

International University of Japan Regulations for Proper Management of Research Fund (Tentative Translation)

Enacted March 30, 2015

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Revised December 1, 2022

(Objectives)

Article 1 These regulations shall, based on “International University of Japan Code of Conduct for Researchers (Approved on March 30, 2015 by the Board of Trustees Meeting), by facilitating necessary measures for the IUJ research fund, aim to properly manage and administer research funds at the International University of Japan (hereinafter referred to as IUJ), promoting preventive measures against misconduct in the use of research fund, and thereby developing and prospering research activities to be conducted at IUJ.

(Definitions)

Article 2 Definitions of terms as used in these regulations shall be defined as follows.

(1) Research Fund

Public research money funded by National or local governments such as Grants-in-Aid for Scientific Research (KAKENHI) funded by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), other research money funded externally, including contracted research with private enterprises, and IUJ's own money for research funds and grants.

(2) Researchers

Those who conduct research by using the Research Fund.

(3) Staff members

Those staff members who are engaged in jobs relevant to management and administration of the Research Fund, including non-full-time and non-regular staff members.

(4) Misconducts

Use of research fund (intentionally or by critical error) for the purpose other than research or against agreed-upon condition when allocation of research fund/money

(5) Departments

Graduate School of International Relations, Graduate School of International Management, Center for Language Education and Research, IUJ Research Institute, Center of Global Communication

(6) Funding Institutions

Institutions that provide research fund including MEXT, Japan Society for the Promotion of Science (JSPS)

(7) Compliance Education

Education provided to IUJ researchers and employees to ensure that they understand the rules for the use of research funds they handle, the responsibilities associated with the use of such funds, and what actions constitute misconduct, in order to prevent misconduct before it occurs.

(8) Awareness-raising activities

Activities conducted by the University to raise awareness and spread awareness of the prevention of misconduct in order to create an organizational culture that does not allow misconduct to occur.

(Responsibilities)

Article 3 Researchers and Staff members MUST recognize the significance of research as productive intellectual activity entrusted by the society for the public good, comply with relevant Act, ordinances and IUJ regulations, cooperate proactively with the monitoring activities implemented by the Chief Administrative Officer in accordance with Article 7-3, and make every effort to manage properly and use the Research Fund effectively.

(Use of Research Fund)

Article 4 Researchers and Staff members must use the Research Fund in accordance with such rules and procedures as designated by respective research funding resources, IUJ Regulations and Handbook for Use of Research Funds/Grants.

4-2 Procurement of equipment and materials in regard to research activities shall be designated separately.

4-3 When conducting research, Researchers and Staff members shall submit a pledge based on the “IUJ Code of Conduct for Researchers” and responsibilities as designated in Article 3

(Chief Administrative Officer)

Article 5 IUJ shall have a Chief Administrative Officer who manages overall research activities at IUJ and has primary responsibility for and authority to manage the Research Funds.

5-2 The President of IUJ shall be the Chief Administrative Officer.

5-3 The Chief Administrative Officer shall perform the matters listed in (a) through (d) below.

(a) The Chief Administrative Officer shall formulate and disseminate the basic policy on the prevention of improper use of research funds (hereinafter referred to as the "Basic Policy"), and take the necessary measures to implement the Basic Policy.

(b) The Chief Administrative Officer shall exercise appropriate leadership so that the General Administrative Officer and the Compliance Promotion Officers can operate and manage research funds responsibly.

(c) In formulating basic policies and specific measures to prevent misconduct, The Chief Administrative Officer shall lead deliberations and deepen discussions at the Board of Directors on such matters as the implementation status, effectiveness of preventative measures.

(d) The Chief Administrative Officer shall conduct various awareness-raising activities regularly to raise the awareness of and spread awareness among the University's researchers and staff.

(General Administrative Officer)

Article 6 IUJ shall have a General Administrative Officer who assists the Chief Administrative Officer and shall have substantive responsibility and authority for the management and operation of research funds throughout the University.

6-2 The President shall assume the position of General Administrative Officer as well.

6-3 The General Administrative Officer is responsible for overseeing the cross-organizational system of fraud prevention measures. Based on the basic policy, the General Administrative Officer shall formulate specific measures for the University as a whole, check their implementation status, and report the implementation status to the Chief Administrative Officer.

(Compliance Promotion Officer)

Article 7 IUJ shall have Compliance Promotion Officers responsible for managing the Research Fund with regard to the respective department concerned.

