcher must be made clear, and only the actual amount paid in advance is to be reimbursed. There is no justification for collecting the entire amount of travel funds paid to a student.
- ④ **It is inappropriate for money managed by a lab/research room or an individual researcher to be allocated to expenses such as lab/research room operation or research activities.**
⇒ The costs required for lab/research room operation or research activities should be covered by operating expense grants or faculty members’ research funds. It is inappropriate to allocate private funds collected in the lab/research room or money managed by individual researchers.

2-2. Regarding fraudulent acquisition of KAKENHI and other research funds at Nagoya University

Investigation Results (published July 3, 2024)

[Background, summary, and investigation results]

Aichi Gakuin University reported to the Tokai National Higher Education and Research System (hereinafter referred to as "THERS") that a former Nagoya University faculty member had been found to have fraudulently acquired research grants by falsely describing their achievements in the research plan submitted when applying for the Grants-in-Aid for Scientific Research (hereinafter referred to as "KAKENHI") program. In response, THERS decided to conduct an investigation into applications for funding made by the former faculty member while employed at Nagoya University.

The investigation resulted in discovery of the following fraudulent acquisition of KAKENHI and other funds due to false reporting of the faculty member's achievements.

Academic years in which the fraudulent acquisition occurred: FY2015-FY2017

Amount of research grants fraudulently acquired: KAKENHI grants: 3,770,000 yen,

: Nagoya University KAKENHI Challenge Safety Net grants: 950,000 yen

Number of researchers involved in fraud: 1 person

Details of the Fraud:

1. Fraudulent acquisition of KAKENHI grants by falsely describing achievements in the research plan when applying for KAKENHI

◆ Two papers that were purported to have been in prepress or published in high impact factor journals did not in fact exist.

◆ The researcher added their own name as a co-author to four papers authored by other individuals.

2. Fraudulent acquisition of Nagoya University KAKENHI Challenge Safety Net grant by falsely describing achievements in research plan submitted when applying for KAKENHI

◆ Three papers, including one purported to have been in prepress or published in a high impact factor journal, did not in fact exist.

Causes of the Incident

- ◆ It is assumed that the researcher felt excessive pressure to secure research funding following rejection of their application for KAKENHI and the upcoming end to the currently accepted KAKENHI grant while the university was simultaneously promoting acquisition of large-scale KAKENHI grants. The fact that the researcher cited papers in their research plan despite their being aware that these papers had not been accepted is considered indicative of a lack of the researcher's responsibility and ethics.
- ◆ Such fraudulent acquisition of research grants based on false reporting of research achievements was not anticipated, and the compliance and research ethics education conducted by THERS has not cited specific methods and examples of fraudulent acquisition of research grants.

Measures taken by THERS to prevent

1. In addition to publishing a general summary of this incident of fraudulent acquisition, THERS will widely publicize the code of conduct and basic policy to which corporate members must comply.
2. Cases of fraudulent acquisition of funding will be added to the text of the e-Learning Tutorial for the Appropriate Use of Public Funds.
3. Participants in e-learning training will be required to pledge online that they will not falsely report their research achievements when applying for competitive research grants and other funding.
4. Cases of fraudulent acquisition will be covered at grant application information sessions.
5. Departments conducting information sessions on calls for applications for competitive research grants will issue warnings to prevent false reporting.

Other Points

- ◆ THERS will demand that the former faculty member return the misappropriated research grants.

3. Improper accounting for research expenses incurred at other institutions

Cases of misuse

MEXT HP "Case for misuse in Research Institutions" (https://www.mext.go.jp/a_menu/kansa/houkoku/1364929.htm)

Name of Research Institution	Year in which the misuse took place	Type of misuse	Amount of research funds improperly expended	Number of researchers involved in the fraud (actual number)	Misuse Content, Motive, and Background
Keio University	FY2014-FY2020	False expense claims (fictitious business trip) •Recirculation of funds	5,210,420 YEN	1person	The faculty member had several graduate students in his laboratory generate work reports as temporary employees based on work that did not actually exist and used the wages they received to pay for transportation costs and research materials needed for the students' research activities. The facilities used for research were remote, so transportation costs for the research activities posed a major burden. Additionally, the required consumables had to be purchased near the facility and used immediately, which created difficulties in inspecting the materials and increased the work of management. In order to reduce the students' burden, the faculty member in question was motivated to secure flexible funding, but this ended up involving the students in inappropriate use for many years.
WASEDA University	FY2019, FY2021	Improper acquisition of travel expenses for business trips	267,550 YEN	1person	A faculty member inappropriately obtained business travel expenses by submitting a falsified business trip application and report that included work on domestic business travel that was not actually planned. An application for business travel expenses was submitted stating that the purpose of the trip was to attend and give a presentation at a conference overseas, but the faculty member did not actually attend or give a presentation at the conference indicated in the application, and a false business travel report was submitted.
The University of Tokyo	FY2015-2020, FY2022	Misuse of remuneration and improper expenditure of travel expenses	1,925,940 YEN	1person * Two other former administrative assistants	Compensation to graduate students for teaching assistance, settlement of advance payments for travel expenses, compensation for assistance in experiments and measurements, and amounts equivalent to former administrative assistants' overtime pay were not processed using procedures for the applicable expenditures, but instead with expenditure procedures for remuneration. Remuneration corresponding to a greater number of hours than could be confirmed for the actual labor provided was paid to the former administrative assistants as compensation for administrative work. Expenses for business trips using personal or rental vehicles were processed not through the required administrative procedures but rather by claiming travel expenses differing from those for the actual means of transportation.

Case of benefit fraud

MEXT HP "Case for Fraudulent Payments at Research Institutions" (https://www.mext.go.jp/a_menu/kansa/houkoku/1366786.htm)

Name of Research Institution	Year in which the misuse took place	Type of misuse	Amount of research funds improperly expended	Number of researchers involved in the fraud (actual number)	Misuse Content, Motive, and Background
Aichi Gakuin University	FY 2016 - 2022	Fraudulent receipt of competitive funds through misrepresentation in application forms	37,880,000 YEN	1 Person	When applying for intramural grants and Grants-in-Aid for Scientific Research, he fraudulently received intramural grants and Grants-in-Aid for Scientific Research by making false statements in the application form or research plan record, such as listing a fictitious paper that did not exist as research achievements or listing himself as a co-author on a paper written by another person. He stated that he felt strong pressure from the research institution to obtain a large research grant, and that he pushed himself excessively to maintain the acquisition of the research grant for his laboratory.

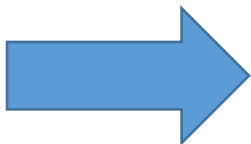
4. Purpose of This Tutorial

Compliance education to reaffirm the importance of proper use/prevention of misuse of research funds

For individual researchers (To conduct research freely)

For the University as an institute (To promote cutting edge research)

- The majority of research funds come from taxes.



- We have a responsibility to use research funds properly in order to live up to the trust placed in us by the public.
- Individual researchers must be aware of the importance of proper use of research funds.
- If we are not trusted as a research institute, we will not be able to receive research funds as a deserving institute.

5. What is Misuse and Fraudulent Acquisition? (Prohibited usage)

"Use of competitive research funds for other purposes through willful misconduct or gross negligence, or use in violation of the terms of the decision to grant competitive research funds, etc., or the conditions attached thereto." (Source: the revised guidelines of February 1, 2021)

The following examples constitute misuse of research funds, **whether for personal use or not:**

- Using research funds based on false documents that do not reflect the actual situation
- Using research funds incorrectly without understanding the rules for using research funds (grant conditions, university rules,

Misuse etc. of Research Funds: Examples

● Fabricating deposits/rewriting documents

- Asking a vendor to create a fictitious delivery statement/invoice, then having them handle the money paid by the University.
- Asking a vendor to charge extra on the invoice and having them handle the surplus money.
- Having a vendor create documents stating that products due to be delivered the following year or thereafter have all been delivered during the current year, and paying in advance for the undelivered products.
- Creating a vendor quote, invoice, or delivery statement yourself, and billing the University to pay yourself.

● Fabricating business trips/exaggerating expenses incurred for business trips

- Having the University pay travel expenses for a fabricated business trip, and having yourself or another person handle the money.
- Reporting the length of a business trip as longer than it should be, and having yourself or another person handle the surplus money received as travel expenses.
- Buying an economy class discount airline ticket but asking the vendor to create a regular airfare quote/invoice, and filing an exaggerated claim for overseas travel expenses, which you use for graduate students to attend domestic academic conferences, etc.

● False employment, false remuneration, recirculation of funds

- Having the University pay wages based on attendance records, etc. that do not reflect the actual attendance status (false employment).
- Having the University pay remuneration for work that did not actually take place (false remuneration).

- False employment, false remuneration, recirculation of funds (Continued from previous page)

- Collecting the wages paid to a student for a fabricated part-time job as a way to generate cash to use at your own discretion (false employment + recirculation of funds).

*Recirculation of funds is considered unethical **regardless of whether the person involved has given consent.**

- Use contrary to the conditions of the grant decision, etc.

- Hiring and paying remuneration to a person not on the list of research participants.
- Buying equipment that is prohibited by the conditions, using the fund for academic exchange with a specific country.
- Registering and arranging airline tickets before receiving a notification of KAKENHI review results, and taking the trip after the start of the research period and paying for it with KAKENHI.
- Asking a vendor to prepare a quote that divides the amount into three equal parts and then placing orders with different dates, in order to purchase at your own discretion in excess of the maximum faculty order limit set by your institution.

- Fraudulently receiving competitive funds based on false applications

- When applying for competitive funds, listing a fake paper as an achievement of your own, or listing your name as a co-author on another person's paper, despite not contributing to it.
- Receiving competitive funds by fabricating achievements by falsely stating that your paper has been published in an internationally trusted academic journal with a high impact factor.



