

# Handbook on the Use of Research Funds



Tokyo University of Foreign Studies

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# 1. Introduction

The purpose of this handbook is to provide faculty and staff with a clear and accessible explanation of the detailed rules for the use of research funds and the accounting regulations of Tokyo University of Foreign Studies.

Please keep this handbook in your research laboratory or office and use it as a reference for day-to-day administrative matters.

In addition, in response to the recent nationwide problems of misuse of research funds and misconduct in research activities, the University has newly established the Guidelines for the Prevention of Misconduct in Research Activities based on the guidelines of the Ministry of Education, Culture, Sports, Science and Technology. As a preemptive measure against the misuse of research funds and misconduct in research activities, we request all faculty and staff to read this handbook and cooperate on a daily basis with our efforts to prevent research misconduct.

Minoru Iwasaki

Executive Director/Vice President  
(for Research)

## 2. Code of Conduct for Research Activities

- ◆ We have established a Code of Conduct for Research Activities to ensure that all students engaged in research activities at the University recognize that they are accountable to society, and consciously take part in building and maintaining a sound research environment, as well as ensuring strict control of their own activities.
- ◆ The details of the Code of Conduct for Research Activities are summarized as follows.

### ① Responsibilities of researchers

Researchers have a responsibility to assure the quality of the specialized knowledge and skills that they themselves create, and for using their expert knowledge and skills to contribute to society.

### ② Attitude and behavior of researchers

Researchers shall recognize that they have a responsibility to meet the expectations of society, and shall make every effort to do so, always making judgments and acting with honesty and integrity.

### ③ Accountability and disclosure

Researchers are expected to disclose the significance and role of the research they are engaged in, and the possible effects of their research on society and changes it might engender, and to actively engage in explaining these to society.

### ④ Research integrity

In conducting their own research, researchers shall ensure that research and survey data are recorded, stored and rigorously handled, and not only refrain themselves from any misconduct such as fabrication, falsification, plagiarism, or misuse of research funds, but also refrain from aiding or abetting such misconduct.

### ⑤ Establishing sound research environments and educational enlightenment

Researchers should work to create a fair environment that allows for the responsible conduct of research and the prevention of misconduct, and should strive for educational enlightenment on preventing misconduct.

### ⑥ Protection of personal information and elimination of discrimination and harassment

Researchers should handle and safeguard personal information obtained in the course of research activities carefully and appropriately. Researchers shall respect the character of individuals and their human rights, and shall not engage in any form of discrimination or harassment during the course of their research activities.

### 3. Code of Conduct for Faculty and Staff Concerning the Management and Administration of Public Research Funds

- ◆ Tokyo University of Foreign Studies has established a Code of Conduct for Faculty and Staff Concerning the Management and Administration of Public Research Funds so that all faculty and staff who handle public research funds consciously engage in the sound management and administration of public research funds without misconduct and ensure strict control of their own activities.

*☆ Please keep the following five points in mind ☆*

- ① The faculty and staff have a responsibility to fulfill the public mandate for research supported by public funding based on the valuable resources provided by government support.
- ② The faculty and staff shall strive to manage public research funds appropriately and utilize these funds to conduct research efficiently and effectively, and ultimately to produce results that can be made available in the interests of the general public.
- ③ The faculty and staff shall comply with laws, regulations, and related rules in the use of public research funds.
- ④ The faculty and staff should recognize that the misuse of public research funds is not only a matter of personal morals and researcher ethics, but also an act that damages the credibility of the University and other faculty and staff members, and thus the public's trust in education and research.
- ⑤ The faculty and staff shall pay sufficient attention to conflicts of interest between individuals and organizations, and respond appropriately while giving due consideration to the public interest in their management and administration of public research funds.

## 4. What Constitutes the Misuse of Research Funds? Restrictions and Prohibitions ①

- ◆ Researchers should pay particular attention to the following three accounting prohibitions.
- ◆ The following acts of preparing fraudulent documents without any basis in fact and causing research funds to be illegitimately disbursed based on false information are equivalent to misuse of research funds, even if the funds are not used for private purposes.

### 1. Fraudulent claims due to falsification or alteration of the attendance log

[Examples of improper conduct]

- Entering a false number of hours worked in the attendance log for salaries and compensation payments paid to research assistants, and submitting a request to the University for payment of illegitimate research expenses.
- Salaries and compensation payments paid to students based on false information. Students are asked to return (or refund)\* a certain amount to cover maintenance and operating costs of the laboratory.

\* Refunds: The recovery (or forced return) of all or part of the salaries or compensation payments paid to students in a laboratory (even if the salaries were legitimate) is socially unacceptable, regardless of whether or not the individual concerned has given consent. In order to avoid any risk of suspicion of such conduct, the University prohibits all refunds of this type.

### 2. Fraudulent claims for fictitious or inflated business travel expenses

[Examples of improper conduct]

- Although travel expenses for a business trip are provided by another organization, a travel expenses claim is also submitted to the University for the same trip in order to receive a double payment.
- The travel itinerary of a business trip is changed from a one-night stay to a day trip, but the travel expenses claim is made based on the original itinerary.
- Although a business trip is canceled, a false travel expenses application is submitted in order to fraudulently claim travel expenses, and the money received is used for another business trip with a different purpose.
- Claim and receive travel expenses from the University for a trip unrelated to research or for private purposes business (e.g., a seminar trip).
- Travel on a package combining air fare and accommodation fees, but still claim full fare expenses for a train journey and standard-rate accommodation.
- Purchase a low-cost economy class ticket, but ask the travel agency to prepare a quotation and invoice for the full fare, thereby inflating the travel expenses.

## 4. What Constitutes the Misuse of Research Funds? Restrictions and Prohibitions ②

### 3. Fictitious transactions with vendors (deposit payments or alterations of names of goods\*)

[Examples of improper conduct]

- If there are surplus research funds left over, a false order is placed with a vendor, who accepts the funds as a deposit, which is used to pay for the delivery of equipment, supplies, etc. in the following year or later.
- The vendor is asked to prepare a false document that does not accurately show the actual transactions that have occurred, and is asked to keep the amount paid as a deposit to be used for other expenses.
- In order to secure payment of research funds, the vendor is asked to prepare a delivery note and invoice for a different item (or items) to what is actually delivered, since the original transaction could not be executed with the relevant funds.
- If research funds are running out, the vendor is asked to alter the date on an invoice for goods actually delivered in March to April, and the payment is then made from the budget for the next fiscal year.
- Due to a surplus of research funds, the vendor is asked to rewrite the delivery notes for items that were actually delivered in April, to show they were delivered in March, and the payment is then made from budget from the previous fiscal year.

#### \*Deposit payments or alterations of names of goods

Fictitious transactions with vendors result from close relationships between faculty and staff members and vendors. Faculty and staff should ensure that they do not have unduly close relationships with vendors and should act responsibly and with high ethical standards at all times.

### [Prohibited]



1. Fictitious compensation payments, fictitious salary payments
2. Fictitious travel, inflated claims for travel expenses
3. Fictitious orders

## 5. Disciplinary Action in Respect of Misuse of Research Funds or Misconduct

- ◆ In the event of research misconduct or misuse of research funds, both the “individual” and the “research institution” may be liable to disciplinary action by the funding agency.

### 1. Disciplinary action against the individual

**Internal disciplinary action:** Disciplinary action will take the form of summary dismissal, forced resignation, suspension from duties, salary reduction, or reprimand in accordance with Article 57 of the Tokyo University of Foreign Studies Employment Regulations, or guidance and supervision measures, such as a warning or formal caution in accordance with Article 58.

**Sanctions by funding agency:** Each competitive fund has its own penalties, such as the suspension of eligibility for grants, or the return of funds received together with additional fines. Please check the competitive funding program for more details.

**Legal action:** The University or the funding agency may file a civil action or criminal prosecution.

### 2. Disciplinary action against the research institution

The following penalties may apply to research institutions:

- ① If there was deemed to be improper accounting of research funds and failure to properly inspect deliveries of goods, the research institution is required to pay back an amount equivalent to the research funds used.
- ② If there was deemed to be misuse of research funds due to inadequate control of expenditure, the research institution will be subject to a review and potential reduction in indirect expenses.
- ③ Restrictions on competitive funding for other researchers affiliated with the research institution.



## 6. Types of Research Funds

◆ There are three major types of research expenses:

External funding	(1)	Research funds (competitive funds, etc.) allocated by the government or independent administrative institutions	<b>Subsidies (Grants-in-aid for scientific research (KAKENHI), etc.)</b> Contracted/joint research funds
	(2)	Research funds from foundations and private companies	<b>Donations (grants, etc.)*</b> Contracted/joint research funds
University self-funding	(3)	<b>Individual research expenses, special expenses (research projects, etc.)</b>	

\* **Receipt of donations by individuals for the purpose of subsidizing education and research, etc. is prohibited (donations fall under the authority of the research institution not the individual). Donations should be made to the University and used in accordance with the same procedures as other research funds.**

### 1. Competitive funds, etc.

Even if competitive research funding is proposed and adopted by an individual researcher, these funds must be managed by the research institution, not by the individual, since the grant is ultimately funded by the taxpayer. Competitive funds can be divided into two types of expenses:

Direct expenses: Costs that are incurred by the research institution or researcher who obtains the competitive funding and are directly required for carrying out research.

