



Guidepost

Newsletter for Proper Execution of Public Research Funds

Wishing "Guidepost" to be a coordinate axis for the proper execution of public research funds



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Creating the Organizational Climate with Higher Awareness of the Proper Execution of Research Funds

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The University has begun to take steps forward realizing a next-generation research university that generates new social symbiotic values and emergent human resources. To achieve this basic goal, we must promote research and open innovation more than ever. However, no matter how advanced our research is in progress, acting against research ethics in the process is not acceptable in any circumstances. Under the Ritsumeikan University Research Ethics Guidelines, the University has established the responsibilities and the code of conduct for researchers, and has been striving to ensure more appropriate execution of research funds.



In February 2021, the Ministry of Education, Culture, Sports, Science and Technology (MEXT) revised the "Guidelines for Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)," and today requires universities to implement thorough measures to prevent improper use, setting three pillars of "strengthening governance," "raising awareness," and "strengthening systems to prevent misconduct."

As Chief Management Director, I will work on compliance education and edificatory activities in order to create the organizational climate with high awareness for preventing improper use of research funds. As part of the activities, the University will publish "Guidepost - Newsletter for Proper Execution of Public Research Funds" to provide information on the proper execution of public research funds periodically.

I hope that you will refer to the information in this newsletter, deepen your knowledge on the proper execution of public research funds, and carry out your daily research activities properly and smoothly.

Guidepost - Newsletter for Proper Execution of Public Research Funds

As part of the compliance education and awareness-raising activities stipulated in the revision of MEXT's "Guidelines for Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)" in February 2021, "Guidepost - Newsletter for Proper Execution of Public Research Funds" (hereinafter "Newsletter") is issued quarterly.



In order to foster an awareness and culture of proper execution of research funds at the University, we will introduce in Newsletter the trends and talking points at MEXT and other central ministries and agencies regarding the management of public research funds, share cases of misuse of public research funds at other universities and the causes of occurrence therefor, point out issues raised in internal audits and inspection of vouchers, and introduce procedures related to research funds execution to ensure proper execution within the University.

(Reference) “Guidelines for Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)”

https://www.mext.go.jp/content/210201-mxt_sinkou02-1343904_21_1.pdf (in Japanese only)

Requests regarding Execution of Research Funds

The rules related to public research funds change every year. When executing research funds, please make use of the latest version of “Research Fund Spending Guidebook,” which is published and distributed annually, to ensure proper execution. If you have any questions or concerns, please feel free to contact the accounting staff of each Research Office.

<https://secure.ritsumei.ac.jp/students/research/member/file/001/011/011-p01-e.pdf?version=>



For newly appointed faculty members and researchers in AY2022:



The following page provides information on research-related procedures required upon arrival at the University. In order to ensure that your research activities at the University proceed smoothly, please be sure to check the detailed information on each link and submit the necessary documents, such as a pledge.

<http://en.ritsumei.ac.jp/research/rosupport/starting-research/>

For faculty members and researchers who apply for and receive public research funds in AY2022:



When applying for or receiving public research funds, you are required to attend compliance education and submit a pledge. If you are a recipient of public research funds in AY2022 and have not yet submitted the pledge, the relevant Research Office will provide you with individual guidance. Please submit it before commencing execution.

When you apply for a new public research fund, we will check your submission status of the pledge, and if you have not submitted it, we will urge you to do so.

The following page contains information concerning the compliance education video and pledge submission (online).

<http://en.ritsumei.ac.jp/research/rosupport/starting-research/compliance-education/>

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 September 2022.

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