



AY2022 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 AY2022 was resolved at the Research Ethics Committee on March 9, 2022. Please refer to the following URL:



http://www.ritsumei.ac.jp/research/member/research_expenses/03.html/ (in Japanese only)

Publication of "Research Fund Spending Guidebook (2022)"

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 AY2022 edition will be published in April, and we hope you will find it useful for the proper execution of research funds.

http://www.ritsumei.ac.jp/research/member/research_expenses/re02/english.html/

*The AY2022 edition will be available online after April 1, 2022.



Changes in Application Procedures in Accordance with the Ritsumeikan Regulations on Travel Expense Payment

The Ritsumeikan Regulations on Travel Expense Payment were revised (by the Executive Board of Trustees on January 19, 2022) based on the policy confirmed in the "Revision Policy on the Regulations on Travel Expense Payment in accordance with the Review of Academy-wide Travel Expense Operations" (by the Executive Board of Trustees on September 29, 2021). Starting in April 2022, all travel instruction approval, travel reimbursement, and travel reports of faculty members shall be processed on the web (Smart DB).

The present revision of the regulations will enable the traveler to apply for reimbursement in a form that more closely approximates the actual route taken and the amount of expenditures, which in turn requires the traveler himself/herself to input the actual travel route.

In order to make travel route selection and monetary input more accurate and easier as well as to eliminate the complexity of submitting documents from travel order approval to travel report, the input screen has been created on the Smart DB.

A series of procedures such as travel order application, approval, travel report, and travel expense reimbursement are now all done on the web and can also be processed on mobile devices.

For input manuals, etc., please refer to the separate information to be provided by the Office of Payroll and Employee Benefits



To those who are leaving or retiring from the University at the end of AY2021

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 modify their information registered in the e-Rad when they leave or retire. Please download the following form in the Excel format required for the procedure.

<http://www.ritsumeai.ac.jp/research/member/file/004/060/060-001-e.xlsx>



To those who are joining the University at the beginning of AY2022

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 refer to the following URL.

<http://en.ritsumeai.ac.jp/research/rosupport/>

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 2022.

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