Indirect expenses: Costs that are allocated as a fixed proportion of direct expenses and used by a recipient organization (research institution) as expenses necessary for management pursuant to carrying out research using competitive funds (In some cases, there will be no applicable indirect costs).

### 2. Research funds from foundations and private companies

Please ensure that you carefully check all the rules that must be followed when utilizing these funds, as some of the expenses for contracted or joint research funded by foundations and private companies are funded by subsidies and contract payments from the government.

In addition, even if a donation is received directly by an individual from a company or foundation (that is, if the donation is transferred to the account of an individual faculty or staff member), this donation must be managed by the research institution if (1) the donation is intended to subsidize the training and research of the faculty or staff member in question, or (2) the donation is intended to be used to cover the expenses of conducting training and research using the University facilities and equipment. **In these cases, the individual concerned must reapply for the donation to be made over to the University rather than the individual.**

## 7. Rules for the Use of Competitive Funds

- ◆ Each competitive funding program (for direct expenses) has different items of expenditure for which the use of the funding is prohibited. Please check the terms and conditions of the program which provided the funds.

### \*The four main restrictions on the use of competitive funds are as follows:

#### ① Use of research funds in combination with other funds

If it is possible to clearly identify the allocation of separate expense items to a project, competitive funds can be used towards the cost of this project. However, multiple competitive funds cannot be pooled together.

#### ② Use of research funds for purposes other than the intended purpose

Competitive funds can only be used to pay for costs which are directly necessary to achieve the objectives of the research or that are necessary for the collation of the research results. **For example, if a part-time employee is hired with competitive funds, they cannot work on any other research than the project in question.**

#### ③ Use of research funds outside the specified term of the research project

Competitive funds can be used from the date of the offer of the grant or the date of establishment of the contract. Unless otherwise specified, the funds cannot be used for previous expenses or previous orders. In addition, only items that are delivered and inspected by the end of the fiscal year (the last day of the research period) and used for the research project can be accepted as legitimate expenses (However, this does not apply to grants that can be used over multiple fiscal years, such as grants-in-aid for scientific research, or funds that have been approved for rollover from one year to the next). Even for items that are delivered and inspected by the end of the fiscal year, the purchase of large quantities of consumables that will not be fully used within the research period will be deemed to be a “purchase to use up the budget” and will not be accepted as a legitimate expense. Therefore, **please make every effort to spend the grant at regular intervals throughout the year rather than concentrating expenditure at the end of the fiscal year.** In addition, expenditure on assets that will retain their value over the long term after expiry of the project period (e.g., real estate, construction or renovation of buildings or other facilities) is not allowed.

#### ④ Other

Use of funds to purchase alcoholic beverages, cigarettes, or other nonessential goods for personal use is prohibited. In addition, expenditure on items that should be counted in indirect costs is not allowed.

## 8. Grants-in-Aid for Scientific Research

- ◆ Grants-in-aid for scientific research (or “KAKENHI”) are a source of competitive research funding that provides grants for original and pioneering research and aims to support all types of “academic research” (research based on free thinking by researchers), from the basics to practical application, in all fields from the humanities and social sciences to natural sciences.
- ◆ The usage rules for KAKENHI vary depending on the type of expense. This is explained below. There are various programs available for the use of KAKENHI. Please utilize these accordingly.

### Grants and funding

#### Subsidies

Eligible research: Specially Promoted Research, Scientific Research on Innovative Areas, Transformative Research Areas (A), Transformative Research Areas (B), Scientific Research (S), Scientific Research (A), Scientific Research (B) (General).

⇒ In principle, subsidies are decided and research expenses are utilized on a single-year basis. However, where certain requirements are met, “adjustment funds” can be utilized in advance or else used in the following year (See page 12).

#### Multi-year funding

Eligible research: Scientific Research (C), Challenging Exploratory Research, Young Scientists (B), Scientific Research (B) (Generative Research Fields), Research Activity Start-up, Fund for the Promotion of Joint International Research (A), Fund for the Promotion of Joint International Research (B)

⇒ In the first year of funding, the value of the grant will be determined for multiple years until the final year, so that research funds can be used as the research progresses without timing restrictions based on the year-end (Requests are made at the end of the fiscal year for payment of research funds for use in the following year). Specifically, the following methods of utilization are permitted.

○ **Research funds can be used ahead of schedule** depending on the progress of research.

→ By submitting an advance payment request, researchers can bring forward the use of research funds that were scheduled to be used in the following year.

○ **Research expenses can be used (carried over) to the next fiscal year without the need for prior procedures**

→ This allows research funds to be carried over to the following year instead of having to be used up in that year.

○ Procurement of goods or research materials on a carryover basis is permitted.

→ Funds can be used to pay for travel expenses for a business trip on a carryover basis.

## 8. Grants-in-Aid for Scientific Research - Usage Rules

### Main rules for use of grants-in-aid for scientific research

#### Period of use

Subsidies can be used without interruption from the beginning of the fiscal year (April 1) to the end of the fiscal year (March 31); for multi-year funding, funds can be used from the notification of the informal offer in the first fiscal year (April 1) to the end of the final fiscal year (March 31). Researchers are requested to make every effort to spend funds in a systematic manner.

#### Treatment of unutilized amounts

At the end of the year, any unused grant money at the end of the project period must be returned to the Japan Society for the Promotion of Science. Return of unused amounts will not incur any disadvantages for in subsequent reviews of grants-in-aid for scientific research. Researchers are requested to spend research funds at regular intervals, since purchasing a large amount of consumable items at the end of the fiscal year in order to use up any unutilized funds is not permitted.

#### Advance payment of grants-in-aid for scientific research prior to receipt of grant

Grants-in-aid for scientific research are paid to research institutions around the beginning of July after the decision to award the grant has been made (The grant is not received at the time of the offer (April 1)). The University funds can be used to temporarily cover expenses from the time of the informal offer (start of a project) until payment is received in order to facilitate the smooth implementation of research (or a project). This enables researchers to purchase goods and apply for travel expenses continuously throughout the year.

\*In the event that a grant for which advance payment has been made is not approved, the relevant amount must be returned to the University.

\*Please see page 11 for information on utilization of a grant-in-aid for scientific research allocated by another institution.

#### Expenses not covered by grants-in-aid for scientific research

The following expenses are not eligible for payment of grants-in-aid for scientific research (direct expenses).

- ① Expenses related to facilities such as buildings (excludes minor installation expenses for items purchased with direct expenses).
- ② Expenses required in response to accidents or disasters that occur in the course of a subsidized project.
- ③ Labor costs or financial rewards for the principal investigator or co-investigator.
- ④ Other costs for which it would be more appropriate to use indirect costs (e.g., facilities management costs).

\*If you have any questions about the rules of grants-in-aid for scientific research, please contact the **Research Promotion Section, Research Promotion Division.**

## 8. Grants-in-Aid for Scientific Research - Usage Rules

### Start of utilization of a grant-in-aid for scientific research allocated by another institution

If you start utilizing a grant-in-aid for scientific research allocated by another institution prior to receipt of the “Notification of allocation of grant” from this institution concerned, please obtain the documents listed in the table below from this institution and review the checklist of items. Please submit these documents to the Supply and Accounting Section, Finance and Accounting Division by email, including the checklist of items ([kaikei-chotatsukeiri@tufs.ac.jp](mailto:kaikei-chotatsukeiri@tufs.ac.jp)).

Programs	Documents (Document copies are accepted (PDF, etc.))	Checklist for allocating institution
Subsidies	<ul style="list-style-type: none"> <li>Application form for grant-in-aid for scientific research</li> </ul>	<p>Check that the actual amount to be remitted is same as the amount shown in “direct expenses” (breakdown by researcher) in the co-investigator section of the grant application form</p> <p>(If there are any changes, confirm the revised allocation amount)</p>
Multi-year funds	<ul style="list-style-type: none"> <li>Application form for grant-in-aid for scientific research</li> <li>Payment request form for grant-in-aid for scientific research</li> </ul>	<p>Check that the actual amount to be remitted is the amount shown in the “claim for direct expenses for the year” (breakdown by researcher) in the co-investigator column of the payment request form</p> <p>(If there are any changes, confirm the revised allocation amount)</p>
Partial funding	<ul style="list-style-type: none"> <li>Application form for grant-in-aid for scientific research</li> </ul>	Breakdown of subsidies and funds

## 8. Grants-in-Aid for Scientific Research - Systems

### 1. Carryover system (subsidies only)

If a project appears unlikely to be completed during the current fiscal year for unavoidable reasons that could not be foreseen at the time the grant was awarded, research subsidies may be carried over to the following fiscal year provided that certain preliminary procedures are carried out (Carryover of research expenses for personal reasons is not permitted).