NO fabricating deposits/rewriting documents

NO fabricating business trips/exaggerating expenses used on trip

NO fabricating employment/ remuneration

NO recirculation of funds (Kanryu-Koi) for salary/remuneration/travel

NO use that violates grant conditions or your institution's rules

NO fraudulent reception of competitive funds through false

6. About Penalties for Misuse of Research Funds

In cases of misuse, not only the "individual" (researcher) is affected, but also the "research institute" (University) may face penalties such as a reduction in estimated indirect expenses from resource allocation bodies.

When Misuse of Research Funds is discovered, it is general policy to include the names and affiliations of the individuals involved when making an official statement. In addition, if the offense is deemed to be highly malicious in intent such as personal gain, the University and/or distributing institute(s) may pursue criminal and civil lawsuits.

Furthermore, not only the individual (researcher) but also the **Society's trust** in the research institution (university) **will be significantly harmed.**

Eligibility Restriction Subjects	Levels of Misuse and Application Limitation Periods	
Researchers and complicit persons who misuse funds	Appropriation for personal purposes: 10 years	
	Purposes other than personal	① Where the impact on society and the maliciousness of the act are great: 5 years ② Cases other than ① and ③: 2 - 4 years ③ Where the impact on society and the maliciousness of the act are low: 1 year *Decision will be made according to details of act
Researchers and complicit persons who improperly receive funds	5 years	*No change
Researchers who breach their duty of good management*	Half the eligibility restriction period of persons who misuse funds (max. 2 years, min. 1 year, fractions omitted)	

*"Breach of duty of good management" refers to where persons do not necessarily participate in misuse themselves but are derelict in their duty as persons responsible for the proper management of research funds.

*If unauthorized use of research fund is detected, the ministry which manages, may prove overview of the fraud to other ministries, and therefore **application and/or participation to other ministries competitive funds could be restricted.**

*The compliance manager will be held responsible if the misuse of research fund has occurred due to insufficient unauthorized use prevention measures of the department.

7. Guidelines for Managing and Auditing Public Research Funds at Research Institutions (Enforcement Standards)

Guidelines to ensure the appropriate management of public research funds at research institutions were adopted on February 15, 2007, following the decision of the Minister of Education, Culture, Sports, Science and Technology (MEXT). However, the guidelines were revised on February 18, 2014 because misuse of public research funds continued and became a public issue. **The guidelines were revised again on February 1, 2021**, as various forms of research fund misuse continued to occur.

Summary of Guidelines and Nagoya University's Enforcement Measures

Section 1 Clarifying responsibilities within the organization

Under the strong leadership of the Chief Fund Manager, efforts will be made to eradicate misuse of research funds throughout the institution. Auditors are required to review the operation and management of competitive research funds as a critical auditing subject. Managers involved in internal operations and management must take responsibility both inside and outside the institution for misuse prevention measures, as well as aggressively promote those measures. Moreover, it is necessary to clarify those roles, where responsibility lies and the scope of that responsibility, and authority, as well as to publish and publicize the system of responsibility inside and outside the institution.

THERS's Enforcement Measures: Appointment of Chief Fund Manager and other persons in charge of operation and management within the institution; announcement of those roles and positions both inside and outside the University. → P.14

Section 2 Developing and maintaining an environment to support proper operation and management

With the understanding that the possibility of misuse is ever present, the Chief Fund Manager must eliminate factors that give rise to misuse and work toward building a system and environment equipped to prevent such misuse. The compliance manager must conduct compliance education and public awareness activities based on the plan.

THERS's Enforcement Measures: Ensure widespread awareness of these rules through **training** and the **Research Funds Executive Handbook**. Establishment of related rules. Requests to involved individuals to sign **Pledge** in order to raise awareness; formulation of the **Code of Conduct**. → P15~16

Created a lecture video to raise faculty awareness, to be played at faculty meetings, etc. in each school/graduate school. The video has been posted on the website so that everyone can view, and the compliance manager has instructed everyone to watch it.

Section 3 Understanding underlying factors and making and enacting a fraud prevention plan

We must encourage all involved individuals to take proactive steps to prevent the misuse of public funds. To this end, it is vital to understand the factors that underlie misuse and make and enact a concrete fraud prevention plan.

THERS's Enforcement Measures: Created the **Research Fund Misuse Prevention Plan** (adopted June 2008, expanded to THERS as of April 2020) to share information and hold discussions with Auditors, and work in cooperation with the Internal Audit Department to ascertain the causes of misuse. **P17**

Section 4 Proper operation and management of research funds

The budget will be executed appropriately according to the fraud prevention plan formulated in Section 3. In order to grasp problems that may lead to misuse, an effective system of third-party checks shall be established.

THERS's Enforcement Measures: Establishment in 2007 of **Receipt & Inspection Center(s)** to conduct third-party inspections of delivered goods/services. Measures also include authorization of purchasing by researchers, implementation of sample hearings regarding part-time staff hiring, and verification of business trip reports. Explanation of new measures to address updated guidelines. **P18**

Section 5 Establishment of a system to secure communication of information

In order for institutions to establish effective systems in adherence with the guideline objectives, it is necessary and effective to not only share information internally, but also proactively release information regarding institutional efforts and examples.

THERS's Enforcement Measures: Announcement both inside and outside the University of a **Consultation Desk** and a **Report Desk for the Misuse of Research Funds**. **P20,21**

Section 6 Monitoring of research funds

With the goal of keeping the occurrence of misuse to an absolute minimum, an effective monitoring system shall be established and maintained to overview the entire institution.

THERS's Enforcement Measures: The Internal Audit Department formulates an audit plan (including inspections of THERS's overall monitoring system) based on the results of monitoring by the Prevention Planning Promotion Department and past internal audits, and conducts internal audits. **P22**

Section 7 Investigation of institutions that allocate research funds

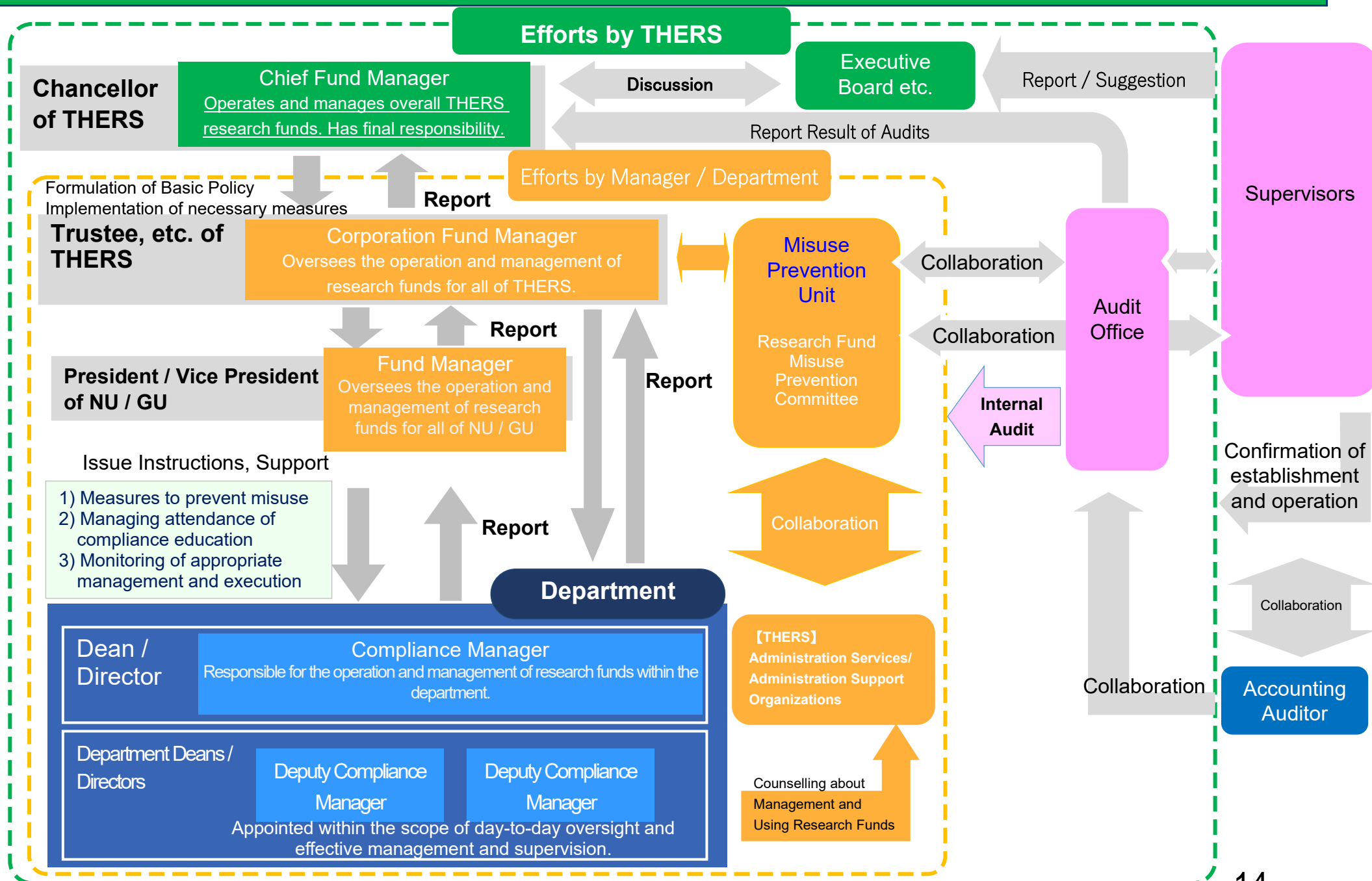
Section 8 Measures against institutions with systemic failures and strict action against fraud

Institutions that allocate research funds will perform investigations relating to the current implementation status of fraud prevention measures in institutions set forth in Sections 1-6.

