



AY2025 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 AY2025](#) was resolved at the Research Ethics Committee on March 19, 2025. (available only in Japanese)

Publication of "Research Fund Spending Guidebook (2025)"



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 AY2025 edition has been made available [here](#). We hope you will find it useful for the proper execution of research funds.

Publication of "Research Budget Management System (BCM: Budget Cycle Management): Simple Guide (2025)"

The latest version of the "Budget Cycle Management System: Simple Guide" has been made available [here](#). The printed booklet will also be distributed at the end of March.

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 "AY2024 Research Progress Report and AY2025 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" is on par with that of the previous year. On the other hand, we cannot be complacent because the percentage of respondents who do not refer to it is on the increase, albeit slightly. We will consider how we can provide more useful information in an easy-to-read manner.
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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 | AY2025 | Change |
|---|--------|--------|--------------|---------------|
| I have read them and understood the content | 95.0% | 95.1% | 95.0% | 0.1% decrease |
| I have heard of them but never read them | 3.9% | 4.0% | 4.5% | 0.5% increase |
| Never heard of them | 1.1% | 0.9% | 0.5% | 0.4% decrease |

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

| | AY2023 | AY2024 | AY2025 | Change |
|---|--------|--------|--------------|---------------|
| I have read them and understood the content | 97.5% | 97.6% | 97.4% | 0.2% decrease |
| I have heard of them but never read them | 2.1% | 2.1% | 2.2% | 0.1% increase |
| Never heard of them | 0.4% | 0.3% | 0.4% | 0.1% increase |

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

| | AY2023 | AY2024 | AY2025 | Change |
|--------------|--------|--------|--------------|---------------|
| Always | 62.8% | 72.5% | 72.3% | 0.2% decrease |
| Occasionally | 37.1% | 27.2% | 27.2% | No change |
| No, I do not | 0.1% | 0.3% | 0.5% | 0.2% increase |



Internal audit has been conducted on research funds for May-December 2024.

The internal audit has been conducted as stipulated in Article 39, Paragraph 1 of the Ritsumeikan University Regulations on the Management of Public Research Funds among the regular audits under Article 7, Item 1 of the Regulations on Internal Audit. A review meeting on the audit results was held on March 3. Matters pointed out in the Internal Audit Report will be announced in the next newsletter.

To those who are leaving or retiring from the University at the end of AY2024

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](#). (Information in English at the bottom of the page)



To those who are joining the University at the beginning of AY2025

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 [here](#).

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 2025.



Division of Research, Ritsumeikan University