

Basic Policy on Prevention of Misconduct and Misuse related to Public Research Funds

Based on the Ministry of Education, Culture, Sports, Science and Technology's Guidelines for the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards) (February 15, 2007; revised on February 18, 2014), Ritsumeikan Asia Pacific University shall establish a Basic Policy on Prevention of Misconduct and Misuse related to Public Research Funds in the university as follows.

1. Clarification of Responsibility Structure within the Institution

For the purpose of the proper administration and management of public research funds, the responsibility structure on administration and management within the university shall be specifically established and disseminated.

In addition, the President of the university shall serve as the Chief administrator, and General Administrator, Compliance Officer and Assistant Compliance Officer shall be respectively appointed aiming for the proper administration and management of public research funds.

2. Environment Supporting Proper Administration and Management

The university shall eliminate the factors causing misconduct and misuse related to public research funds, and create the environment and system where the functions to prevent misconduct and misuse related to research funds are included. Moreover, the university will maintain a consultation center to respond to concerns related to procedures and usages of public research funds and reporting centers receiving reports related to misuse of public research funds from inside and outside the university. Furthermore, the university will internally notify of the responsibilities and attitudes upon receiving and using public research funds, usage rules of public research funds, the administrative procedures, as well as the systems and initiatives to prevent misuse of public research funds, by offering the research compliance training, etc.

3. Identification of Factors causing Misconduct and Misuse related to Public Research funds / Formulation and Implementation of a Plan for Preventing Misconduct and Misuse related to Public Research Funds

The university shall identify factors causing misconduct and misuse related to public research funds, and formulate, implement, and publicize the specific plan for preventing misconduct and misuse related to public research funds on a yearly basis.

4. Proper Administration and Management of Public Research Funds

Public research funds shall be properly used based on the plan for preventing misconduct and misuse related to research funds. The research funds shall be used in accordance with the Research Funds Usage Guidebook which has specified the rules within the university on the usage of public research funds and has been annually.

5. Promotion of Information Dissemination and Sharing

The university shall internally notify of initiatives for preventing misconduct and misuse related to public research funds, Research Code of Ethics, the relevant regulations, etc., besides, publicize them to public.

6. Monitoring

For the purpose of the proper usage of public research funds, the Office of Auditing will perform internal audits, and the offices in charge of the plan for preventing misconduct and misuse related to research funds will periodically perform the monitoring. By doing the above, the university will confirm the implementation status of orders, inspections, payments, etc. and will examine accounting documents, receipts, and items purchased.