If fraud is found, the proportion of indirect expense reduction will be specified.

Investigations at THERS: In FY 2014 and 2015, THERS underwent an investigation and submitted all necessary documents. The investigation concluded that THERS's measures met the guideline requirements and was closed.

8. Implementation System for THERS Research Funds Misuse Prevention Plans in response to Section 1 of the Guidelines



9. Submission of Pledge in response to Section 2 of the Guidelines

Due to the changes in the Guidelines for Research Funds, a research institute's members and contractors are required to submit a pledge stating that **they pledge to conform to the relevant rules and not to perform any of the inappropriate acts.**

A "Pledge Form Regarding Applications for Competitive Research Funds and the Use of Expenses" will be collected from THERS members during this e-learning tutorial. You are to read and submit your Pledge at the beginning of "2. Take the Test" section of this tutorial. **Be sure to carefully read the Pledge and comply with its content.**

A "Confirmation" stating compliance with the "Essential Terms Regarding Business Deals with THERS", which contains the following points, will be collected from **contractors** from April 2014.

- Not to perform any inappropriate acts. (Wrongful deposit, inaccurate payment date transactions, creation of documents supplying false information, lending of goods, etc. based on the premise of future sales/purchase transactions)
- If requested to perform an inappropriate act by THERS staff, to refuse such a request and report it to the THERS Report Desk.

The full text of the "Essential Terms Regarding Business Deals with THERS" can be found on the following web page (Japanese only):
<https://www.thers.ac.jp/procurement/basicinfo/kakunin/kaunin.html>

Pledge Form Regarding Applications for Competitive Research Funds and the Use of Expenses⁴⁾

To the Chancellor of the National University Corporation Tokai
National Higher Education and Research System⁴⁾

⁴⁾ Regarding applications for competitive research funds and the use of all expenses executed at the Tokai National Higher Education and Research System (THERS) (including expenses for which another institution is responsible; hereinafter referred to as "Expenses"), I recognize that the Expenses concerned are public funds provided by precious taxpayer money, and I hereby agree to adhere to the following points in order to use them fairly and efficiently while complying with social norms, laws and regulations, THERS rules, Application Guidelines, and other rules relevant to their execution.⁴⁾

Details⁴⁾

1. I will not, personally, or via a third party, perform any of the following inappropriate acts:⁴⁾

- ① Fraudulent payments to contractors ("Azukekin")⁴⁾
- ② Falsified/fabricated working hours reports, falsified/fabricated applications of remuneration and business trips ("Kara-Koyo", "Kara-Shakin", "Kara-Shucho") to THERS⁴⁾
- ③ Claims for inflated business trip expenses⁴⁾
- ④ Transactions with inaccurate/unclear payment dates⁴⁾
- ⑤ Fabrication of documents that differ from reality, or requesting contractors to provide such documents⁴⁾
- ⑥ Borrowing of goods, etc. based on the intention of a future sales transaction (excluding cases in which approval has been obtained from the office in charge of contracts at THERS.)⁴⁾
- ⑦ Collection by a research group/laboratory of all or part of the wages, remuneration, or travel expenses paid by THERS ("Kanryu-koi")⁴⁾
- ⑧ Improper receipt of competitive research funds through deception or other dishonest means, such as making false statements in an application form, etc.⁴⁾

10. Tokai National Higher Education and Research System Code of conduct for the proper use of research funds

in response to Section 2 of the Guidelines

1. As members of the Tokai National Higher Education and Research System (THERS) community, we shall obey all laws, ordinances and regulations related to the use of research funds with pride and self-awareness.
2. We shall recognize that research funds come from taxes paid by the public, and be aware of our accountability for the use of these funds.
3. We shall actively participate in training programs on the management of research funds.
4. Researchers shall use research funds appropriately, in accordance with a research plan.
5. In our relations with contractors, we shall not use research funds in a way that may cause the suspicion or mistrust of the public.
6. Researchers and administrative staff shall strive to work together in a coordinated manner.
7. In the event of suspecting a misuse of funds, etc., we shall promptly inform the report desk.

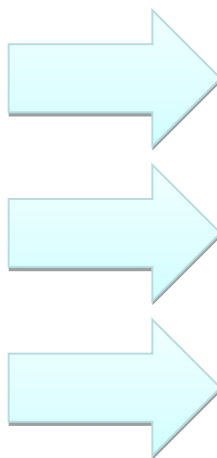
11. Plans for Preventing Misuse of Public Research Funds

In response to Section 3 of the Guidelines

- ✓ Formulate Plans for Preventing Misuse of Public Research Funds as a top-priority concrete institution-wide measure.
- ✓ To ensure the plan's effectiveness, it will be reviewed as needed depending on the causes of research fund misuse, taking into account any relevant information provided by MEXT, how other research institutions are responding, auditor reports and comments, and the results of internal audits.

Examples of causes of research fund misuse

1. Lack of awareness that research funds are “public funds”
2. The researcher and the vendor may develop a close relationship
3. It can be difficult to check the work conditions and status of part-time employees
4. Students do not know about the rules for spending research funds and can only act as instructed by their faculty members



Plans to prevent misuse

1. Completion of the e-learning tutorial and submission of confirmation of completion
2. Using the financial accounting system, the administration can properly monitor orders placed by researchers
3. Conduct interviews with a sample of part-time employees to ascertain their work conditions and status
4. Provide e-Learning programs for students and thoroughly inform everyone that the reimbursement of travel expenses should be made based on the actual amount paid in advance by faculty members.

As part of this plan, we have compiled a list of other causes of research fund misuse and concrete plans to prevent misuse. The full text can be downloaded here:

Plans for Preventing Misuse of Public Research Funds [Japanese site only]

https://www.aip.nagoya-u.ac.jp/risk-management/r_funding/regulations

12. Change of accounting rule in response to Section 4 of the Guidelines

Request of guidelines

- **Identify expense sources at the ordering stage and grasp budget execution without delay**
- **Establish and operate an effective third-party check system regarding ordering and inspection work**

Correspondence of THERS---Implementation of Source Input System

- **In the case of purchased services such as software, it is necessary for Inspection of Delivered Goods/Services, and it has to check randomly by abstraction.**

Correspondence of THERS---Conduct Extraction Test about staff excepting for **Receipt & Inspection Center(s)**"

- **Check of working hours for a part-time staff** —Administrative department regularly, or in time of recruitment, checks the content

Correspondence of THERS---In addition to fill in “duplicate working hours check sheet” and hearing by audit office, we have started distributing attention leaflets to new comers, to urge awareness from the time of hiring.

- **Each institution to properly manage High Liquidity Goods by labeling them to indicate that the items were purchased with the competitive Fund and keeping records of their location.**

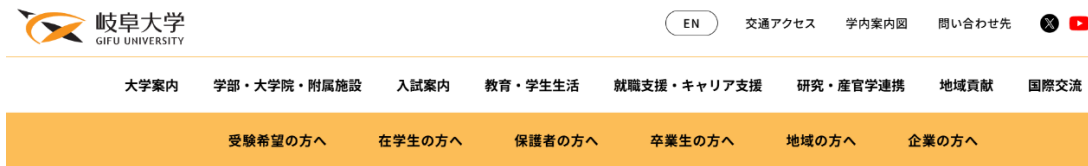
Correspondence of THERS---High Liquidity Goods Costing 100 Thousand Yen or More:

Managed as fixed property. High Liquidity Goods Costing Less Than 100 Thousand Yen (Specific consumables) *Started from March 1, 2015. Managed by (1) assigning a property manager and(2) being labeled during the management period. **P35**

- **Confirmation by Inspection of Business Trip (※Adapted from May 16, 2017)**

Correspondence of THERS---Proof of business trip is verified in an internal audit by reviewing documentary evidence, questioning related personnel, etc. **P36**

13. Information about Preventing Misuse of Public Research Funds GU in response to Section 5 of the Guidelines



研究・産官学連携

研究に係る不正防止への取り組み

> 研究行動規範 > 研究活動における不正行為の通報受付窓口 > 検収体制整備の実施状況等について > 研究倫理・生命倫理

> 安全保障貿易管理 > 利用反

> アイコンの詳

You can see Information and measures about Preventing Misuse of Public Research Funds. (Japanese only)

Report Desk for the Misuse of Research Funds



14. Consultation Desks in response to Section 5 of the Guidelines

If you have any questions about research funds, do not hesitate to contact the **consultation desks** listed below.