Examples of “unavoidable reasons” include the following:

- ① Natural disasters such as earthquakes, tsunamis, and torrential rain that make it difficult to continue research on a short-term view.
- ② Unexpected new findings that make it necessary to revise research methods, which may take up considerable time.
- ③ Postponement of travel plans or review of alternative plans due to security issues in the countries that a researcher is scheduled to visit, leading to a delay in research plans.

Multi-year funds can be carried over without the need for prior procedures.

### 2. Adjustment fund (subsidies only)

The “adjustment fund” system was introduced in FY2013 and allows for the accelerated use of unallocated research funds and the use of funds for the following fiscal year provided that certain conditions are met. There are two types of adjustment funds that can be applied for.

#### ① Advance use

→ If a research program is accelerated in the current year and the researcher wishes to use research funds for the following year and subsequent years on an accelerated basis, they are eligible to receive an additional allocation from the adjustment fund for the current year for this accelerated use.

→ The amount to be advanced is deducted from the original allocation of the following fiscal year. Additional funds will be allocated to the fiscal year concerned.

#### ② Carryover

→ If a researcher wishes to carry over research expenses to the following fiscal year, they should first utilize the carryover system. However, if the requirements of the carryover system are not met, or if a reason for carryover occurs after the deadline for application for carryover, the unused amount should be returned to the national treasury as surplus funds. These can then be utilized from the adjustment fund of the following fiscal year up to the full unutilized amount.

### 3. Extension of the grant period (Multi-year funds only)

The principal investigator can extend the utilization period of the grant (the final year balance) to the year following the final year of the research plan if there is a change in the research schedule. If you wish to obtain an extension of the research term, you must submit an application form and obtain approval from Japan Society for the Promotion of Science. The extension period for the subsidized research project may not exceed one year.

**\* The Research Promotion Section of the Research Promotion Division will notify all parties concerned when applications are made under these systems.**

## 9. Managing the Research Budget

- ◆ The University has set up a facility to enable users to view statements showing the balance of utilization of research expenses online. For grants-in-aid for scientific research, a statement is also available in Excel.

Type of expense		Grant
	Personal research expenses, donations, etc.	
Title	GrowOne Financial Accounting V3	Grant balance statement
Format	Web page (Access via browser)	Excel file (Sent as file attachment from the Finance and Accounting Division)
Browsing methods	Web browser <a href="https://zaimu2.tufs.ac.jp/zkweb/login/">https://zaimu2.tufs.ac.jp/zkweb/login/</a> Accessible at any time from any PC on the Fuchu Campus	(Regular updates) Emails from the Finance and Accounting Division every autumn (Other updates as required) Request the most recent update from the Supply and Accounting Section, Finance and Accounting Division as required via email.
Features	Users can view previously paid or processed items prior to current bank transfer payment process.	In addition to the items listed on the left, users can view the amounts to be utilized, utilization so far, and status of payments by research coordinators within the University.
Data update	Updated to the middle of month of payment. *Depending on when a user views the data, items due for payment in the following month may also be displayed.	In addition to the items listed on the left, data is updated as soon as an application is received by the relevant section. * Travel expenses are only paid after the Supply and Accounting Section, Finance and Accounting Division receives a request for reimbursement from the staff member responsible for travel expenses in each section.
Points to note	• Since the budget amount is registered after approval by the department faculty meeting, some individual projects may not be confirmed at the beginning of the fiscal year.	• There may be some expenses that have been applied for but are not yet shown on the statement. Users should check the balance by comparing the application details with the items shown.
	- Please check your research plan and the online statement regularly to ensure there are no discrepancies.	
Responsibilities for input of data	Supply and Accounting Section, Finance and Accounting Division: Goods, services, travel expenses, and compensation payments Acquisitions Section, Library and Information Resources Division: Books Salary Kyosai Section, Personnel Division: Salaries of part-time staff (TA, RA, administrative assistant, teaching assistant)	

# 10. Purchasing and Service Procedures for Goods (Excluding Books)

- ◆ At Tokyo University of Foreign Studies, orders for goods and services (printing and binding, English review, etc.) funded by research funds are generally placed by the **Supply and Accounting Section, Finance and Accounting Division** (Individual faculty members are not allowed to place orders).
- ◆ Orders for goods can be placed by email. The same applies to services. Please refer to the following flowchart for the ordering procedure. For details on how to order, please visit the Finance and Accounting Division website.  
<http://www.tufs.ac.jp/common/is/kaikei/>
- ◆ Advance payments are not permitted unless there are special circumstances, such as a sudden need to purchase something on a business trip.
- ◆ It is not possible to use advance payments for online purchases for reasons such as discounted prices, etc.
- ◆ The following items cannot be purchased with research funds.

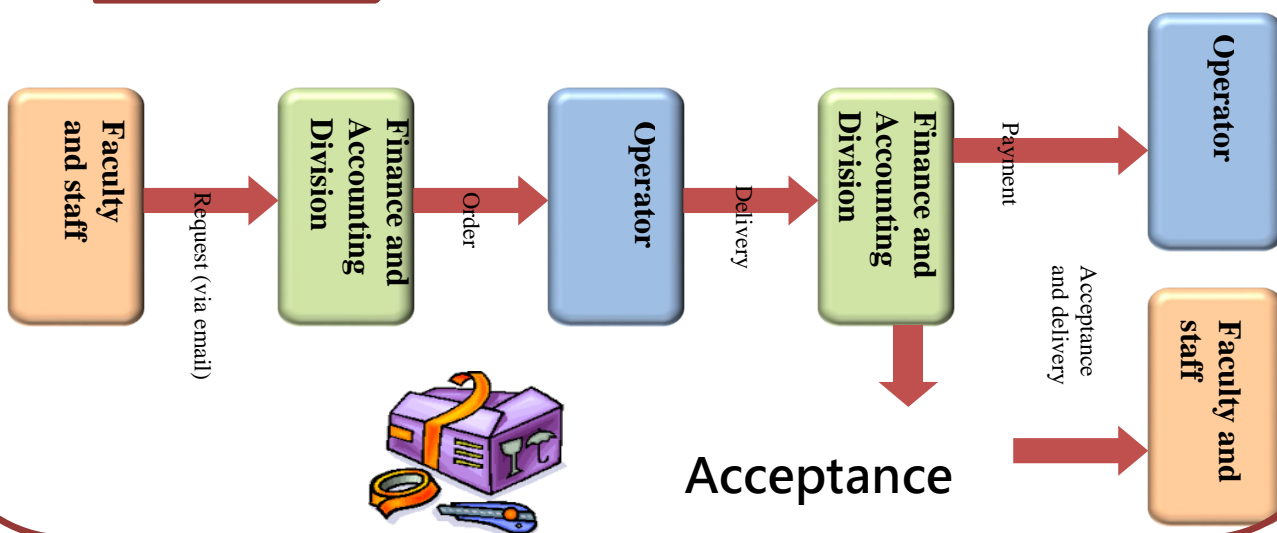
### Items that cannot be purchased with research funds in principle (examples)

- Goods not directly related to research
- Air conditioners, air purifiers, humidifiers (consult with the Finance and Accounting Division if there are special circumstances)
- Cooking utensils
- Bags (may only be permitted for carrying special equipment for research purposes)
- Business cards and seals

### Items that cannot be purchased with grants-in-aid for scientific research (examples)

- In addition to items that cannot be purchased with research funds listed on the left:
- Goods not directly related to the research topic of the grant
  - Items that should be provided by the university (furniture and fixtures (desks, chairs, shelves, etc.), telephones, fax machines, clocks, lighting equipment, shredders, etc.)
  - Annual membership fees for academic societies (admission fees are acceptable)
  - Items that will not be used within the fiscal year for which the grant is awarded.

