



Guidepost

Newsletter for Proper Execution of Public Research Funds
Wishing "Guidepost" to be a coordinate axis for the proper execution of public research funds



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Please make sure to complete the Procedures of the Settlement of Business Trips and out-of-pocket Expenses during the Summer Vacation

We hope our researchers are making further progress in research activities even in the restrictions due to the spread of COVID-19. Please make sure to complete the procedures of the settlement of business trips and out-of-pocket expenses during the summer vacation as soon as possible.

In the voucher check-ups in FY2020, a graduate student was found to register his/her part-time working hours as a research assistant in the same time and date as his/her business trip to an academic conference, and the mistakes found in the registration in the working time and date was modified. Also, a case of duplicate payment occurred because a receipt printed out in PDF was mistakenly submitted twice.

In light of such cases, we ask for your cooperation in recording every time at work and going through necessary procedures every time of business trips, and out-of-pocket expenditures in order to execute research expenses without mistakes or failures.



For Researchers who will apply/have applied for Public Research Funds such as Grants-in-Aid for Scientific Research -KAKENHI-

As the application period was moved up from this fiscal year, the internal deadlines of the most of the KAKENHI categories have passed. To apply to public research funds including KAKENHI, it is required to attend compliance education and submit a "pledge".

If you will apply/applied for KAKENHI newly this fiscal year and have not attended or submitted again in FY2020 or have never attended or submitted, please attend the compliance education and submit a "pledge" as soon as possible.

The guidance about compliance education video and submission of a pledge (online) is summarized in the webpage below.



http://www.ritsumei.ac.jp/research/member/research_expenses/05.html/

[Go to Compliance Education \(webpage\) ►](#)

Cases of Misconduct occurred in Other Universities

On the website of Ministry of Education, Culture, Sport, Science and Technology (MEXT), the outlines of the actual cases of misconduct are disclosed.

https://www.mext.go.jp/a_menu/kansa/houkoku/1364929.htm (in Japanese)

There are four cases found in FY2020. Here we introduce one of the cases occurred in a university located in *kansai*.

Type of misconduct	Use of honorarium for other purposes and fictitious invoices.
Year of occurrence	FY2010-2018
Amount of research funds improperly spent	1,878,150 yen
Number of researchers involved	One person
Motives	The faculty believed that it was necessary to economically support students of his/her laboratory.
Methods	The faculty in question has paid part-time remuneration to students using his/her own research funds, regarding the following 1) to 3) cases as “experiment assistance” , though it is not in nature: 1) remuneration for assistant work of teaching and learning duties such as class preparation and report grading, 2) compensation for accommodation expenses for seminar trips, participation in academic conferences, and transportation expenses for these events, supplement to accommodation fee, participation fee, 3) as settlement of advance payment when purchasing consumables, etc. in the laboratory
Occurrence factors	The faculty in question judged that all of the services such as grading and attending conferences and seminar trips would fall into the category of “experiment assistance” , and instructed students in service to write as such in the part-time job request form and the attendance sheets.

In the video of compliance education at the university, we introduce a case of “fictitious request of the remuneration for part-time jobs” that occurred at the university in the past. Even though it is intended to provide economic assistance to students, expenditure that does not directly related to the execution of research that the research fund is meant for or preparation of the documents that differ from the actual facts are considered misuse.

Please check the page 43 of the *Research Fund Spending Guidebook* to learn more about the employment of student part-timers or duty management methods. If you have any queries, please contact Research Office at your campus.

Also, as part of the internal audit, we are interviewing some researchers who employ part-time workers such as students and part-time workers about their working conditions.

<https://secure.ritsumeai.ac.jp/students/research/member/file/001/011/011-p01-e.pdf?version=>



Publishing Newsletters

This newsletter will be quarterly issued as part of edificatory activities. It shares the cases of improper use including those at other institutions, their occurrence factors, and the matters pointed out during the internal audit or voucher check-up in order to regularly deliver content on proper execution of research funds. The next issue is scheduled to be published in December.

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