Faculties and Graduate Schools	Consultation Desk	TEL	e-mail
Faculty of Education	General Affairs Section	058-293-2205	edu-kanri@t.gifu-u.ac.jp
Gifu University Faculty of Education Affiliated Compulsory School System (Elementary - Junior High) Section	Gifu University Faculty of Education Affiliated Compulsory School System (Elementary - Junior High) Section	058-271-3091	edu-fuzok@t.gifu-u.ac.jp
Faculty of Regional Studies	General Affairs Section	058-293-3005	reg-soumu@t.gifu-u.ac.jp
School of Medicine / Graduate School of Medicine	Administration and Management Section	058-230-6081	med-kanri@t.gifu-u.ac.jp
Gifu University Hospital	Administration and Management Section	058-230-6011	ghp-kanri@t.gifu-u.ac.jp
Faculty of Engineering	Administration and Management Section	058-293-2367	eng-kanri@t.gifu-u.ac.jp
Faculty of Applied Biological Sciences	Administration and Management Section	058-293-2833	abs-kanri@t.gifu-u.ac.jp
School of Social System Management	Student Affairs Division	058-293-3440	keiei@t.gifu-u.ac.jp
United Graduate School of Agricultural Science	United Graduate School of Agricultural Science Section	058-293-2984	renno@t.gifu-u.ac.jp
United Graduate School of Veterinary Sciences	United Graduate School of Veterinary Sciences Section	058-293-2987	jgsvs@t.gifu-u.ac.jp
United Graduate School of Drug Discovery and Medical Information Sciences	United Graduate School of Drug Discovery and Medical Information Sciences Section	058-230-7602	renso@t.gifu-u.ac.jp
Gifu University Library	Academic Affairs and Information Division	058-293-2184	lib-soumu@t.gifu-u.ac.jp
Organization for Promotion of Higher Education and Student Support	General Affairs Section	058-293-2136	orphess@t.gifu-u.ac.jp
Academic Research & Industry-Academia-Government Collaboration	Research Coordination Section	058-293-3140	kes-soumu@t.gifu-u.ac.jp
Gifu University Organization for Promotion of Glocalization	International General Affairs Section	058-293-3351	kokusaik@t.gifu-u.ac.jp
Information & Communications	Information Planning Division	058-293-2107	jhk-soumg@t.gifu-u.ac.jp
Institute for Advanced study	Research Support Section	058-293-3352	ksi-ksien@t.gifu-u.ac.jp
Regional Collaboration	Regional Collaboration Section (COC)	058-293-2141	kes-ciiki@t.gifu-u.ac.jp
Health Administration Center	Student Support Division	058-293-3367	hokencen-jim@t.gifu-u.ac.jp
Purpose	Consultation Desk	TEL	e-mail
University accounting rules	General Affairs Section	058-293-2094	zim-soumg@t.gifu-u.ac.jp
KAKENHI (Grant-in-Aid for Scientific Research)	Research Fund Management Section 3	058-293-2195	ksi-sikn3@t.gifu-u.ac.jp
Funds for contract research, contract projects, and joint research	Research Fund Management Section 1	058-293-2667	ksi-sikn1@t.gifu-u.ac.jp

15. Report Desk for the Misuse of Research Funds

in response to Section 5 of the Guidelines

To maintain the social credibility of Tokai National Higher Education and Research System and ensure fair business operations at THERS, we have set up hotlines to receive allegations and other information about research fund misuse. These hotlines will address any cases in a fair and proper manner.

◎ Who can make allegations or provide information about research fund misuse?

Anyone who suspects that research funds have been misused can make an allegation or provide information through the hotlines.

◎ What protections are available to whistleblowers?

No one will be subject to detrimental treatment due to having made an allegation, provided information, or cooperated with inspections concerning allegations. (The Chancellor of THERS shall take appropriate measures to ensure that the complainant's work environment does not deteriorate.)

Allegations made falsely or with malicious intent may result in punishment according to the University employee work rules, etc.

◎ External report desk: NISHIKI LAW OFFICE

FAX: 052-951-2432

E-mail: okada@nishiki-sohgoh.com

◎ Internal report desk: Audit Office, THERS

FAX: 052-789-2099

E-mail: kansakkr@t.thers.ac.jp



*The report form can be downloaded using the QR code or by going to:

<https://www.thers.ac.jp/disclosure/mis-use/index.html>

16. Monitoring and Internal Auditing in response to Section 6 of the Guidelines

○Monitoring by the Fund Manager/Compliance Manager

- ✓ Under these guidelines, to minimize the possibility of misuse, the University is required to establish and run an effective institution-wide monitoring system in cooperation with the internal audit department.
- ✓ The Research Fund Misuse Prevention Committee formulates misuse prevention plans and the Fund Manager takes the lead in conducting hearings for labs/research rooms, while administrative departments monitor research fund use by conducting random administrative checks.
- ✓ Regarding e-learning tutorial courses, information posters, and other awareness campaigns, schools, graduate schools, etc. are in the process of developing systems to enable widespread monitoring, such as installing Compliance Managers.

○Internal Auditing by the Audit Office

- ✓ The Audit Office is an organization which is under the direct control of the Chancellor and conducts internal audits of competitive research funds.
- ✓ To carry out efficient and effective internal audits, the audit plan will be reviewed as needed based on causes of research fund misuse identified by monitoring and past internal audits.
- ✓ The Audit Office collaborates with Auditors and accounting auditors and participates in discussions on the maintenance and operation of internal controls, monitoring, and internal audit methods.
- ✓ The Office reports the findings of internal audits to the Chancellor of THERS, requests improvements at schools/graduate schools, and conducts follow-up investigations.

17. Basic Rules for Using Research Funds

1) Types of research funds

Research funds are split into 3 broad types: "Public research funds from government or independent administrative organizations" (hereinafter "competitive funds"), "Research funds from incorporated foundations and private enterprises", and "Management expense grants". The rules differ for each type. Please check the rules shown below regarding individual funds and the appropriate THERS rules, particularly for research funds from government or independent administrative organizations.

Research fund type			Rules to adhere to ※
External funds	Competitive funds (Public research funds from government or independent administrative organizations)	Subsidies (KAKENHI, etc.)	Laws regarding the regulation of the budgeting of subsidies, etc.; rules of use for the research fund scheme (guidelines, etc.)
		Contract funds (NEDO, etc.)	Contracts, and respective rules of use for research fund schemes
	Research funds from incorporated foundations and private enterprises	Contract research funds Joint research funds	Contracts, etc.
		Donations	Purpose of the donation, Usage rules per foundation
Management expense grants, etc.			

※ All of the above are subject to the THERS Accounting Rules and other THERS rules.

THERS Rules/Regulations Website: https://education.joueikun.jp/thers_ac/

※ If you conduct research in violation of relevant laws and guidelines (including the Basic Guidelines for the Implementation of Animal Experiments and Related Activities at Research Institutions), competitive funds received from MEXT may be suspended or revoked.

2) Advanced payment of funds

Gifu and Nagoya University may pay out funds in advance, if essential for research or carrying out a project, while waiting for external funds (excluding donations) to be paid in.

An advance payment form is required for grants for the assistance of individuals, such as the Health Labour Sciences Research Grant (excluding *KAKENHI*). Please check with the person or section in charge of research support/promotion, and submit the form.

For details, please ask the administrative staff of each research fund. (P18)

3) Competitive funds may not **generally** be used for

(1) Use for anything other than the designated purpose is prohibited

Competitive funds may only be used for essential expenses directly related to the carrying out of the designated research project and compilation of results/achievements.

(2) Use for expenses outside the designated research period is prohibited

Purchasing goods that will not be used during the designated year or research period and including them in the budget for that year/period is not permitted (it is, however, possible to use *KAKENHI* Multi-year Fund Scientific Research Grants (under a fund system) for expenses that go beyond one fiscal year).

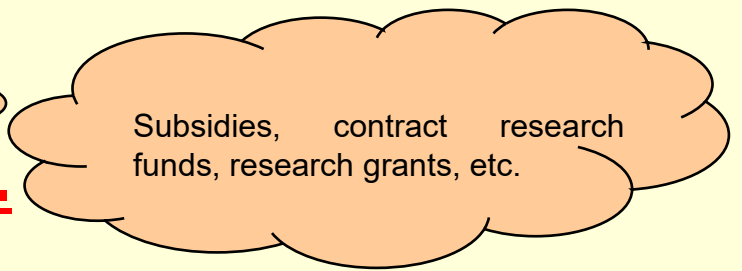
(3) Use for facilities including buildings, etc. is prohibited

(4) Use for expenses related to accidents/disasters that occur during research is prohibited

*The systems of funds other than those above also specify certain expenses for which they may not be used. Please confirm the guidelines for each scheme.

18. Institutional accounting of research funds

**THERS (the institute) shall manage
all research funds used by its researchers.**



Subsidies, contract research
funds, research grants, etc.

If selected for a research grant, the grant must be received through the office to have it recognized as a donation/contribution to the university, and must be processed by institutional accounting.

✕Cases of individual accounting of research grants were found during an on-site audit by the Board of Audit.

- ✓ If you are unsure whether a research grant, academic award, prize, etc. you have received needs to be processed by institutional accounting or not, **please consult with your office first.**
- ✓ When a student receives a research grant, check if institutional accounting is necessary for the grant and whether this may overlap with payments from other research funds.

19. Carryover / Return of research funds

Simplified procedures for the carryover or return of expenses are increasing. **Please do not make an excessive effort to use up all your funds, but consider returning or carrying them over as needed.** Please consult the appropriate administrative staff for details.
Having unnecessary funds will not affect your future applications for KAKENHI.

Research Fund	Carryover	Return
Government grants / Contract funds	In principle, carryover to the following fiscal year is not permitted.	In principle, funds should be fully spent. However, If it is not possible, please do not try to excessively use them up; return them instead.
KAKENHI (subsidiary grant portion)	If unforeseen reasons occur and are unavoidable, carryover is possible upon completing procedures (this also applies to indirect expenses to the extent of 30% of the direct expenses that were carried over).	【Supplementary】 Fill in only the regular Record of Work Completed (balance settlement report). The University will then return the funds in accordance with the "Declaration of Amount" form. This will not take up the researcher's time. Having unnecessary funds will not affect your future applications for KAKENHI.
KAKENHI (fund portion)	Within the research period it is possible to carry over beyond the fiscal year.	
Contract research / Contract projects	Carryover is possible upon prior application, according to the content and terms/conditions of the contract.	
Joint research with private enterprises, Contract research / Contract projects	If the objective cannot be realized within the research period, contract extension may be possible upon consultation with the contractor.	In accordance with the contract, it may be necessary to return funds upon request by the contractor.
Donations / Endowments	Donations from individuals, companies, etc.: The balance will be automatically carried over to avoid year divisions. Grants from foundations, etc.: In principle, these grants can only be carried over within the research period.	Grants from foundations, etc.: In principle, these grants can only be carried over within the research period.
Management Expense Grants, etc.	Excluding exceptional expenses, in principle carryover is not possible. Within the University this type of carryover arrangement is implemented in a planned manner; if you wish to carry over, please consult your School/Graduate School office during the first half of the fiscal year.	

