



# Guidepost

Newsletter for Proper Execution of Public Research Funds

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



Vol. **4**  
2022.3

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## AY2023 Ritsumeikan University Preventive Plan for Improper Use of Public Research Funds

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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 AY2023 was resolved at the Research Ethics Committee on March 14, 2023. Please click [here](#)(in Japanese only).

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## Publication of "Research Fund Spending Guidebook (2023)"



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 AY2023 edition will be available [here](#) in April, 2023, and we hope you will find it useful for the proper execution of research funds.

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## Smart DB for faculty members' travel order approval, travel reimbursement, and reporting



The Smart DB travel expense system has been used to submit applications and reimbursement reports for business travel expenses since AY2022. Its specifications have recently been updated as below. The target is faculty members who use Smart DB to submit travel expense applications and reimbursement reports.

For more information, please refer to the manuals below (click to download their PDF version).

- [User Manual for Travel Expense System for Faculty Members \[New Business Trip Application\] Ver. 1.5](#)
- [User Manual for Travel Expense System for Faculty Members \[Business Trip Reporting\] Ver. 1.4](#)

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## Results of the Awareness Survey on Proper Execution of Public Research Funds

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We conducted an awareness survey on proper execution of public research funds on the Smart DB application screen of the AY2023 "Research Progress Report and Research Plan for Individual Research Allowance." The following points have been identified from the outcome of the survey.

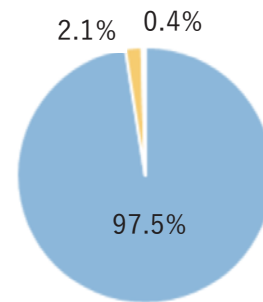
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- The majority of faculty members has reviewed and understood the MEXT “Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)” as well as the University’s regulations and rules on the prevention of improper use of research funds.  
 - Regarding the “Research Fund Spending Guidebook,” the percentage of respondents who “always refer to it” remains at around 60%. We will make efforts to improve the percentage by making it easier to read.

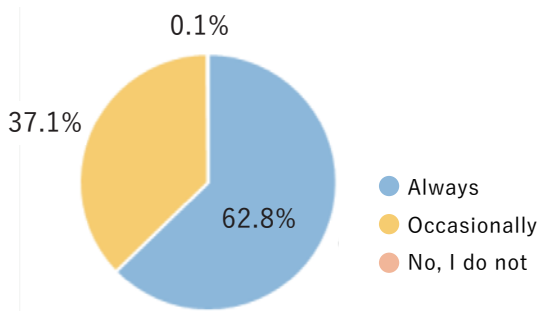
**1.** Are you familiar with the MEXT’s “Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)”?



**2.** Are you familiar with the three rules\* that the University has formulated to prevent the misuse of research funds?



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



\*The Three Rules

- Ritsumeikan University Research Ethics Guidelines
- Ritsumeikan University Basic Policy on Measures to Prevent the Improper Use of Public Research Funds
- Ritsumeikan University Regulations on the Management of Public Research Funds



## To those who are leaving or retiring from the University at the end of AY2022

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](#) (English version at the bottom of the page).



## To those who are joining the University at the beginning of AY2023

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 click [here](#) (in Japanese only).

## 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 2023.

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