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## Please make sure to complete the procedures of the settlement of business trips and out-of-pocket expenses during the summer vacation.

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Various research activities are usually observed during the summer vacation period. Please make sure to complete the procedures of the settlement of business trips and out-of-pocket expenses during the summer vacation as soon as possible.



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## To researchers who will apply/have applied for public research funds such as Grants-in-Aid for Scientific Research (KAKENHI)

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If you will apply/have applied for KAKENHI newly for this academic year and did not attend or submit in AY2020 or have never attended or submitted, please attend the compliance education and submit a "pledge" promptly.



[https://www.ritsumei.ac.jp/research/member/research\\_expenses/05.html/](https://www.ritsumei.ac.jp/research/member/research_expenses/05.html/) (in Japanese/English)

Attendance at "Research Ethics Education" is also mandatory. Please make sure to take the relevant course (the course needs to be taken in AY2021 or thereafter).

<https://elcore.jsps.go.jp/top.aspx> (in Japanese/English)

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## Cases of misconduct actually occurred in other universities

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On the webpage below of the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the outlines of the actual cases of misconduct are disclosed.

[https://www.mext.go.jp/a\\_menu/kansa/houkoku/1364929.htm](https://www.mext.go.jp/a_menu/kansa/houkoku/1364929.htm) (in Japanese only)



There are eight cases reported in the last year: the report on the next page pertains to one of them.

The University also covers cases of "fictitious claims for part-time work" occurred in the past in its compliance education videos. There have also been cases that could lead to fictitious business trips due to obscure objectives and destinations, cases of improper management of work hours, which have been discovered through inquiries from employees, and cases that could lead to fictitious employment, use for other purposes, or unauthorized use.

Please note that, regardless of the existence of actual private use, any expenditure that is not directly related to the conduct of the research for which the research funds have been provided, or any documentation that is not simply true, constitutes misconduct.

For more information on the University's approach to the proper execution of research funds and

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various procedures therefor, please refer to the Research Fund Spending Guidebook (2022).  
[https://www.ritsumeikai.ac.jp/research/member/research\\_expenses/re02/english.html/](https://www.ritsumeikai.ac.jp/research/member/research_expenses/re02/english.html/) (in English)  
 If you have any questions or concerns, please contact the Research Office at your campus.

Type of misconduct	Fictitious honorariums, fictitious business trips, and padded travel expenses
Year of occurrence	AY2013-2018 and AY2020
Amount of research funds improperly spent	1,686,792yen
Number of researchers involved	1 person
Methods	<p>&lt;Honorariums&gt; The researcher in question made his/her supervisees enter fictitious workdays and hours in their attendance sheets and pretended that they were performing research assistance work. The researcher also instructed them to hand over honorariums in cash, which had been paid into their accounts by the university, to engage in an act of claiming a rebate.</p> <p>&lt;Travel expenses&gt; The researcher in question procured cash by making false applications and reports regarding his/her business trips, such as nonexistent business trips, the false number of nights spent and the fictitious means of transportation. In addition, the researcher also made his/her supervisees use the same method to claim travel expenses and instructed them to hand over the cash, thereby engaging in an act of claiming a rebate. Even for the students who actually traveled on business, the travel expenses paid to them were temporarily transferred to the researcher in full, the researcher made them report the actual expenses, and only the actual amount was handed over to the relevant students to keep the remainder to himself/herself.</p>
Occurrence factors	<p>(1) Lack of ethical standards of the researcher concerned and the effectiveness of awareness-raising activities or the lack thereof</p> <p>Despite the fact that the researcher had attended and completed compliance education and research ethics education required by the research institution in question and submitted a written pledge not to misuse research funds, the researcher committed misuse of research funds and inappropriate acts as described herein, and there was a lack of awareness of compliance with research ethics and codes of conduct by the researcher. In addition, in the relationship between the researcher providing research guidance and the students receiving the guidance, it was becoming difficult to create an atmosphere where the students would not comply with their supervisor's guidance, and the organization did not conduct sufficient awareness-raising activities.</p> <p>(2) Issues of the checking system</p> <p>The actual status of both honorariums and travel expenses was not adequately verified by the administrative department or others.</p>

## 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 December 2022.

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