20. Combined Use of KAKENHI

“Combined Use” refers to using direct funds in combination with other funds.

If the expenses of one transaction cannot be covered by one source of funding, you may consider “**combined use**,” an effective and efficient way of utilizing funding from multiple sources.

(You must first confirm the rules of the research funds you use.)

【Examples of Acceptable “Combined Use”】

In the following circumstances, a KAKENHI grant may be combined with other funds (only if permitted by other accounting rules):

- (1) If the expenses connected to the funded project are clearly distinguished from other expenses, funds can be used to take a single trip or purchase a single item related to both the funded project and other projects.
- (2) Funds other than KAKENHI (excluding those that have restrictions on usage) can be added to the direct fund and used for the funded project.
- (3) It is also possible to add certain research funds in a special system that allows the purchase of equipment and facilities used jointly in multiple projects (hereinafter referred to as “shared equipment”) to the direct fund and used as a purchase expense for shared equipment.

*If you wish to purchase shared equipment for a combined total, please check with the Research Funding Division to see if the expenses can be used for this purpose.

- (4) Other KAKENHI can be added to the direct fund and used as expenses necessary for the execution of each funded project.

However, this applies only if the following requirements are met:

- The funds must be used at the same research institution.
- When the funds are used for the purchase of equipment, etc., it should be decided in advance how the equipment will be handled to avoid interfering with the execution of the funded project in the event that the researcher moves to another research institution.
- The costs be borne by each project and the basis of calculations must be made explicit.

【Examples of Unacceptable “Combined Use”】

- Using direct expenses for travel expenses and indirect expenses for accommodation expenses when going on a business trip with a single purpose.
- Purchasing a single item using a combination of a contract research fund and other funds for which the usage is not clearly distinguished.
- There was not enough remaining KAKENHI balance to purchase a consumable item for use in Task A. Therefore it was decided to combine the funds with the KAKENHI balance of Task B, to purchase the consumable item for only Task A.

- ✓ Besides the “*Carryover / Return of research funds*” (see p.26) and “*Combined Use*” (see p.27), there are other ways to use KAKENHI, such as “*Using funds in advance*” and “*Using funds in the next fiscal year*” by using the Adjustment Fund.
- ✓ If you have any questions, please contact the administrative staff.

21. Managing Borrowed Assets Purchased for Commissioned Research

There have been repeated incidents of borrowed assets purchased for commissioned research that belong to the commissioning organization, such as the Ministry of Economy, Trade and Industry, being lost because they were disposed of by persons who did not follow the proper procedures.

To avoid such incidents, please pay close attention to the following points.

Appoint an Asset Manager at each lab/research room for borrowed assets. The person designated as an Asset Manager should properly manage assets using the following methods:

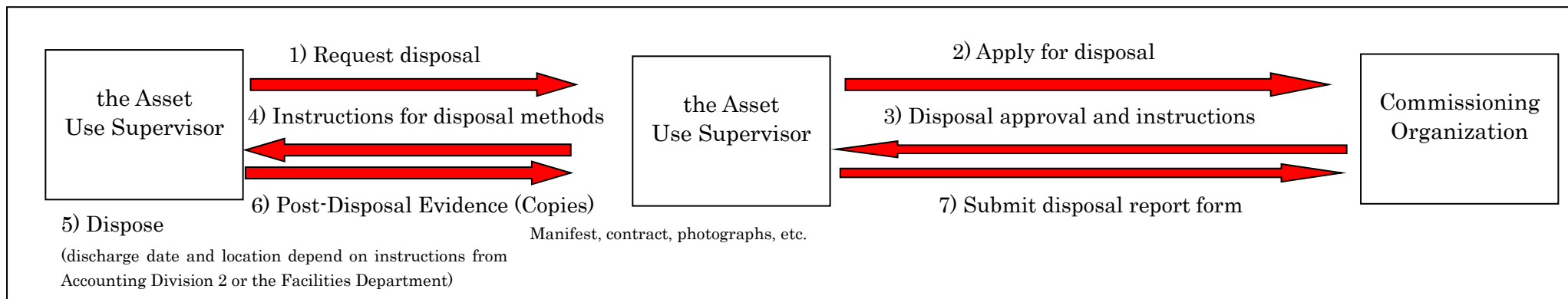
- 1) **Set up a borrowed assets ledger.**
- 2) **Attach labels identifying borrowed assets.** (stickers designated by each Ministry or other commissioning organization and stickers color-coded by commissioning organization)

As ministries and other commissioning organizations have their own rules for managing borrowed assets, when disposing of or transferring these assets, **make sure to first contact the Research Funding Division**, Research Cooperation Department (contact information on P20).

Possible Causes of Loss of Borrowed Assets

- ✓ An asset was disposed of without first being checked to see if an equipment seal was attached.
- ✓ Regarding the asset to be disposed of, a member of the lab/research room threw it in the trash without thoroughly consulting with the Asset Manager.
- ✓ Administrative procedures for disposal were not done.
- ✓ The Borrowed Asset sticker was peeled off, and so someone threw the borrowed asset away, unaware that it was a borrowed asset and unable to check.
- ✓ The identity of lab/research room's Asset Manager was unclear, such as if the Asset Manager was transferred.

Disposal Procedures for Borrowed Assets (Example)



Responsibilities of Employees Who Manage

Regardless of whether a borrowed asset belongs to Tokai National Higher Education and Research System (Nagoya University or Gifu University) or to a Ministry or other commissioning organization, employees who manage assets are charged with the following responsibilities:

■ from the Tokai National Higher Education and Research System Detailed Rules on Handling Fixed Assets

Article 4 (Duty to Maintain and Preserve Fixed Assets, etc.)

Persons using fixed assets, etc. must use them with the duty of care of a good manager.

Article 47 (Asset Managerial Personnel Responsibilities)

- (1) If the Asset Manager, etc. or the Asset Use Supervisor, either willfully or due to gross negligence, violates these Detailed Rules and destroys, loses, damages or impairs a fixed asset, etc. or otherwise incurs damage to THERS, that person shall be liable to compensate for the damages.
- (2) If the loss, damage, or impairment to a fixed asset, etc. referred to in the preceding paragraph occurs as a results of willful conduct or gross negligence in the use of the fixed asset, etc., the Asset Use Supervisor or a person who uses the fixed asset, etc. under the Asset Use Supervisor shall be liable to pay the amount equivalent to the fixed assets, etc., the residual value, or the cost needed for repairs.

The aforementioned “employees who manage assets” does not only refer to Asset Use Supervisors, but of course includes all employees who actually use assets.

If a borrowed asset is lost, **even if it was not deliberate, the Asset Use Supervisor or the employee actually using the asset may be required to compensate the commissioning organization.**

Asset Use Supervisors are requested to ensure that assets are managed properly at their lab/research room.

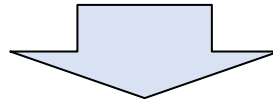
22. Implementation of Source Input System

In the Guidelines for Research Funds,

【Requests to the University】

- Identify expense sources at the ordering stage and grasp budget execution without delay
- Establish and operate an effective third-party check system regarding ordering and inspection work

By implementing "source input system" when updating Accounting System



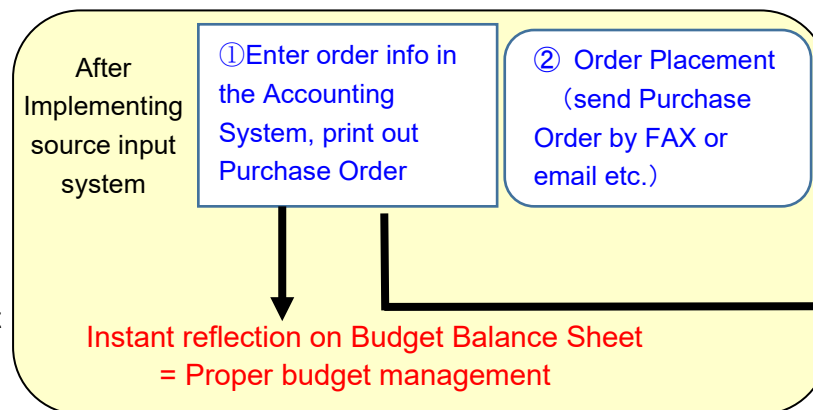
- Budget execution will be properly managed by identifying an amount to be paid and its expense source at the ordering stage.
- Ordering party will input order info, which makes it possible to check purchased product against the input order info data. Also, administration department will be able to prevent misuse of funds.

Image of order
(goods) using
source input
system



Get estimates
and select what
is to be
purchased

【Laboratory etc. (Source)】



【Contractor】

③ receive an order



【Receipt & Inspection Center】

④ Delivery

④ Inspection



- Grasping order status
- Checking products with order info during inspection work.

23. Procedures for Purchases (by Faculty) and Inspection of Delivered Goods/Services

[Order Placement]

Certain administrative staff and faculty members are authorized to place orders as **contract managers with contract authority**.

■ Goods/services that faculty can order

<Purchasing authority may be granted within specified limits to employees of our university upon submission of the designated "Declaration Regarding Orders" form.>

Purchases or services must be less than ¥1,500,000 (tax included) per contract (single order/deal) and within the budget distributed to the faculty member or employee.

※ The "Declaration Regarding Orders" form will appear at the start of the comprehension test for this training, and by advancing through the test, the submission of the form will be completed. Once completed, you have agreed to the obligations and responsibilities listed below.