7-2 The Deans and Directors of the departments described in Article 2-5 i.e., Graduate School of International Relations, Graduate School of International Management, Center for Language Education and Research, IUJ Research Institute, Center of Global Communication, shall be Compliance Promotion Officers.

7-3 The Compliance Promotion Officers shall perform the matters listed in (a) through (d) below.

(a) Implement measures in the departments under their management, supervision, or guidance, check the implementation status, and report the implementation status

to the General Administrative Officer.

- (b) In order to prevent fraud, compliance education shall be provided to all members involved in the operation and management of research funds within the department, and the status of participation shall be managed and supervised.
- (c) Regularly conduct awareness raising activities in the departments under their management, supervision, or guidance.
- (d) Monitor whether the members are appropriately managing and executing competitive research funds, etc., in the departments under their management, supervision or guidance, and instruct them to make improvements as necessary.

(Publication of job titles)

Article 7.2 The job titles of the persons responsible under Articles 5, 6, and 7 shall be made public.

(Role of Auditors)

Article 7.3 The Auditors of the International University of Japan Educational Corporation (hereinafter referred to as "Auditors") shall confirm the status of the development and operation of internal controls for fraud prevention from the perspective of the corporation as a whole, and shall report the results regularly at meetings such as the Board of Directors and provide opinions.

7.3-2 The Auditors shall confirm, in particular, whether the fraud prevention plan reflects the factors causing the occurrence of fraud as clarified by such activities as monitoring conducted by the Chief Administrative Officer or the Compliance Promotion Officer and internal audits, and whether the fraud prevention plan is properly implemented, and shall regularly report the results of such confirmation to the Board of Directors, etc., and provide their opinions.

Article 8 deleted

Article 9 deleted

Article 10 deleted

Article 11 deleted

(Clarification and unification of rules)

Article 12 The rules shall be clearly defined so that they are easy to understand for all members involved in the operation and management of research funds, and shall be reviewed from the viewpoint of whether there is any discrepancy between the rules and the actual status of operation, whether an appropriate checking system can be maintained, and so on.

12-2 The rules shall be unified as an institution.

12-3 Systematize the overall picture of the rules and disseminate them in an easy-

to-understand manner to all constituents involved in the operation and management of research funds.

12-4 The rules shall be thoroughly communicated to students and others who receive rewards, travel expenses, etc., from research funds.

(Clarification of Administrative Authority)

Article 13 The authority and responsibilities of the members regarding the administrative handling of research funds shall be agreed upon within the university, clearly defined, and shared in understanding.

13-2 Appropriate division of duties shall be established so that there will be no discrepancy between the actual division of duties and the rules for segregation of duties.

13-3 Clarify the authority of duties of those involved at each stage.

13-4 Establish clear decision-making procedures in accordance with the authority of duties.

(Misuse Prevention Plan and Office of Misuse Prevention of Research Funds)

Article 14 The Office of Misuse Prevention of Research Funds shall be established, which shall be in charge of promoting misuse prevention from the perspective of the University as a whole, and shall consist of the following personnel

- (1) Secretary General
- (2) Secretary General of the Center for Global Communications
- (3) Manager of the President's Office
- (4) Manager of the Office of General Affairs
- (5) Manager of the Office of Academic Affairs
- (6) Others as deemed necessary

14-2 The Office of Misuse Prevention of Research Funds, together with the General Administrative Officer, shall formulate specific measures for the institution as a whole (including a misconduct prevention plan, a plan for compliance education and awareness-raising activities, etc.), and check the implementation status.

14-3 The Office of Misuse Prevention of Research Funds shall strengthen cooperation with the auditors, provide necessary information, etc., and create opportunities to exchange opinions on the status of formulation, implementation, and review of the Misconduct Prevention Plan.

14-4 The Office of Misuse Prevention of Research Funds, in cooperation with the Internal Audit Office, will systematically organize and evaluate the situation of the university as a whole to determine where and in what form the factors that cause misconduct exist.

14-5 Based on the basic policy for misconduct prevention measures formulated by

the Chief Administrative Officer, the General Administrative Officer and the Office for the Prevention of Misconduct in Research Funds shall formulate a fraud prevention plan as the highest level of specific measures for the entire institution.

14-6 In formulating the Misconduct Prevention Plan, the above-mentioned misconduct factors and corresponding misconduct prevention measures shall be reflected and made effective, and shall be reviewed as necessary to improve efficiency and appropriateness in response to the identification of Fraud Factors.