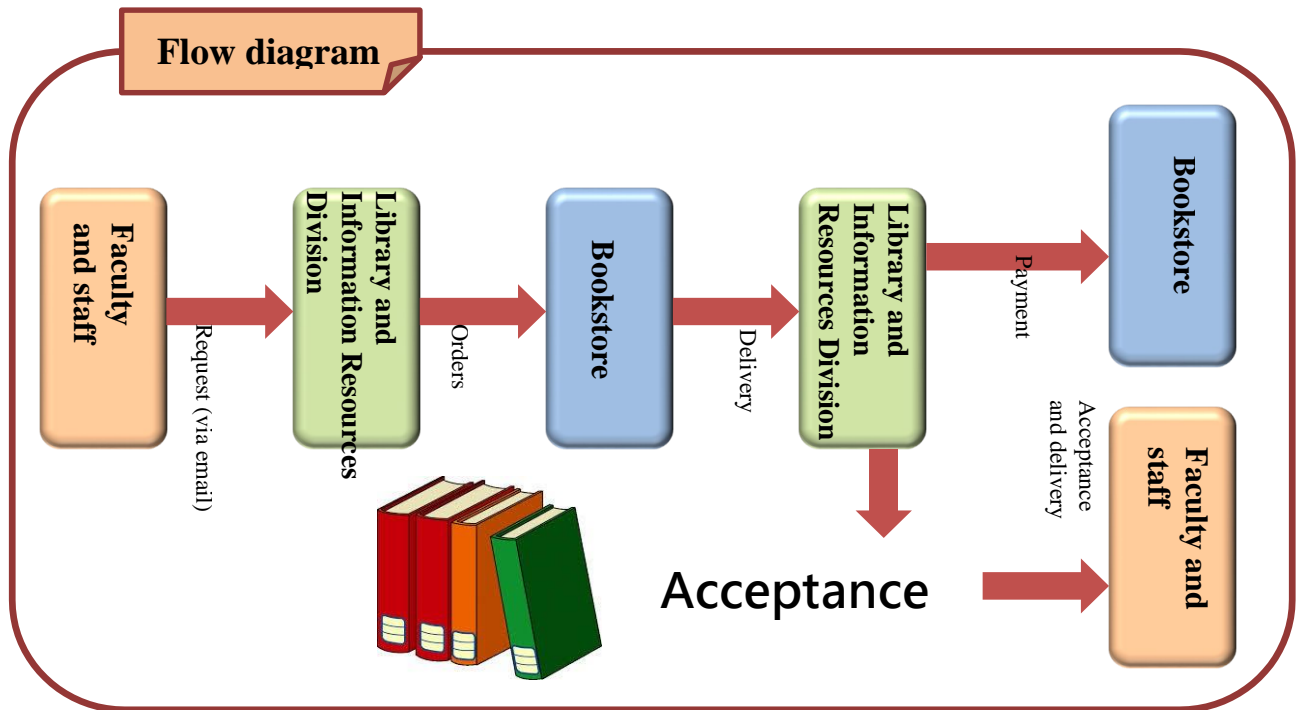
### Flow diagram





## 11. Purchasing Procedure for Books

- Purchasing procedures for library materials are handled by the **Acquisitions Section, Library and Information Resources Division**. If you wish to purchase library materials with research funds, please follow the flowchart below.



- As with the purchase of goods, the purchase (ordering) of library materials at Tokyo University of Foreign Studies is in principle handled by the Administrative Office (Acquisitions Section, Library and Information Resources Division). Faculty members are not allowed to place orders.
- To request the purchase of library materials, please download the **Library Materials Order Form** from the library website, fill in the necessary information, and send your request by email. <http://www.tufs.ac.jp/common/library/local/info/shiryo-konyu.html>
- If you are unable to purchase library materials through the above procedures due to unavoidable circumstances (e.g., purchase of library materials while traveling overseas, purchase of library materials that are difficult to obtain through general commercial channels, etc.), you may use advance payment to purchase the items. If you wish to pay in advance, please contact the Acquisitions Section, Library and Information Resources Division.
- Library materials can be purchased in the following categories.

Classificati	Definitions	Example of relevant material
Supplies	Used for education and research, supervised by the library, and used for one year or more	Books, magazines, microfilms and microreels
Consumables	Items used for education and research that are intended to be used within one year	Serial publications, microfiches, ebooks, CDs, CD-ROMs, DVDs, videos, audiotapes (media containing text, images, video, audio, and other materials not handled by the Supply and Accounting Section, Finance and Accounting Division)

## 12. Inspection and Management of Delivered Goods

### 1. Inspections

As a general rule, Tokyo University of Foreign Studies does not allow individual faculty members to place orders, and all items are ordered by the Finance and Accounting Division. For this reason, goods are delivered to the Supply and Accounting Section, Finance and Accounting Division, and books are delivered to the Acquisitions Section, Library and Information Resources Division. Goods are handed over once the acceptance inspection is completed. Please contact the relevant supervisor concerned.

### 2. Management of office equipment

#### ◆ Equipment labels

Equipment purchased by Tokyo University of Foreign Studies (mainly items of 100,000 yen or more) is registered and managed in the asset log system. Be sure to attach the equipment label that is distributed after delivery of an item where it can be seen easily. The equipment label contains the item number and other identification details.

\*The equipment label is distributed after payment to the supplier; typically this is about two months after delivery of the item.

#### ◆ Disposal, transfer, and change of the user of supplies

Users, locations of use and other details are registered in the asset log system (according to the asset registration form distributed with the equipment label). In the following cases, please contact the Supply and Accounting Section, Finance and Accounting Division for the prescribed procedures.

- Disposal of equipment
- Transfer or removal of equipment to another university (only equipment purchased with grants-in-aid-for scientific research can be transferred if a researcher transfers to another university)
- Change of user to another faculty member in the University

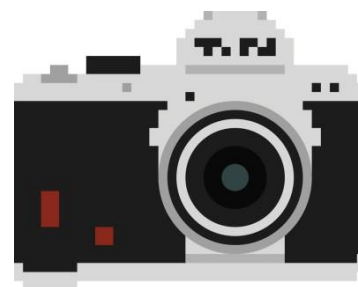
\* If you lose a label, please contact the Supply and Accounting Section, Finance and Accounting Division for a replacement.

## 13. Management of Highly Cashable Goods

- ◆ In accordance with the Tokyo University of Foreign Studies Plan for the Prevention of Research Misconduct, items with a high cash value are managed in the same way as equipment, even if they are not classified as equipment (mainly items of 100,000 yen or more).
- ◆ Please note that, as with equipment, procedures for disposal, transfer to another university, or change of user within the University must be completed in compliance with the regulations of the Supply and Accounting Section, Finance and Accounting Division.

### Management of goods that are redeemable for cash (acquisition price of less than 100,000 yen)

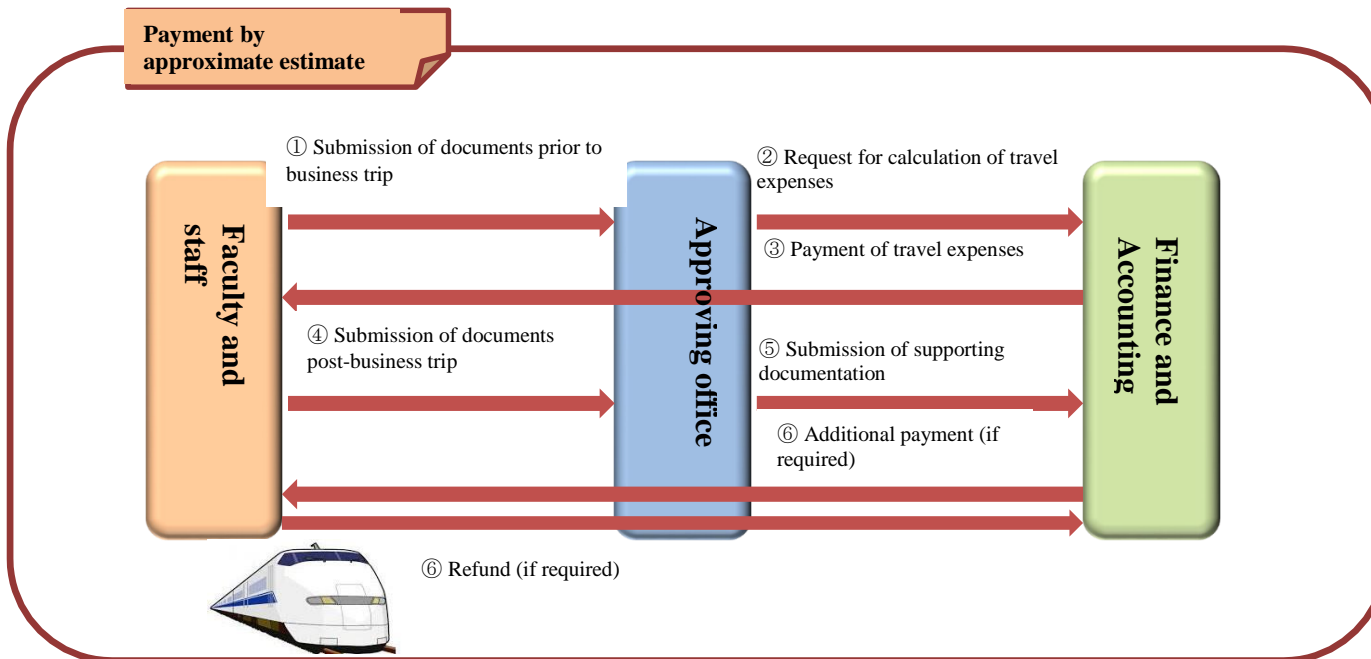
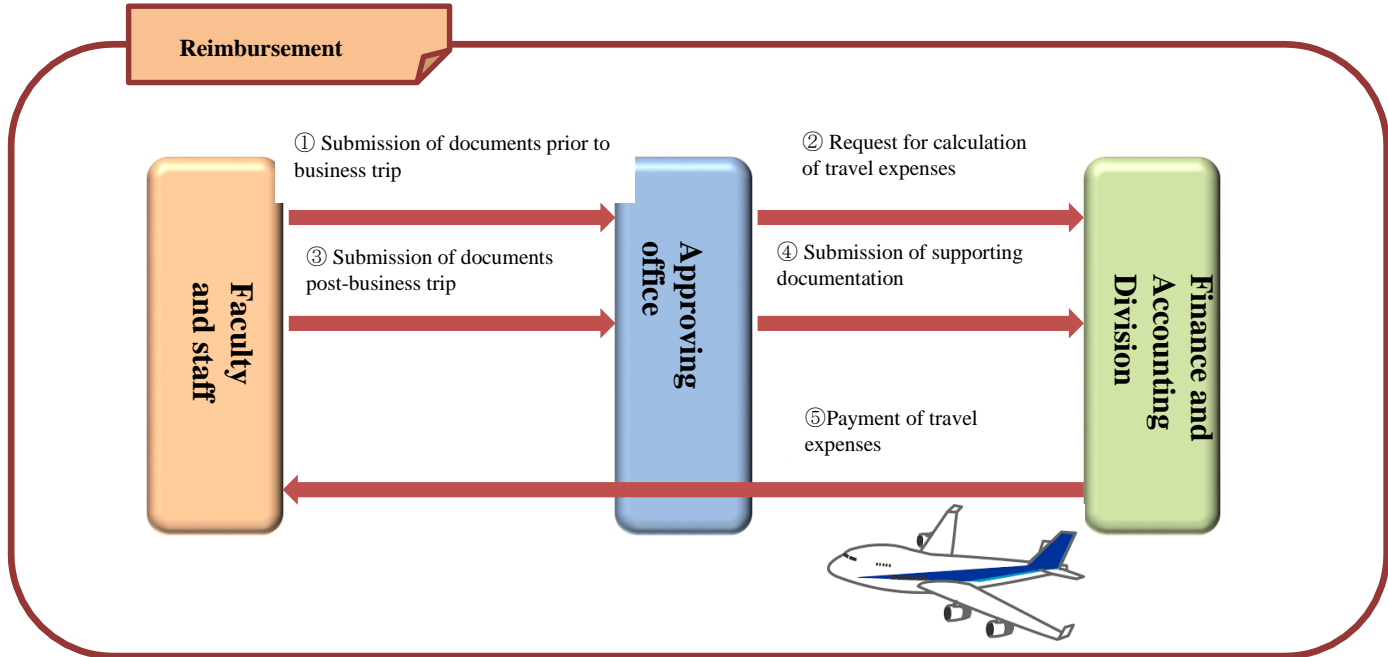
Items covered	Personal computers, monitors, tablets, digital cameras, TVs, video recorders (including audio recording equipment), video cameras
Period	Five years from the date of acquisition
Method	Labels will be distributed in accordance with the equipment, and the Finance and Accounting Division will create and manage the registration log. Information included in the log: Part name, model number, date of acquisition, acquisition price, user, location of use, expense type
Points to note	If the user is unable to affix the label to the product itself (for example, because there is no space to attach it), the user should affix the label to the case, box, warranty card, instruction manual, or delivery receipt of the purchased product and look after this carefully.
Start date	Implemented for goods delivered after April 1, 2015