- I will be dutiful when conducting activities related to finances and accounting at THERS, paying due care to good management practices, in accordance with all applicable laws and regulations.
- If I cause any damage to THERS, either willfully or due to gross negligence, I will be held responsible for that damage.
- **When I designate another party to make orders as my representative, I will pay due attention to appropriately supervising the matter, as I will be held responsible.**

[Regarding orders] Order forms (Certificates of purchase, etc.)

■ If the order amount is within the faculty order limit

In principle, an order form will be completed on the financial accounting system prior to ordering, and then the faculty-member/employee will carry out the order himself or herself.

***When placing an order to a supplier, you cannot omit preparing a purchase order form through the financial accounting system.**

■ If the order amount exceeds the faculty order limit

A purchase order (unapproved) is prepared by the faculty members and submitted to the accounting department. After the accounting department completes the contract procedure, the order form is sent to the vendor, and the order is placed.

[Inspection GU] "Receipt & Inspection Center(s)" has been established in each School/Graduate School for conducting third-party inspection of delivered goods/services.

■ **All purchased goods/services must be inspected.**

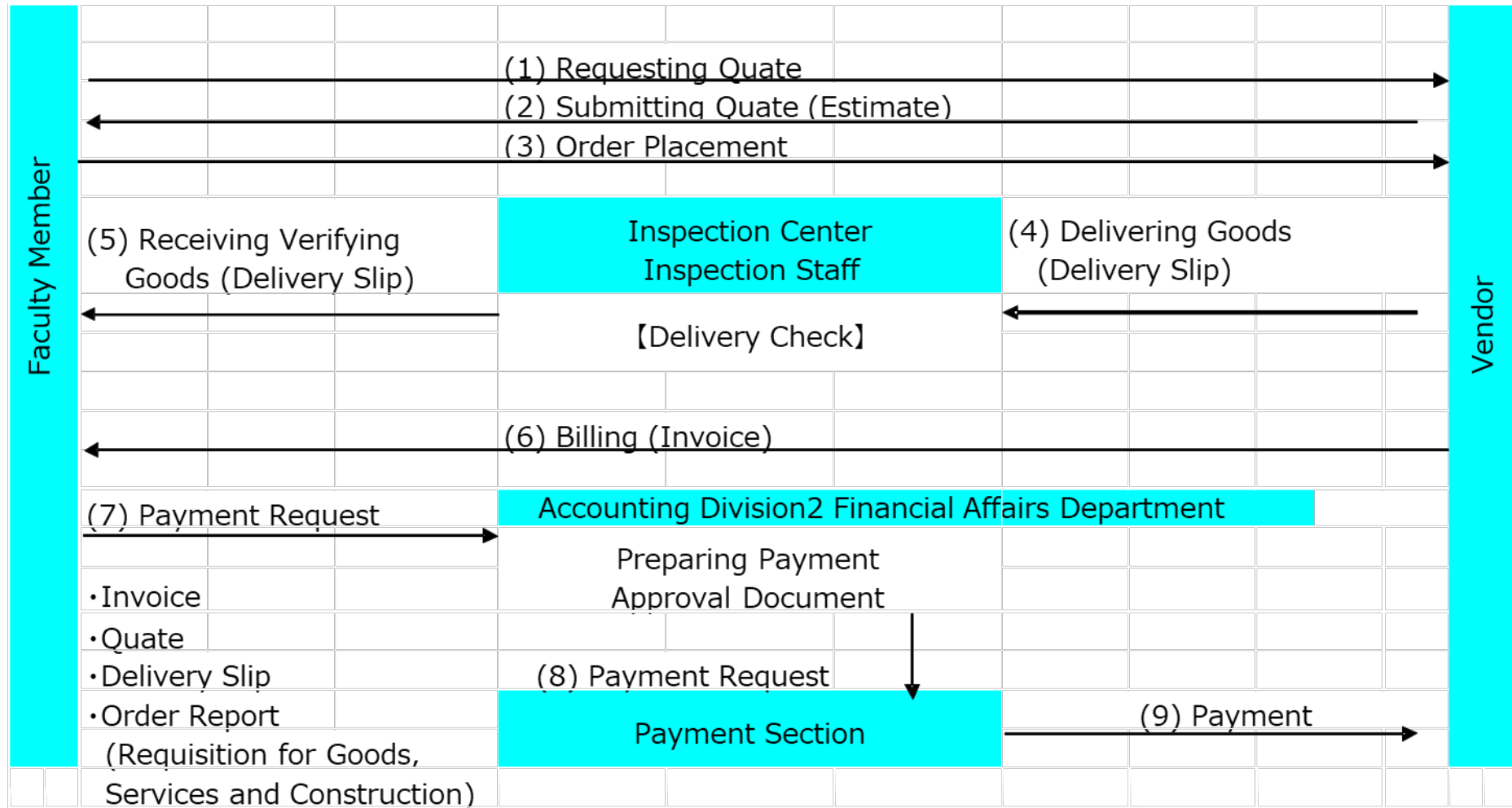
If items are delivered at night or holidays, the inspection must be conducted the next day or at a later date.



Inspections must be conducted by staff other than academic staff (ordering party). Inspectors are being assigned to each Faculty/School. (Inspections are also necessary for services such as repair work, program development, etc. besides purchasing items.)

Inspection stamp must be affixed by inspectors at your Faculty/School even if items are delivered directly to your laboratory by post. Please contact Receipt & Inspection Center.

【Order Placement, Inspection, and Payment for Goods/Services GU】



24. Payments on Behalf of the University (pre-payment)

What are payments on behalf of the university (making pre-payments)?

In principle, payment for goods purchased, etc. shall be made directly to the supplier by the University according to the issued invoice, after the receipt of the ordered goods is confirmed.

However, as a procedure for some cases in which deferred payment is not possible, faculty, etc. are allowed to temporarily bear the expenses and make pre-payments on behalf of the University as an exceptional measure to purchase goods within the allowable purchase limit.

Examples of cases where payment can be made in advance

- Purchase of goods from online sellers;
- Purchase of books and materials, and copying of documents on business trips;
- Conference participation fees, annual membership fees, paper submission fees, remittance fees, etc.

Procedure for reimbursement request

- When you have made a pre-payment on behalf of the University, you are required to submit the following documents to the accounting section of your department to receive reimbursement.
 - "Reimbursement Request Form" prepared using the University's accounting system.
 - Document(s) that prove that the pre-payment was made by you (e.g. receipts, etc.)
- Pre-payments made by students
 - Students can make pre-payments only when they have obtained the approval of their academic advisors or the principal investigators of their laboratories and the payments are made for educational or research-related purposes.
- In principle, goods purchased by pre-payment on behalf of the University also require inspection.
 - Be sure to receive an inspection promptly.
- For payments on behalf of the University, please submit a slip and related documents (Reimbursement Request Form and all related documents) to the Accounting Division 2 for items delivered in the current month by the beginning of the following month, just like for supplier payments.

25. Management of High-Liquidity Goods

1. High-Liquidity Goods owned by THERS

Personal computers (desktops, laptops, tablets, etc.), digital cameras, digital video cameras, Smartphone ← new addition for 2022

2. Management Methods

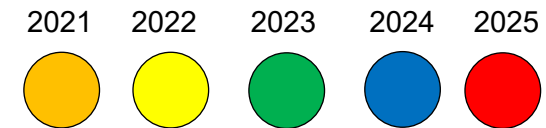
(1) High-Liquidity Goods Costing 100 Thousand Yen or More: Managed as fixed assets.

Nagoya University has long managed these goods as fixed assets.

(2) High-Liquidity Goods Costing Less Than 100 Thousand Yen (hereinafter, "specific consumables")

The goods are managed during the management period (4 years from the month following the month of acquisition) by labeling them using specific consumable stickers.

*Specific Consumables Stickers
(sticker color is based on year of acquisition)



Thereafter, the color pattern repeats

3. Goods Check by Random Inspection

High-Liquidity Goods costing 100 Thousand Yen or More

Confirmed by audit of fixed assets and collation of goods conducted by the General Affairs Department Facilities Division Assets Management Section.

4. Disposal of Specific Consumables

- When specific consumables are disposed of (scrapping, affiliation change, transfer, or assignment) before the end of the management period, appropriate procedures need to be taken at the General Affairs Department Facilities Division Assets Management Section. Please make sure to contact the administrative section. (P20)
- Please note that while it is not required to keep records of specific consumables once the management period has ended, the goods are properly managed without removing the label as those owned by THERS.

26. Procedures for Travel Expenses

1. Application Before Business Travel [you must apply **ahead of time** using the Financial Accounting System]

(The Financial Accounting System: Zaimu-Kaikei System, Zaikai, “財務会計システム”)

■For travel by THERS faculty and staff members■

- Select budget and submit a complete **Business Travel Request Form**, stating the travel duration and business destination/purpose, using the Financial Accounting System.
- When using external funds for travel expenses, depending on the rules and requirements of the funding source, individuals not included on the list of participating researchers may not have their expenses covered under the same business expenditure.