14-7 The above-mentioned misconduct factors and corresponding misconduct prevention measures shall be as described in Appendix I.

(Confirmation of budget execution status)

Article 15 The secretariat shall verify the status of budget execution to ensure proper budget execution, and confirm that it is in line with the actual status.

15-2 If budget execution is significantly delayed compared to the original plan, the secretariat shall check whether there are any problems with the execution of the research plan, and take remedial measures if there are any problems.

(Order and Inspection of Goods and Services)

Article 16 The secretariat shall identify the source of expenditure funds at the order stage so that the status of budget execution can be ascertained without delay.

16-2 In light of the fact that illicit transactions tend to occur in situations where the relationship between members and vendors is close, measures shall be taken to prevent collusion. For this purpose, the policy for suspending transactions with vendors involved in unauthorized transactions, etc., will be established as described in Appendix II, and the policy and rules, etc., concerning the University's measures against unauthorized transactions will be made known to all members, and they will be asked to submit a written pledge after considering a certain number of transactions (frequency, amount, etc.), risk factors and effectiveness at the University, and other factors.

16-3 In principle, the secretariat will conduct the ordering and acceptance inspection operations, and will establish, operate, and manage a system in which checks by parties other than those involved will function effectively.

16-4 However, from the viewpoint of smooth and efficient execution of research, etc., if researchers are allowed to place orders, they should do so after establishing clear rules, such as by ordering orders of a certain amount or less. In such cases, the researcher himself/herself should be given an understanding of the authority and responsibilities in advance.

16-5 Effective and clear rules for acceptance inspection for special services (development and creation of databases, programs, and digital contents, maintenance and inspection of equipment, etc.) will be established and operated as described in Appendix III.

16-6 Standards for the appropriate management of highly redeemable goods shall be established as described in Appendix IV.

16-7 Details and other matters related to the above-mentioned ordering, acceptance inspection, etc. shall be stipulated in the "Guidelines for Handling IUJ Research-Related Procurement.

(Management of Employment and Business Trips)

Article 17 In principle, the secretariat shall conduct employment management, such as checking the work status of part-time employees.

17-2 The secretariat shall have a system to grasp and confirm the status of implementation of travel plans, etc. of researchers.

(Monitoring and auditing)

Article 18 A monitoring and auditing system shall be established and implemented from the perspective of the institution as a whole for the proper management of research expenses.

18-2 The Office of Internal Audit shall be clearly positioned as an organization under the direct control of the Chief Administrative Officer, and shall be given effective authority and strengthened.

18-3 The Office of Internal Audit shall periodically check a certain number of accounting documents against the rules every fiscal year to ensure that formal requirements, etc., are met. It will also verify deficiencies in the management system for research expenses.

18-4 In addition to the above, the Office of Internal Audit shall strengthen cooperation with the Office of Misuse Prevention of Research Funds, analyze factors in line with the actual conditions of the institution, and then conduct risk approach audits, including unannounced visits, by extracting samples with emphasis on the risks that may cause misconduct.

18-5 In conducting internal audits, the audit plan shall be reviewed from time to time to improve efficiency and appropriateness according to the factors that may cause fraud identified through past internal audits and monitoring conducted by the Chief Compliance Officer and the Compliance Promotion Officer, and the audit plan shall be reviewed by persons with specialized knowledge (certified public accountants, persons with audit experience, etc.). The quality of internal audits shall be improved by utilizing persons with specialized knowledge (e.g., certified public accountants and persons with experience in auditing).

18-6 Strengthen cooperation between the Internal Audit Office, the Auditors, and the Accounting Auditors to provide necessary information, etc., and improve the quality of internal audits efficiently and appropriately.

In addition, the Internal Audit Office will regularly exchange opinions on the status of the development and operation of internal controls for fraud prevention, monitoring, internal audit methods, and the operation and management of research expenses, so that efficient, effective, and multifaceted audits can be carried out.

18-7 The University will cooperate in monitoring and surveys conducted by MEXT on the research expenses management and auditing system.

18-8 The results of internal audits, etc. will be disseminated by utilizing them in compliance education and awareness-raising activities, etc., to ensure that similar risks

do not occur in the institution as a whole.

(Counsel/Whistle-blowing Contact)

Article 19 The Office of Internal Auditing (OIA) shall be a contact point for counseling or a whistleblowing concerning misconducts.