\* Added since 2015 in accordance with revision of the Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions (Implementation Standards)

## 14. Procedures for Travel Expenses ①

- ◆ Payment for travel expenses is made in two ways: reimbursement or payment by approximate estimate. The required procedures are the same for both. Please refer to the following flowchart.



\*The “Approving office” will vary depending on the faculty and the travel expenses concerned (See page 33).

## 14. Procedures for Travel Expenses ②

- ◆ The following documents are required when applying for a business trip.

	Prior to business trip	Post-business trip
<b>Domestic travel</b>	<ul style="list-style-type: none"> <li>① Travel request form</li> <li>② Itinerary</li> <li>③ Estimated airfare (for air travel only)</li> <li>④ Airfare invoice (for air travel only)</li> <li>⑤ Conference material, leaflets, etc.</li> <li>⑥ Bank transfer request form (Non-University staff only)</li> </ul>	<ul style="list-style-type: none"> <li>① Travel report</li> <li>② Air ticket receipt (if payment for air travel was made in advance)</li> <li>③ Boarding ticket stub (for air travel)</li> <li>④ Record of use of rental vehicle (if payment was made in advance)</li> </ul>
<b>Overseas travel</b>	<ul style="list-style-type: none"> <li>① Travel request form</li> <li>② Itinerary</li> <li>③ Emergency contact details</li> <li>④ Estimated airfare</li> <li>⑤ Airfare invoice</li> <li>⑥ Conference material, leaflets, etc.</li> <li>⑦ Bank transfer request form (Non-University staff only)</li> </ul>	<ul style="list-style-type: none"> <li>① Travel report</li> <li>② Air ticket receipt (if payment was made in advance)</li> <li>③ Boarding ticket stub</li> <li>④ Copy of entry/exit stamp in passport</li> <li>⑤ Record of use of rented vehicle (if payment was made in advance)</li> </ul>
<b>Overseas invitation</b>	<ul style="list-style-type: none"> <li>① Travel request form</li> <li>② Itinerary</li> <li>③ Authorization and receipts (for payments by approximate estimate)</li> <li>④ Estimated airfare</li> <li>⑤ Airfare invoice</li> <li>⑥ Symposium/seminar materials, etc.</li> </ul>	<ul style="list-style-type: none"> <li>① Travel report</li> <li>② Authorization and receipts (for reimbursement)</li> <li>③ Air ticket receipt</li> <li>④ Boarding ticket stub (outbound travel only)</li> <li>⑤ Copy of entry/exit stamp in passport</li> </ul>

- ◆ Payments by approximate estimate are permitted provided that the pre-travel documents are submitted at least six weeks prior to the pre-departure payment date (end of the month). If application is made within six weeks of this date, payment will be by reimbursement (Please note that this six-week period is just a guide. It may not be possible to make a payment by approximate estimate).
- ◆ Documents to be submitted after a business trip should be submitted within two weeks of returning.

### Registration on Tabi-Regi



On July 1, 2014, the Ministry of Foreign Affairs (MOFA) launched “Tabi-Regi,” the overseas travel registration system for overseas travelers. **The purpose of this service is to provide travel information and other details to be used in the event of an emergency.** By entering details such as your travel itinerary, accommodation and contact information via the Ministry of Foreign Affairs website (<https://www.ezairyu.mofa.go.jp/tabiregi/>), you can access up-to-date travel information about your destination, emergency emails, and other notifications in case of emergency.

In light of the current situation in Japan, **we request that you register for Tabi-Regi** in addition to the current requirements for traveling abroad (for business trips and overseas training programs), namely submission of emergency contact details and taking out overseas travel insurance.

## 14. Procedures for Travel Expenses ③

### Proper verification of business travel

- ◆ In order to ensure the proper verification of the facts of a business trip based on the Tokyo University of Foreign Studies Plan for the Prevention of Research Misconduct, the following procedures have been established for travel applications and travel reports. Your full compliance is requested.

	Item	Rules for filling out the form
<b><u>Travel request form</u></b>	<b>Destination</b>	Do not write “○○, etc.” Write down all the places you plan to visit in full. If there is not enough space, fill in the itinerary on a separate sheet or write in the remarks column.
<b><u>Travel Report</u></b>	<b>Travel expenses</b>	Use of two or more external funds in one business trip. If you are using a grant (e.g., grant-in-aid for scientific research, subsidy), please use a separate sheet for each expense to clarify the relationship between the date and the expense.
	<b>Location</b>	Do not write “○○, etc.” Write down all the places you have visited in full.
	<b>Destination</b>	Please include details, such as ○○University, △△ Faculty, Residence of □□.
	<b>Outline of duties and the relationship with research</b>	Please ensure dates correspond to the work performed and fill in the details. For meetings or interviews, please specify the name and status of the other party.





\* Added since 2015 in accordance with revision of the Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions (Implementation Standards)