■For travel by persons who are not THERS faculty and staff members■

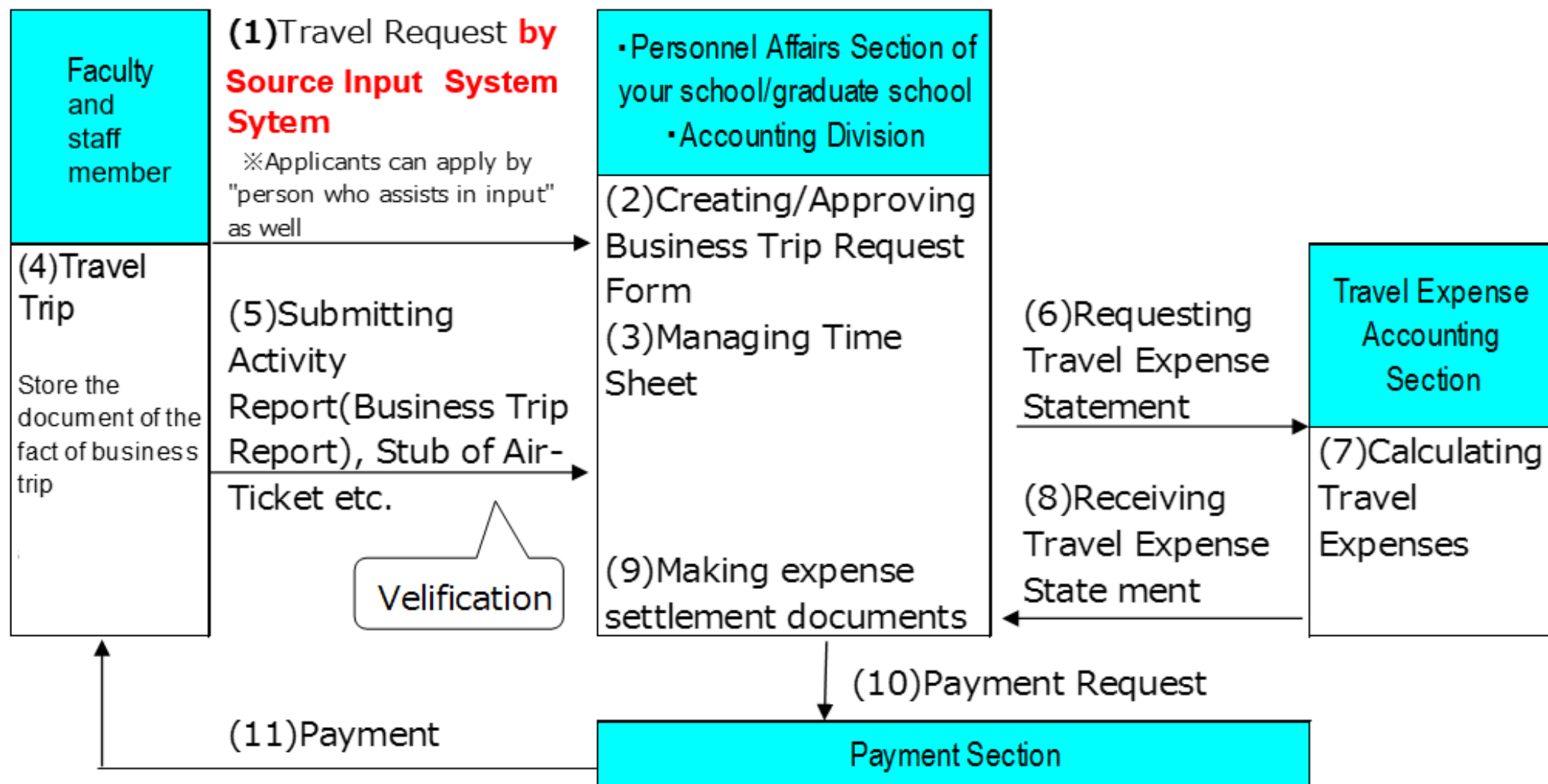
- Submit a complete Business Travel Request Form, stating the travelers' names, affiliation, business destination/purpose, travel duration, and budget information, using the Financial Accounting System.
- To avoid duplicate payments of travel expenses, a travel request must be submitted to and consent received from the other institution (e-mail also accepted).
- However, students of THERS do not need to complete the above procedures.

2. Report After Business Travel [submit as soon as possible]

■Business Travel Report■

- Mandatory for both THERS and non-NU members. THERS members must submit a Report to Travel Orderer, and non- THERS members must submit a Travel Report to Travel Orderer.
- The traveler must make the report him/herself via the **Financial Accounting System** if he or she is affiliated with THERS. (For non- THERS members, the budget manager will enter it on their behalf.)
- The Travel Report must include details regarding travel purpose and results, destination, interviewees, lodging, and other information you would not know unless you made the business travel.
In particular, for travels made using external funds, you must clarify the travel's relationship with, and effectiveness with regard to, the subject/theme of the expenditure.

Request for and Payment of Travel Expenses

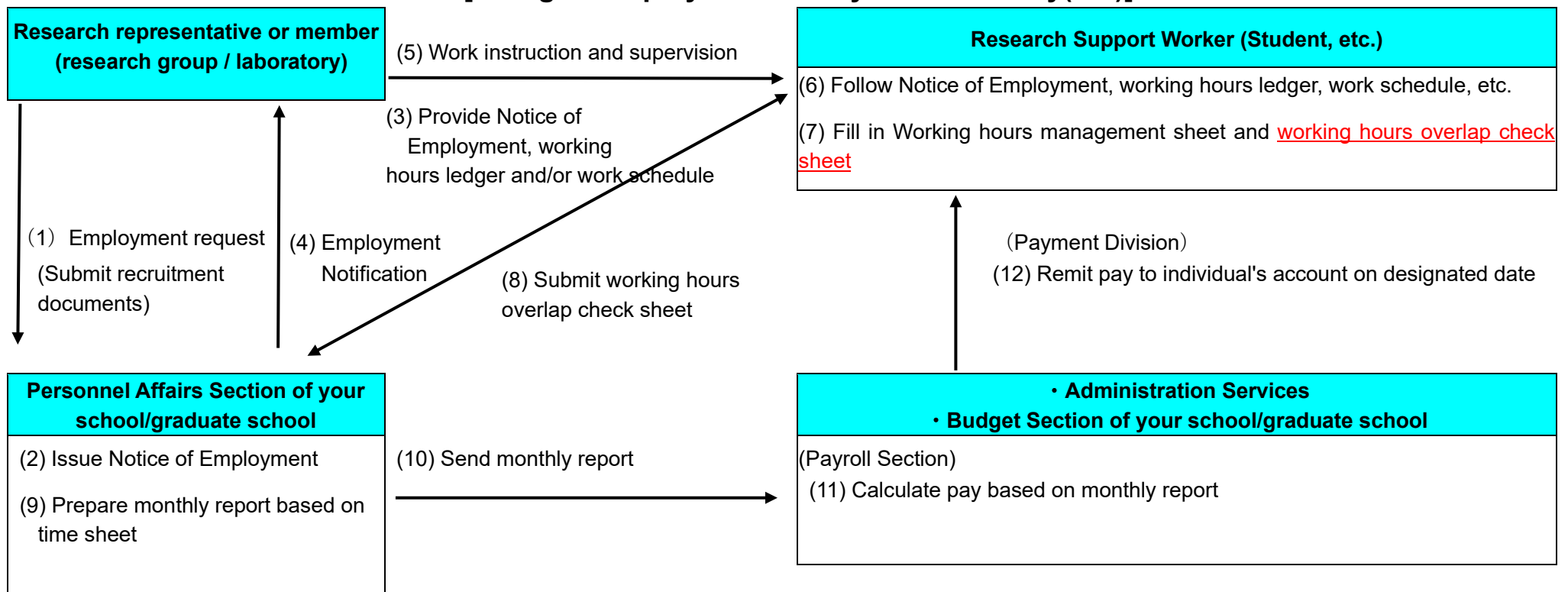


27. Procedures for Salary and Wages

1. When paying salary/wages for the employment of a research supporter, **prior application** is necessary.

- When employing a research support worker for the research support work or asking a person to work part-time as a research assistant etc., please make a request for employment at the personnel section of your affiliated School/Graduate School or Institution. (Please inquire for the necessary documents.)
- In addition, when asking students to work part-time, please ensure that you manage the students' working hours so that their working hours and class hours will not be overlapped, and their studies will not be interfered with.
- When using KAKENHI to hire personnel to help with organizing data or assisting with experiments for the purpose of carrying out research projects, please hire them as short-term part-time employees, etc. (Flows with dashes (')) attached to the numbers).

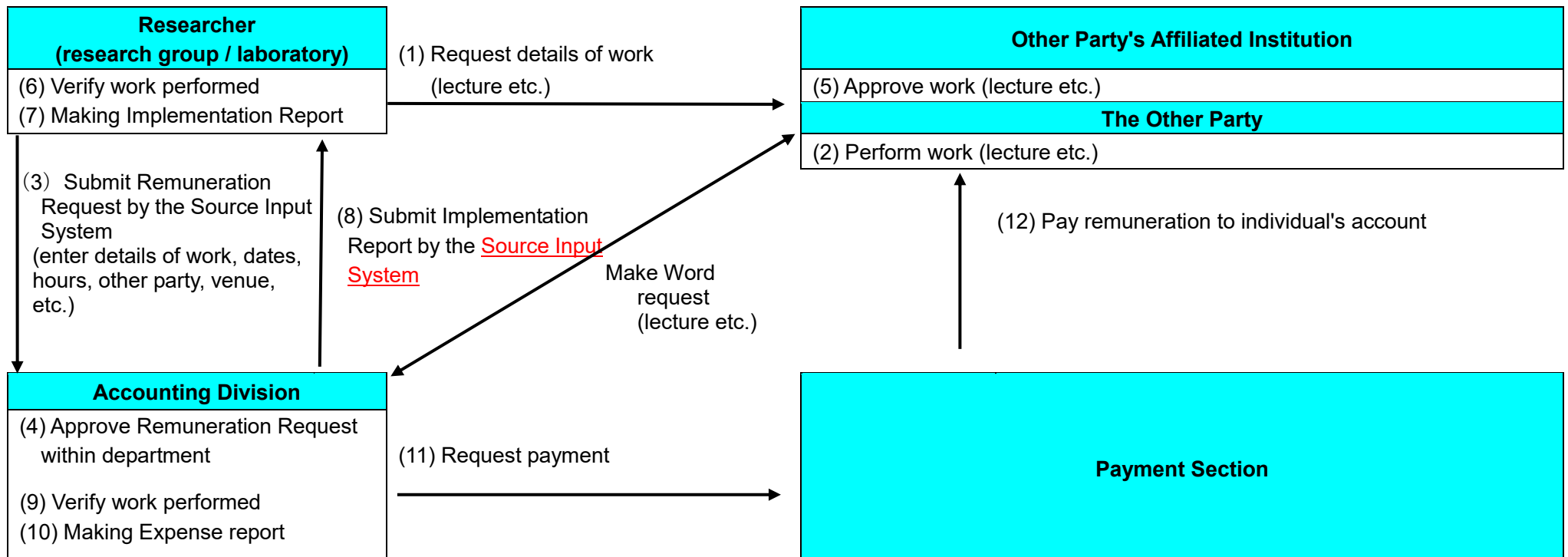
[Hiring of Employees and Payment of Salary(GU)]



2. When making payments for lectures, etc. to non-University members, **prior application by Financial Accounting System** is necessary.

