



Please execute research funds in a well-planned manner as we head toward the end of the academic year.

It is already December and the end of AY2021 is less than four months away. Many research funds are required to be executed on an academic year basis. Please make sure that your research funds are executed in a well-planned manner as we head toward the end of the academic year.

■ For orders of 100,000 yen or more

As you may have already been informed by the Research Office at your campus regarding the deadline for orders of 100,000 yen or more for AY2021, we request that you keep the following deadline in mind.

Due to the global shortage of semiconductors and the stagnation of the supply chain caused by the ongoing COVID-19 pandemic, notably in the current academic year, shortages and delays in the delivery of goods are being prolonged. If you are planning to procure some goods, please confirm their delivery dates, etc. at your earliest convenience and proceed with the ordering procedure earlier than usual.

Deadline for ordering goods and other items worth 100,000 yen or more:
January 11, 2022 (Tuesday)

■ Reimbursement for business trips during the winter vacation

The pandemonium of COVID-19 in Japan has subsided somewhat, and the BCP level of the University has also been lowered to Level 1. Accordingly, we expect that domestic business trips will gradually resume after the winter vacation. We would like to remind you to follow the necessary procedures promptly, such as submitting a business trip instruction form prior to your business trip and submitting a business trip report and documentary proof of business trip afterwards.



■ Deadline for submission of invoices, receipts and other vouchers

Please be reminded that, apart from some research funds, vouchers for the AY2021 budget must be submitted by the following date. If you are compelled to submit these documents past the deadline due to the research to be undertaken, please consult in advance, without fail, with the accounting staff of the Research Office in charge of the budget to be expended.



Deadline for submission of invoices, receipts and other vouchers: March 4, 2022 (Friday)

The “Ritsumeikan University Regulations Concerning Management of Public Research Funds” have been revised.

Ritsumeikan University was subject to an implementation status inspection by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) between May and October 2021. In light of the MEXT inspection, the “Ritsumeikan University Regulations Concerning Management of Public Research Funds” have been revised (resolved at the Executive Board of Trustees on November 10, 2021 and came into effect on the same day). Based on the “Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards),” this revision is intended to stipulate more specifically the responsibilities and authority of the University’s management system for public research funds.

Please refer to the Division of Research website for the contents of the revision.

http://www.ritsumei.ac.jp/research/member/research_expenses/01.html/ (in Japanese only)



Exhaustive Prevention of Misconduct in Research Activities

In order to prevent misconduct in research activities, the MEXT has outlined the concept of “measures to restrict applications for competitive research funds” in the “Guidelines for Appropriate Execution of Competitive Funds” that will be applied when specific cases of misconduct (fabrication, falsification, and plagiarism) have been identified.

https://www.mext.go.jp/content/20210820-mxt_kiban02-100000300_2.pdf (in Japanese only)

Please read through the latter part of the notice above, which also contains analytical data on misconduct cases over the past few years.

We would like to ask for cooperation from faculty members in leadership positions, such as corresponding authors, in ensuring that misconduct in research activities is exhaustively prevented by establishing an appropriate verification system when writing and submitting papers, etc.

[Contact for inquiries regarding this matter]

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Publication of Newsletter

This newsletter is published quarterly as part of our awareness-raising activities, and is intended to disseminate and deliver information for the proper execution of research funds on a regular basis, such as sharing of misuse cases including those that have occurred at other organizations and the factors that have led to their occurrence, as well as matters pointed out during internal audits and voucher inspections. The next issue is scheduled to be published in March 2022.

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