



AY2024 Ritsumeikan University Preventive Plan for Improper Use of Public Research Funds

As stipulated in Section 3 of the "Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)," Ritsumeikan University annually formulates the "Ritsumeikan University Preventive Plan for Improper Use of Public Research Funds" (the "Preventive Plan," hereinafter) and widely disseminates it on the Division of Research website.

The Preventive Plan stipulates the establishment of a responsibility-taking system and environment for the operation and management of competitive research funds, etc. at Ritsumeikan University, and the development, etc. of monitoring and auditing systems at research institutions.

The Preventive Plan for AY2024 was resolved at the Research Ethics Committee on March 29, 2024. Please click [here](#) (in Japanese only).

Publication of "Research Fund Spending Guidebook (2024)"



As stipulated in Section 2-2 of the "Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)" as well as in the Preventive Plan, Ritsumeikan University annually publishes "Research Fund Spending Guidebook," distributes it to all researchers, and makes it available on the Division of Research website.

The AY2024 edition has been made available [here](#). Based on the previous year's "Results of the Awareness Survey on Proper Execution of Public Research Funds," we have devised an easy-to-read format for the new edition. We hope you will find it useful for the proper execution of research funds.

Research Budget Management System (BCM: Budget Cycle Management) has been launched.

Starting with the AY2024 research funds, we will begin operating on the Research Budget Management System (BCM). An operation manual (Easy Guide) for researchers has been uploaded to the Division of Research website (URL below). Printed booklets will also be distributed at the end of March.

https://www.ritsumei.ac.jp/research/member/research_expenses/09.html/ (English pages in preparation to be made available in the first half of April)

Results of the Awareness Survey on Proper Execution of Public Research Funds

We conducted an awareness survey on proper execution of public research funds on the Smart DB application screen of the AY2023 "Research Progress Report and Research Plan for Individual Research Allowance." The following points have been identified from the outcome of the survey.



- The majority of faculty members has reviewed and understood the MEXT "Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)" as well as the University's regulations and rules on the prevention of improper use of research funds.
 - Regarding the "Research Fund Spending Guidebook," the percentage of respondents who "always refer to it" has increased approximately 10% from the previous year. On the other hand, the percentage of respondents who do not refer to it has also increased slightly.
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Q1. Are you familiar with the MEXT’s “Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)”?

	AY2023	AY2024	Change
I have read them and understood the content	95.0%	95.1%	0.1% increase
I have heard of them but never read them	3.9%	4.0%	0.1% increase
Never heard of them	1.1%	0.9%	0.2% decrease

Q2. Are you familiar with the “three rules” that the University has formulated to prevent the misuse of research funds?

	AY2023	AY2024	Change
I have read them and understood the content	97.5%	97.6%	0.1% increase
I have heard of them but never read them	2.1%	2.1%	—
Never heard of them	0.4%	0.3%	0.1% decrease

Q3. Do you refer to the “Research Fund Spending Guidebook” when disbursing research funds?

	AY2023	AY2024	Change
Always	62.8%	72.5%	9.7% increase
Occasionally	37.1%	27.2%	9.9% decrease
No, I do not	0.1%	0.3%	0.2% increase

To those who are leaving or retiring from the University at the end of AY2023

Those who have registered their information in the “Common Research and Development Management System of the Ministry of Education, Culture, Sports, Science and Technology (e-Rad)” are required to update their information registered in the e-Rad when they leave or retire. Please download the form in Excel format required for the procedure [here](#) (English version at the bottom of the page).



To those who are joining the University at the beginning of AY2024

The necessary procedures (e.g. attendance at compliance education/research ethics education and submission of documents, e-Rad registration) at the time of appointment are outlined on the Division of Research website. Please click [here](#) (in Japanese only).

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 June 2024.



Research Office at Biwako-Kusatsu Campus
Division of Research, Ritsumeikan University
1-1-1 Noji-higashi, Kusatsu, Shiga