- Enter a request for payment expenses by the **Financial Accounting System** in advance
- After the lecture, enter the implementation report by **Financial Accounting System**.

[Payment of Remuneration (Lectures, etc.)]



28. Examples of Incorrect Use and Misuse(1)

Examples of Incorrect Use and Misuse	Explanation
<p>[Order/Delivery of Goods] Purchased goods arrived while the Receipt & Inspection Center was closed for the night, so the payment procedure took place without an inspection of the goods.</p>	<p>■ Be sure that purchased goods undergo a delivery inspection at the Receipt & Inspection Center. With the exception of some exempted items, all goods must undergo a delivery inspection. If delivered at night, please submit the goods for inspection the following day (or later date).</p>
<p>[Order/Delivery of Goods] When purchasing experimental equipment, I obtained a quote for a set of 4.35 million yen (tax included) from a vendor. I want to purchase and use it immediately, so I asked them to prepare an estimate for each 1.45 million yen, I ordered it myself.</p>	<p>■ Originally, the administrative order should be for a set of 4.35 million yen, and it is against the rules to divide the order into less than 1.5 million yen (tax included), which is within the faculty's ordering authority, for the reason that they want to use it immediately for research, etc. ■ Purchasing goods worth 1.5 million yen (tax included) or more requires administrative ordering procedures.</p>
<p>[Travel Expenses] After travel procedures were completed at THERS, it turned out that the other institution would cover the travel expenses, but, by not notifying THERS, duplicate travel expense payments were made.</p>	<p>■ It is <u>not permissible to receive duplicate travel expense payments</u> from two institutions for a single business trip. ■ If you find out that the other institution will cover the travel expenses, immediately notify the Personnel Affairs Section and the Accounting Section of your school/graduate school.</p>
<p>[Travel Expenses] ■ After completing procedures for taking a trip, the duration of the trip was shortened but no change was made to the procedures; the report (trip report) was submitted and travel expenses received based on the original trip plan. ■ The traveler (employee and students) did not submit a business trip report, but a representative formally processed a business trip report, so travel expenses were incorrectly paid.</p>	<p>■ Travel expenses are allocated according to actual cost, so receiving expenses based on such a misrepresentation is not permitted. ■ If your travel schedule changes, please contact the Personnel Affairs Section and the Accounting Section of your department as soon as possible and undergo the procedures for changes. ■ The person taking the trip must make the trip report; please describe the actual trip accurately and submit the report after your return. The same of students.</p>
<p>[Remuneration] A student was paid for work done organizing materials during a period of time during which that student had classes.</p>	<p>■ Please confirm students' scheduled class times before allocating work, such as organizing materials, research assistance, etc., so that it will not interfere with their studies. If a student is remunerated based on work performed during scheduled class time rather than the actual period of work, this will be strictly penalized as fabricated employment ("Kara-Koyo").</p>

28. Examples of Incorrect Use and Misuse(2)

Examples of Incorrect Use and Misuse	Explanation
<p>[Salary] A designated faculty member who was hired with external funding (contract research funds) did not clearly record and manage their effort for individually acquired external funding (research funds).</p>	<ul style="list-style-type: none"> ■ Researchers must properly manage their effort. Payments are made from the budget in accordance with effort. ■ The principle investigator should send an effort report to the dedicated email address, as well as complete any necessary procedures, such as submitting a report after the work is completed.
<p>[Remuneration] In the case of remuneration payment to research participants, a factual basis for the expenditure could not be confirmed. A student was given responsibility for conducting the experiment, so the faculty member did not have any objective evidence.</p>	<ul style="list-style-type: none"> ■ As part of an internal audit, you may be asked to provide evidence. ■ The faculty member in charge of the budget should appropriately archive evidence documents for remuneration payments.
<p>[Duration of External Funding execution] A conference fee was paid in advance on behalf of the University before granting of external funding has not yet been decided.</p>	<ul style="list-style-type: none"> ■ Please be particularly careful about the budget execution date when paying expenses in advance on behalf of the University.
<p>[Processing attendance books] A faculty member attended online conferences on a day off and requested reimbursement of attendance fees, but the faculty member was still listed in the attendance book as having the day off.</p>	<ul style="list-style-type: none"> ■ If you work on a day off, do not forget to apply for a substitute holiday.
<p>[Rules for using commissioned research funds]</p> <ul style="list-style-type: none"> • The rules for commissioned research funds stipulate that payments are to be reduced for periods when the person is unable to work for reasons such as illness. However, payments from the fund were still made in full. • The rules for commissioned research funds stipulate that payment of travel expenses cannot be made to persons not approved as participants in the research organization. However, business trips were made without obtaining approval. 	<ul style="list-style-type: none"> ■ There are cases where personnel expenses may not be paid due to restrictions on employees (limited to those on the list of research participants), status (limited to researchers and technical staff), effort (not applicable to paid leave), etc. ■ There are cases where travel expenses may not be paid due to restrictions on the traveler (limited to those on the list of research participants), the destination (limited to within Japan or a specified country), the work details (limited to presentation of results), etc.

29. Guidelines to Prevent Misuse in Travel Expense Procedures

When completing procedures related to the payment of travel expenses, from the perspective of preventing misuse, please make sure to adhere to all of the following points.

[When submitting a travel order application]

Please make sure to attach documents detailing the schedule and work details.

(Examples of documents for verification)

- Conference event notice or program
- Copy of appointment confirmation email from meeting partner at destination
- Copy of reservation to use device at destination, etc.

*As part of monitoring or an internal audit, persons at the business destination may be contacted at a later date to confirm your business travel.

[When changing or canceling business trip]

If you have applied for business trip and it is later changed or canceled, please contact the Personnel Affairs Section and the Accounting Section and complete procedures for the change or cancellation.

[When submitting a business trip report]

- In the case of the University member (faculty or staff member and student), the person who took the trip must complete a business trip report on the Financial Accounting System by themselves.
- You must provide specific details about the trip that you would not be able to fill out unless you actually went, such as work description and results, the destination, interviewees, your lodgings, etc.

Example with sufficient detail: At the ○○ research seminar held at ○○ University, I gave a presentation on ○○ and held an opinion exchange session with other participants. As a result, I obtained information about ○○.

Example with insufficient detail: At the ○○ research seminar held at ○○ University, I gave a research presentation.

30. Requests related to Key and Advanced Technology R&D through Cross Community Collaboration Program

If faculty members and researchers of the Tokai National Higher Education and Research System wish to participate in the Key and Advanced Technology R&D through Cross Community Collaboration Program (K-Pro), **BOTH the principal Researchers and the co-Researchers are required to complete the advance procedures such as submission of prescribed forms and review, etc.**

Those who wish to participate in the program, please contact the following address **as soon as possible.**

Hope to remember there are no omissions.

<Contact Information>

Research Safety Management Division E-mail: ken-kousei@t.tohoku.ac.jp

31. Points to Note when Using Research Funds for Students

It has become increasingly common to pay or use research funds on students (largely graduate students), which makes education and awareness about using public funds on students vital.

When students misuse research funds, it is not just the student but also their supervising faculty member who may bear responsibility.

Advise your students especially on the following points.

- ✓ It is illegal to **claim (receive) wages for work (hours) not actually performed** or to **claim (receive) travel expenses for trips not actually taken**.
- ✓ It is illegal to receive duplicate travel expenses, e.g. receiving a research grant for travel expenses from a research grant foundation and claiming expenses for **the same business trip from the University**.
- ✓ The act of collecting all or part of someone's salary, remuneration, or travel expenses received from the University to be used for other purposes at their lab/research room, etc. (**recirculation of funds, known as Kanryu-Koi**) may be regarded as a socially inappropriate act. **Kanryu-Koi is prohibited by THERS** in order not to raise such suspicions.
- ✓ Advance provisional payment or merchant payment of travel expenses may be possible. **Please minimize the need for the laboratory (researcher) to pay student business trip expenses** (transportation costs, accommodation fees, etc.).
- ✓ Even when it is unavoidable for laboratories (researchers) to pay for students' business trip expenses, **please settle only the actual amount paid up front (repayment of the advance payment by the student to the laboratory (researcher))**.

A document detailing the above points has been prepared for distribution. Please make active use of it.

https://www.aip.nagoya-u.ac.jp/risk-management/r_funding/folder 【啓発活動】→○学生への注意文書 (English version is also available)

Since 2023, the Compliance Education for Students (e-Learning Tutorial for the Appropriate Use of Public Funds) is being given. Please be sure to have undergraduate students in their 4th year and above and graduate students who are affiliated with your research room take this training.

https://www.aip.nagoya-u.ac.jp/risk-management/r_funding/e-learning-for-students

32. Finally

- Each of us should understand the rules for using the funds, and use the research funds conscientiously in order to properly manage funds coming from tax payer's money.
- The appropriate use of funds will gain the people's trust and lead to the promotion of research.