# 14. Procedures for Travel Expenses④

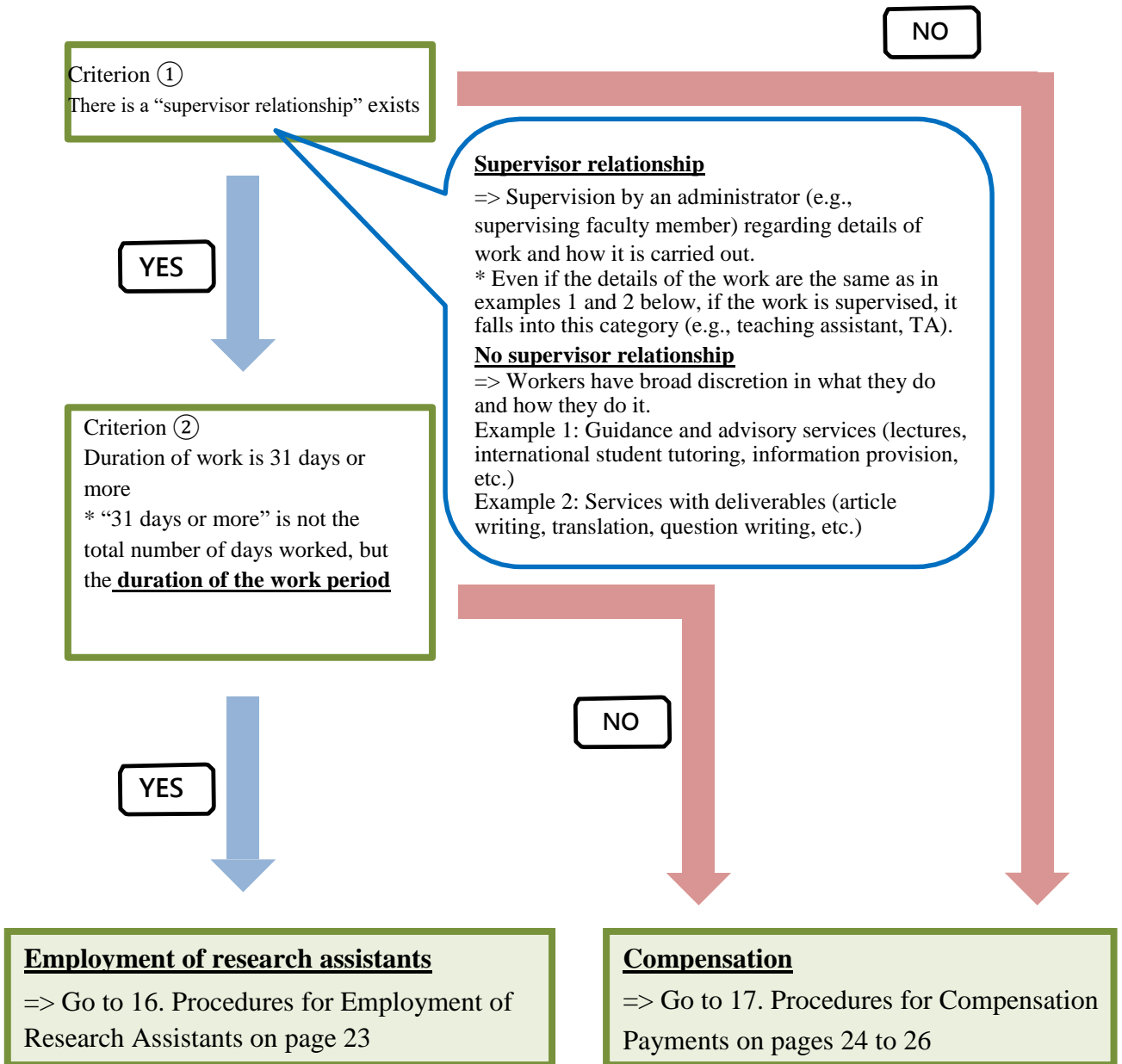
## Classes of transportation that can be used for travel paid for by research expenses and eligible fees

- The following transportation classes and fees can be paid for out of research funds at the University.

Type	Class				Seat fee	Meal charge				
<b>Rail travel in Japan</b>	Seat reservation fee	Green car fee	Gran Class fee		<table border="1"> <tr><td>Seat reservation fee</td></tr> <tr><td>○</td></tr> <tr><td>○</td></tr> </table>	Seat reservation fee	○	○		
Seat reservation fee										
○										
○										
Limited express fare for Shinkansen, etc. for distances of 100 km or more	○	×	×							
<b>Overseas rail travel</b>	3rd class	2nd class	1st class		<table border="1"> <tr><td>J-Class seat supplement (JAL)</td></tr> <tr><td>×</td></tr> <tr><td>Premium Class (ANA)</td></tr> <tr><td>×</td></tr> </table>	J-Class seat supplement (JAL)	×	Premium Class (ANA)	×	
J-Class seat supplement (JAL)										
×										
Premium Class (ANA)										
×										
Class 3	○	○	×							
Class 2	Economy class	○	○							
<b>Domestic air fare</b>	○									
<b>Overseas air fare</b>	Economy class	Premium economy (Comfort) class	Business class	1st class	Seat reservation fee (LCC)	Seat reservation fee (Preferred seat)	Meal charge (LCC)			
Faculty staff, researchers, etc.	○	×	×	×	○	×	×			
Professor or equivalent, 8 hours or more each way	○	○	○	×	○	○	×			

# 15. Distinction Between Employment of Research Assistants and Work Paid for by Compensation

◆ Please refer to the following flowchart for distinguishing between payment of salary and compensation for research assistants.

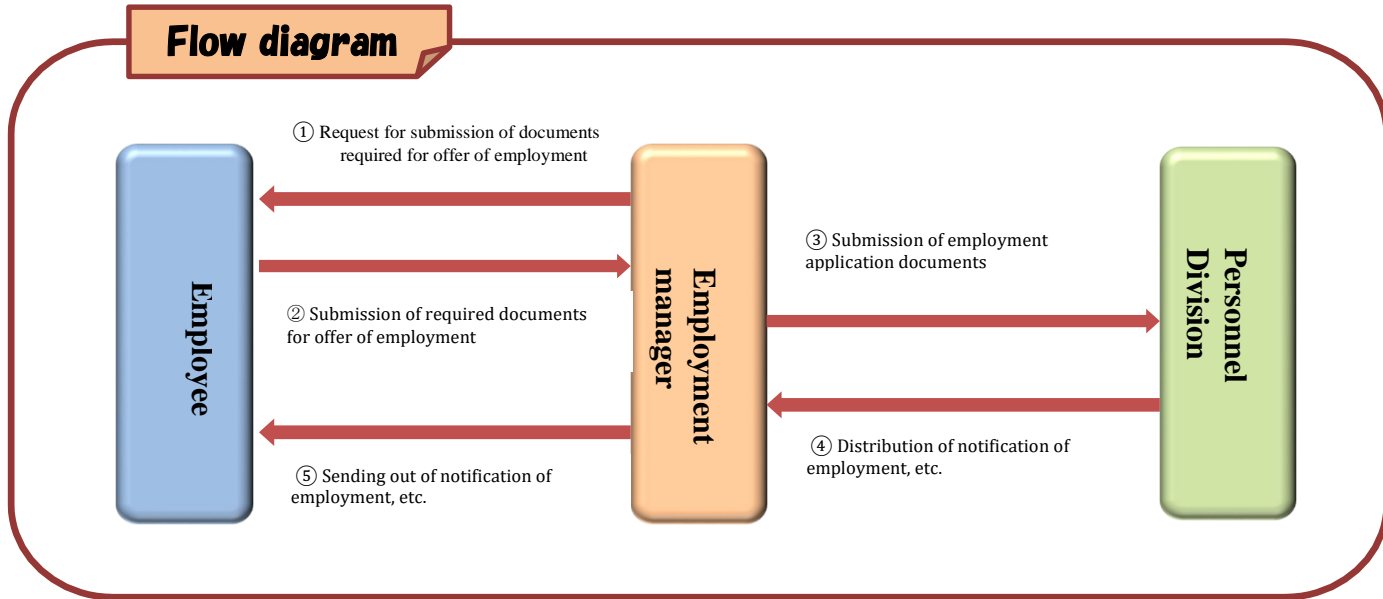


\* For further information or inquiries, please contact the Personnel Section, Personnel Division.



## 16. Procedures for Employment of Research Assistants

- ◆ The employment procedure for research assistants is handled by the **Personnel Section, Personnel Division** (or the **Graduate School Section, Educational Affairs Division** for RAs). If you wish to hire a research assistant with a grant-in-aid for scientific research, please proceed according to the flow diagram below.



### Required documents

- |                                            |                                                                     |
|--------------------------------------------|---------------------------------------------------------------------|
| ① Employment planning table                | ⑥ Certificate of items stated in residence certificate              |
| ② Work calendar                            | ⑦ Salary payment application form                                   |
| ③ Screening report                         | ⑧ Commuting report (only for those eligible for commuting expenses) |
| ④ Resume                                   | ⑨ Photo of residence card (double-sided) (if applicable)            |
| ⑤ Certificate of highest educational grade |                                                                     |

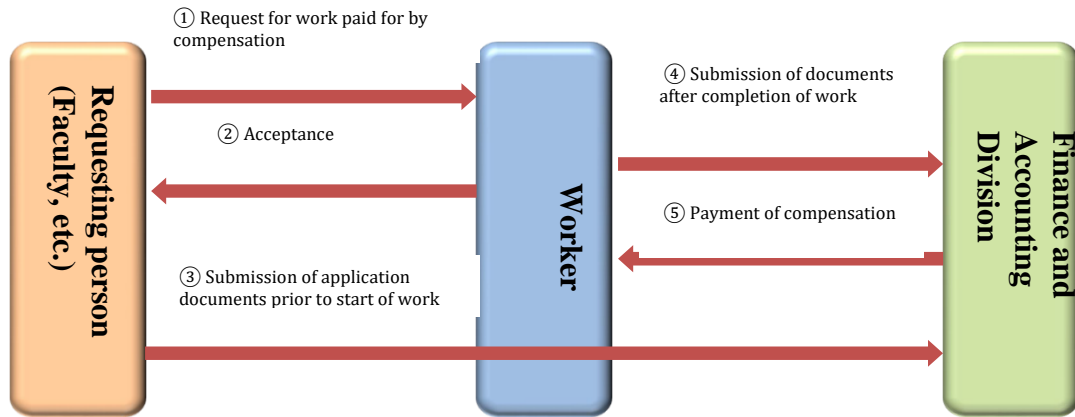
#### ☆ Points to note☆

- The application documents should be submitted to the Personnel Section, Personnel Division (or the Graduate School Section, Educational Affairs Division for RAs) **at least two weeks prior to the start of work**.
- Before going to the place of work, the employee must stop by at the Attendance Office (as indicated in the notification of employment) and must **stamp their attendance record**. If the attendance record is not stamped, the employee will be considered absent and will not be paid.

