



Period of suspension for researcher use of the Research Budget Management System (BCM)

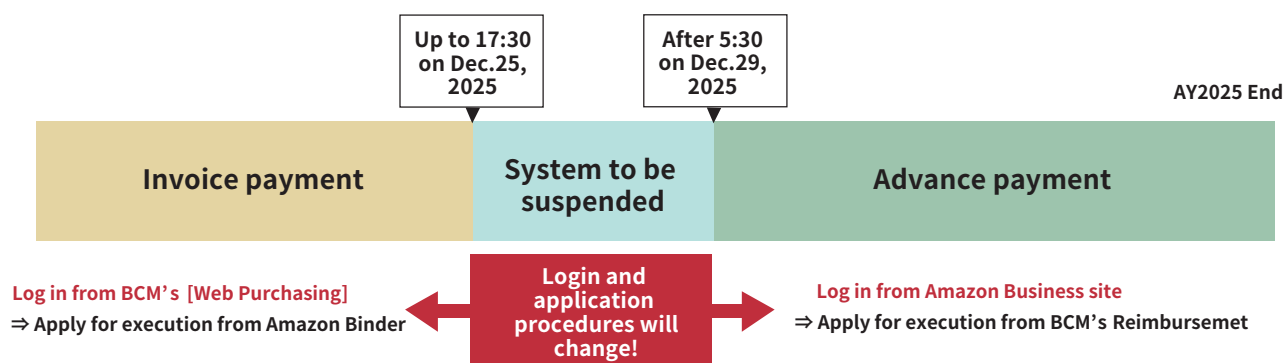
We would like to inform you about the operating schedule for the Research Budget Management System (Budget Cycle Management: BCM) for the year-end and New Year holidays. Please note that the system will be unavailable for a period due to maintenance.



Between 17:30 on Thursday, December 25 and 5:30 on Monday, December 29, 2025

Notice regarding the use of Amazon Business on the BCM

Amazon Business on the BCM for AY2025 research expenses will stop executing "invoice payment" at 17:30 on Thursday, December 25, 2025; after 5:30 on Monday, December 29, you may reimburse via "advance payment" purchases. Although you may continue to use the account linked to Amazon Business on the BCM, you will be required to register the shipping and credit card information.



Purchasing on Amazon Business has a range of delivery dates for different products. Execution by invoice payment is not possible when delivery is after the AY end (the same applies to research projects funded by Grants-in-Aid for Scientific Research (KAKENHI) and entrusted research spanning multiple AYs). Also, at the AY end, there are irregular responses such as terminated execution. Since the conventional Amazon binder cannot handle these irregularities, we have no choice but to change from "invoice payment" to "advance payment" for AY-end execution. Please place orders by 17:30 on Thursday, December 25, to the extent possible, for items that you have already decided to purchase, and for those that can be delivered by the AY end, please execute them by ordering them through "advance payment" after 5:30 on Monday, December 29.

Details on how to register shipping address information and credit card information are available on the Faculty Portal.
<https://ritsumei.lightning.force.com/lightning/r/a0efD00000h9B1tQAE/view>

Deadline for execution of AY2025 budget

This is to notify you of the deadlines regarding the execution of the AY2025 budget. Your strict adherence would be appreciated.

- (1) Orders of 100,000 yen or more per case
 - (i) Printed materials involving production
(including website production): **Thursday, December 4, 2025 [Closed]**
 - (ii) Printed materials and goods other than the above: **Thursday, January 8, 2026**
- (2) Submission of invoices, receipts and other vouchers (both data and paper media) **Friday, February 27, 2026**



For items involving purchase orders or contracts, or items that require time for delivery, please complete the procedures earlier than the abovementioned deadlines. In addition, in order to avoid concentration at the end of the academic year, cases like the following should be processed as soon as possible without waiting for the relevant deadline. If execution at the AY end is unavoidable, please consult with the office contact person for budget management in advance. Please note that we cannot guarantee budget execution before the AY end for cases that have not completed procedures or undergone preliminary consultations by the relevant deadline. We ask for your cooperation under the slogan, “Don’t procrastinate on processing execution cases.”

- Settlement of receipts on hand, and voucher submission for invoice payment
- Purchase of items that are scheduled for use and can be delivered early
- Travel requests with a confirmed itinerary, and cases for which the travel report is already available
- Submission of attendance sheets for completed work scheduled for the current month
- Advance notification to the secretariat of the execution contract for cases scheduled for execution after the deadline of voucher submissioncurrent month



Issues uncovered by the bribery scandal at the University of Tokyo Hospital

Recently, a major news story has broken about the arrest of a former employee of a medical device manufacturer and an associate professor at the University of Tokyo Hospital for bribery related to the hospital’s selection of medical equipment. In this case, the medical device manufacturer transferred 800,000 yen as a scholarship donation to the university’s account, with approximately 700,000 yen allocated to the associate professor in question. The associate professor is alleged to have misappropriated these funds for personal use, purchasing around 20 items—including tablet devices, wireless earphones, and medical reference books—for relatives at the university’s co-op and other retailers.

While this case highlights the misappropriation of funds formally received as scholarship donations, the reality of research fund execution often confuses the line between research and personal use, creating potentially ambiguous situations. This raises the fundamental question of whether researchers and research institutions can fulfill their accountability, including compliance.

It is insufficient for researchers to merely believe they have purchased items “for research purposes.” They are required to demonstrate to third parties that the purchases and usage genuinely contribute to research activities and obtain their consent. Scholarship donations are often perceived by researchers as funds that can be used relatively “at their own discretion,” unlike public research funds. Researchers need to recognize firmly that research funds may be deemed fraudulent if accountability regarding their use is not fulfilled.

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 2026.



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