## 17. Procedures for Compensation Payments ①

- ◆ The **Supply and Accounting Section, Finance and Accounting Division** is responsible for the processing of compensation payments. In the case of work for which a compensation payment is to be paid (e.g., translation, question writing, information provision, lecturing, etc.), please follow the flowchart below.

### Flow diagram



### ☆ List of required documents ☆

Documents to be submitted prior to start of work	Documents to be submitted after completion of work
<ul style="list-style-type: none"> <li>① Application form for research assistance work, etc.</li> <li>② Resume (Copy of student ID card for students)</li> <li>③ Course registration slip (students only)</li> <li>④ Bank transfer request form</li> <li>⑤ Photo of residence card (double-sided) (if applicable)</li> <li>⑥ Application form for income tax convention (if applicable)</li> <li>⑦ Written pledge (for research assistance duties on campus only)</li> </ul>	<ul style="list-style-type: none"> <li>① For applications for research assistance work, etc.               <ul style="list-style-type: none"> <li>▪ Attendance table</li> </ul> </li> <li>② For delivered work               <ul style="list-style-type: none"> <li>▪ Report on completion of work</li> <li>▪ Deliverables (manuscripts, etc.)</li> </ul> </li> <li>③ For lectures and interpreters               <ul style="list-style-type: none"> <li>▪ Attendance log</li> </ul> </li> </ul>

### ☆ Points to note ☆

- Students are not permitted to work during class hours (for classes they are enrolled in).
- International students who are enrolled at other universities are required to obtain a “Permit to engage in activity other than that permitted by the status of residence previously granted” (permission to work part-time). Students are requested to stay within the permitted limits of their permit for the work that they do (International students enrolled at the University are not required to obtain this permit).

## 17. Procedures for Compensation Payments ②

Submission of written pledge in connection with an application for research assistance work, etc.

In accordance with the requirement for research institutions such as universities to take measures in advance to prevent misconduct based on the Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions (Implementation Standards) (revised by the Minister of Education, Culture, Sports, Science and Technology on February 18, 2014) and the Guidelines for Responding to Misconduct in Research (decided by the Minister of Education, Culture, Sports, Science and Technology on August 26, 2014), the University requires the submission of a written pledge from anyone who works for the University and are paid by compensation.

In recent years, there have been an increasing number of opportunities for students and others to participate in research projects. In order to ensure the consistent education of research ethics, this pledge is intended to promote understanding of misconduct as defined in these two sets of guidelines, as well as of research ethics, conflicts of interest, and confidentiality, among research support staff, students, and international students.

In the event that the University is found to have made insufficient effort to preempt the occurrence of misconduct as required by these guidelines, strict measures will be taken against any violations, including possible reduction of indirect expenses. We kindly ask all faculty and staff for their understanding and cooperation in the submission of this pledge.

Pledge Form (can be downloaded from the website of the Finance and Accounting Division)

<http://www.tufs.ac.jp/common/is/kaikei/chotatsu/syakin-syosiki/7.pledge.pdf>

For inquiries regarding the pledge, please contact the Supply and Accounting Section, Finance and Accounting Division.  
TEL: 042-330-5138  
FAX: 042-330-5418  
Email: [kaikei-chotatsukeiri@tufs.ac.jp](mailto:kaikei-chotatsukeiri@tufs.ac.jp)



## 17. Procedures for Compensation Payments ③

### Attendance management for workers paid by compensation

In order to ensure that attendance of workers who are paid by compensation is properly managed in accordance with the Plan for the Prevention of Research Misconduct at Tokyo University of Foreign Studies, these workers shall be interviewed on a daily basis in order to verify the work that they are engaged in.

For research assistance work lasting less than 31 days, we may interview workers at their place of work without prior notice. Please ensure that you fill out the details of the location of your work in the application form for research assistance work, etc. In addition, if the location of your work changes, please contact the Supply and Accounting Section, Finance and Accounting Division as soon as possible (contact information below).

Please note no interviews are required for translation, manuscript writing, reviewing, and other work, as well as lectures and interpreting, where there is no supervisor relationship. All application forms for research assistance work, etc. submitted after September 1, 2015 are covered by these provisions.

In addition, workers are requested to be diligent when filling out their application forms with the correct details in advance to ensure that interviews by the Administration Office remain an effective tool for attendance management.



Contact details concerning  
attendance management

Supply and Accounting Section,  
Finance and Accounting Division  
Tel: 042-330-5138  
Fax: 042-330-5418  
Email: [kaikei-  
chotatsukeiri@tufs.ac.jp](mailto:kaikei-chotatsukeiri@tufs.ac.jp)



**\* Added since 2015 in accordance with revision of the Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions (Implementation Standards)**

## 18. Plan for the Prevention of Research Misconduct ①

- ◆ Tokyo University of Foreign Studies has set out a Plan for the Prevention of Research Misconduct based on the Guidelines for the Prevention of Misconduct in Research Activities of Tokyo University of Foreign Studies (Regulation No. 71 of 2015) to aid awareness of the factors that lead to misconduct in research activities and to give guidance on how to deal with misconduct if it occurs.

### 1. Measures to Prevent Research Misconduct

#### ① Pre-emptive action against research misconduct

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Improve researcher ethics	- Conduct research ethics education to raise awareness of professional norms for researchers.	- Conduct regular education on research ethics under the supervision of a departmental Research Ethics Education Manager, utilizing appropriate programs and teaching materials on research ethics education developed by the Ministry of Education, Culture, Sports, Science and Technology.

### 2. Proper administration and management of research expenses

#### ① Clarification of system of responsibilities

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Clarify responsibilities and authority	- Lead managers and administrators at the University will take responsibility and actively promote measures for the prevention of research misconduct internally and externally to ensure proper management and administration of competitive funds. In addition, the roles, area and scope of their responsibilities and authority should be clearly explained and the system of responsibilities will be communicated and published internally and externally.	- Create diagram of system of responsibilities and communicate via the University website or briefing sessions.
Raise awareness of compliance matters	- Conduct compliance education to help researchers understand what constitutes research misconduct. - Compliance education should include the following: specific examples of misconduct; the impact of misconduct on the University; matters that must be observed including operating regulations, procedures, and the complaints system; disciplinary action by the University and personal liability for reimbursement of funds in the event that misconduct is discovered; restrictions on eligibility for applications in respect of funding agencies; measures such as the reimbursement of research expenses, and the University's measures against misconduct.	- Raise awareness of importance of compliance through communicating the University code of conduct via the University website and briefing sessions. - Compile case studies of misconduct at other universities and academic institutions and communicate these to all parties concerned within the University.

## 18. Plan for the Prevention of Research Misconduct ②

### ② Establishment of an environment that serves as the basis for proper management and administration

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Clarify and unify rules	<ul style="list-style-type: none"> <li>- Clearly define effective and easy-to-understand rules; maintain an appropriate system of checks to ensure there is no discrepancy between the rules and actual operations; review as necessary.</li> <li>- The University should strive to unify its rules and apply these on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>- Organize the rules for administrative procedures in an easy-to-understand manner. Prepare a handbook and other materials; distribute this at briefing sessions and make available on the University website.</li> <li>- Compile the most frequently asked questions and create an FAQ information document. Make this available on the website.</li> </ul>
Clarify authority	<ul style="list-style-type: none"> <li>- Establish an internal consensus on the authority and responsibility of the staff engaged in the administration of competitive research funds, and clearly define these parameters and communicate what has been agreed upon.</li> <li>- Establish an appropriate allocation of duties and ensure there is no discrepancy between the actual division of duties and the rules thereof.</li> <li>- Clarify the official duties and authority of the staff involved at each stage.</li> <li>- Establish clear procedures for decision-making in accordance with the official duties and authority of staff members.</li> </ul>	<ul style="list-style-type: none"> <li>- Create a flow diagram for administrative procedures; clarify the relationship of duties, authority and responsibility for staff members.</li> </ul>
Raise awareness of matters related to misconduct	<ul style="list-style-type: none"> <li>- Establish a code of conduct that embodies the University's philosophy as an organization to form basis for managing the risk of misconduct, and communicate this to all members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish a code of conduct for research activities and a code of conduct for the management and administration of public research funds. Publish these on the University website and communicate these at briefing sessions.</li> <li>- Require all faculty and staff involved with public research funds to submit a written pledge to comply with the code of conduct.</li> </ul>

### ③ Appropriate management and administration of research funds

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Understand and verify the status of the research budget	<ul style="list-style-type: none"> <li>- Check implementation of the budget to ensure that this is consistent with the original plan. If there are any significant delays in implementation of the budget compared to the original plan, check whether there is an issue with execution of the research plan, and if so, take remedial action.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify the Compliance Manager of the status of implementation of the budget as required.</li> <li>- The Compliance Manager should check the research plan and status, and provide instructions for improvement if required.</li> </ul>

## 18. Plan for the Prevention of Research Misconduct ③

<p>Ensure propriety in transactions with vendors</p>	<p>- It is recommended that all meetings with vendors take place in public areas. This ensures that relationships between faculty and staff and contractors do not become overly close, and helps to foster a supportive framework for business activities and an environment that facilitates consultation. This will also ensure the business environment does not become detached or isolated. As an organization, the University should promote a system that enables smooth communication with vendors.</p>	<p>- Ensure that all vendors are aware of the University's ordering, delivery, and inspection processes. - Ensure that all vendors are fully aware of actions taken by the University in respect of vendors involved in improper transactions.</p>
<p>Ensure propriety in ordering, receipt and inspection process</p>	<p>- Implement a check system for procurement, including the ordering, receipt and inspection process, to protect against misconduct and ensure the smooth and efficient conduct of research activities. For orders, implementation of the budget, status of transactions, and details of transactions are all formally verified (with instructions for remedial action).</p>	<p>- Ensure that all faculty and staff are aware of the University's ordering, delivery, and inspection processes.</p>
<p>Ensure propriety for receipt and inspection process for special services</p>	<p>- Establish clear and effective rules for receipt and inspection of goods (including the development and creation of databases, programs, and digital content, or maintenance/inspection of equipment).</p>	<p>- For receipt and inspections that require specialized knowledge, appoint an appropriate person to carry out an effective and reliable inspection.</p>
<p>Ensure proper management of part-time employees</p>	<p>- The Administration Office should conduct interviews, explain the work conditions, check attendance records and employment details at the time of hiring and on a regular basis to ensure that employee management (including aspects such as checking the work status of part-time workers) is not left solely to the research department.</p>	<p>- Clarify the procedure by creating a manual for the hiring of part-time employees and an attendance management system, and communicate this to all interested parties. - Interview part-time employees to get a better understanding of their working conditions.</p>
<p>Manage goods that can easily be converted into cash</p>	<p>- Cashable items should be managed properly by clearly indicating they were purchased with competitive research funds and also by recording the location of items so they can be easily identified. Proper controls should be applied to computers in particular.</p>	<p>- Establish specific criteria, including defining applicable goods and methods for managing highly cashable items, and communicate these throughout the University. - Carry out internal audits, including regular physical checks, to maintain awareness of how these goods are being managed.</p>
<p>Check circumstances of research business trips</p>	<p>- In order to ascertain and confirm the status of the implementation of plans for researchers' business trips, request reports on research business trips, destinations, accommodation, scheduled meetings, etc. and check that the purpose of the trip and the expenses allocated for the trip are appropriate and legitimate, including whether there is any duplication of payments.</p>	<p>- Ensure that all researchers submit applications for research business trips in advance with materials showing details of the trip, period, destination, etc. - Based on the research business trip report and related documents, check that the business trip was appropriate and legitimate.</p>

## 18. Plan for the Prevention of Research Misconduct (4)

### ④ Communication and sharing of information

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Establish and communicate information on consultation services	<ul style="list-style-type: none"> <li>- Encourage researchers to consult in advance to prevent the occurrence of accidental misconduct.</li> <li>- Usage of the consultation service builds up an accumulation of case studies which can be utilized for education of the University's basic policies and compliance matters.</li> </ul>	<ul style="list-style-type: none"> <li>- Set up a dedicated consultation contact point at the Administration Office, and make these details available on the website.</li> </ul>

### ⑤ Proper approach to audits and reviews

Objective	Plan for the Prevention of Research Misconduct	
	Approach	Specific actions
Conduct effective audits	<ul style="list-style-type: none"> <li>- Develop and implement an effective University-wide monitoring system to minimize the risk of misconduct.</li> <li>- Analyze the factors that cause misconduct in accordance with actual circumstances, conduct focused and flexible reviews of risk management and the potential for misconduct. Continually enhance and strengthen organizational systems to check for risk of misconduct.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish standards including auditing methods and carry out systematic internal reviews.</li> <li>- Disclose internal audit findings and areas for improvement to the University to ensure understanding by all parties involved.</li> </ul>





## 19. Contact Point for Reporting or Consulting on Research Misconduct

- ◆ The University of Tokyo has established the following contact point for reporting and consultation on research activities. This contact point handles allegations from both inside and outside the University, as well as consultations and submissions of information regarding misconduct (including suspected misconduct).

### 1. Contact Point for Reporting or Consulting on Research Misconduct

Name: Tokyo University of Foreign Studies Contact Point for Reporting or Consulting on Research Misconduct

Address: 3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534

Contact: Research Promotion Division, Tokyo University of Foreign Studies

Tel: 042-330-5593

Fax: 042-330-5610

Email: [fusei-madoguchi@tufs.ac.jp](mailto:fusei-madoguchi@tufs.ac.jp)

Contact person: Research Promotion Division staff



### 2. Points to note for reporting on suspected research misconduct

- ① Allegations shall be accepted in writing. As a general rule, allegations should be made in the name of the reporter and are only accepted if full details of the matter are clearly stated, including the name of the person or group that has committed the alleged act of misconduct, circumstances of the act of misconduct, and scientific and legitimate reason as to why this act constitutes misconduct.
- ② The details of all allegations submitted to Contact Point for Reporting or Consulting on Research Misconduct are kept strictly confidential to ensure that no disadvantage accrues to anyone who submits an allegation.
- ③ If an allegation is determined to have been lodged out of malice, the name and affiliation of the reporter shall be disclosed, and necessary measures, such as disciplinary action or prosecution, shall be taken.

**\* More details are available on the University website.**

Contact Point for Reporting or Consulting on Research Misconduct

## 20. Contact Point for Administrative Procedures ①

### ◆ Application, system, and rules for use of research funds

Consultation items	Contact point	Contact (Extension)	Email
Inquiries regarding application, system and usage rules for research expenses	Research Promotion Section, Research Promotion Division	5593	kenkyu-kenkyo@tufs.ac.jp

### ◆ Administrative procedures for goods, library materials, compensation payment, services, and employment

Consultation items	Contact point	Contact (Extension)	Email
Inquiries regarding the purchase of goods (excluding library materials), compensation payments and services	Supply and Accounting Section, Finance and Accounting Division	5138 5598 6598	kaikei-chotatsukeiri@tufs.ac.jp
Inquiries regarding the purchase of library materials	Acquisitions Section, Library and Information Resources Division	5597 6597	tosho-ukeire@tufs.ac.jp
Inquiries regarding employment of research assistants	Personnel Section, Personnel Division	5127	jinji-roumu@tufs.ac.jp



## 20. Contact Point for Administrative Procedures ②

A. Administrative procedures for travel expenses (for business trips funded by **grants-in-aid for scientific research, etc.**)

Department of principal investigator		Contact point	Contact (Extension)	Email
Institute of Global Studies	If you have a laboratory in the Research and Lecture Building	Research Promotion Section, Research Promotion Division	6593	kenkyu-kenkyo@tufs.ac.jp
Institute of Japan Studies				
World Language and Society Education Centre	If you have a laboratory in the Japanese Language Center for International Students	Japanese Language Center for International Students Administrative Office	5760	ryugakusei-nihongo@tufs.ac.jp
African Studies Center				
Research Institute for Languages and Cultures of Asia and Africa		Inter-University Research Section, Research	6603	kenkyu-zenkoku@tufs.ac.jp

B. Administrative procedures for travel expenses (when traveling on **personal research expenses or at the expense of the recipient organization**)

Department		Contact point	Contact (Extension)	Email
Institute of Global Studies	If you have a laboratory in the Research and Lecture Building	Institute of Global Studies Administrative Division	5555	ok@tufs.ac.jp
Institute of Japan Studies				
World Language and Society Education Centre	If you have a laboratory in the Japanese Language Center for International Students	Japanese Language Center for International Students Administrative Office	5760	ryugakusei-nihongo@tufs.ac.jp
African Studies Center				
Research Institute for Languages and Cultures of Asia and Africa		Inter-University Research Section, Research Promotion Division	6603	kenkyu-zenkoku@tufs.ac.jp

\*If your affiliation is not shown in Table A, please contact the Research Promotion Section, Research Promotion Division; if your affiliation is not shown in Table B, please contact the office that manages your attendance record.

**◆ Misuse of research funds and misconduct in research activities significantly undermine public trust in academic research.**

**◆ Research funds must be properly implemented and managed in order to safeguard the research funds of faculty and staff.**

For inquiries regarding the Handbook on the Use of Research Funds, please contact the Research Promotion Section, Research Promotion Division, Tokyo University of Foreign Studies.  
Tel: 042-330-5593  
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