(Manner of whistle-blowing)

Article 20 Whistle-blowing can be made via telephone, document, fax, e-mail or interviews.

20-2 When receiving a claim for whistle-blowing, OIA shall confirm the following items.

- (1) Name, organization (occupation) and contact information of the whistle-blower
- (2) Name of researcher(s), research organization(s) or group(s) allegedly committed misconducts in research (hereinafter referred to as “alleged researcher”)
- (3) Descriptions of the misconducts and rational reasons by which misconducts are judged.

20-3 In principle, claims for whistle-blowing shall not be accepted unless items in the above are confirmed. However, exceptions may apply if anonymity is considered reasonable.

20-4 When accepting a claim for whistle-blowing, the OIA Manager must report it to the President immediately.

20-5 In exceptional circumstances, President referred to in or after Article 5 in these regulations may be replaced by IUJ Chairman.

(Prevention of Malicious Claims)

Article 21 OIA shall confirm the following items with whistle-blowers to prevent false and malicious claims.

- (1) Claims for whistle-blowing shall not be accepted unless items in article 20-2 are confirmed.
- (2) Whistle-blowers may be asked to cooperate for investigation.
- (3) When claims are recognized false and malicious ones, whistle-blowers may be filed for disclosure of their names, disciplinary actions and/or criminal complaints.

(Preliminary investigation)

Article 22 When an alleged misconduct is reported as per Article 5-4, The President shall immediately conduct preliminary investigation on the following matters.

- (1) likelihood that the reported instance of misconduct occurred
- (2) Reasonability of claims

(3) Necessity of formal investigations

(4) Other matters deemed necessary

22-2 The President shall nominate, in principle, a superior of the alleged researcher as the primary investigator for the preliminary investigation (hereinafter referred to as “primary investigator”) as per the previous item.

22-3 The primary investigator may ask cooperation from the whistle-blower, an alleged researcher and other related parties.

22-4 The whistle-blower must cooperate proactively and faithfully to the primary investigator and may not decline without justifiable reasons when asked for cooperation as per the previous paragraph.

22-5 The primary investigator must report the results of the preliminary investigation to the President within 30 days, in principle, from the beginning date of the investigation.

22-6 When an alleged misconduct case is regarding a research project funded by public institutions providing competitive research fund (hereinafter referred to as “Funding Institutions”), the President shall report it to Funding Institutions within 30 days after acceptance of a claim for whistle-blowing and consult as to whether or not a preliminary investigation must be conducted.

(Procedures after preliminary investigation)

Article 23 Based on the results of the preliminary investigation as per Article 7-5, the President shall immediately decide whether the formal investigation is conducted for the claim concerned.

23-2 When deciding to conduct a formal investigation as per the previous paragraph, the President must immediately notify both the whistle-blower and the alleged researcher of the decision and must report it to the Chairman of IUJ.

23-3 When deciding not to conduct a formal investigation as per the previous paragraph, the President must immediately notify both the whistle-blower (and the alleged researcher only when he/she has been asked for cooperation as per Article 7-3) of the decision. The notification must accompany reasons of the decision.

23-4 When judging, based on the preliminary investigation results, that the claim is false and malicious one, the President shall give notification to the whistle-blower and his/her superior or the head of his/her institution, and take necessary actions against him/her.

23-5 When receiving a file of complaints on the investigation results from the whistle-blower after the notification as per previous articles 8-3 and 8-4, the President may, if necessary, demand the primary investigator to conduct re-investigation.

(Investigation committee)

Article 24 When deciding to conduct formal investigation as per previous Article 23-1, the President shall immediately form an Investigation Committee for Research Misconduct (hereinafter referred to as “FIC or Formal Investigation Committee”).

24-2 An FIC shall consist of the following members named by the President.

- (1) General Administrative Officer
- (2) One of the following: Deans of the Graduate Schools, Directors of Centers for Language Education and Research, IUJ Research Institute or Global Communication Center, or IUJ Office Managers or those in managerial positions
- (3) Within 2 members from all the faculty and staff members
- (4) 1 or more knowledgeable individuals external to IUJ

24-3 Those who have a direct interest with the whistleblower or the alleged researcher may not be a committee member.

24-4 The FIC shall have a chairman to be assumed by the member as per Article 24-2(1).

24-5 The Chairman shall convene and chair a Committee meeting.

24-6 When the Chairman is absent from unavoidable reasons, another FIC member, based on the rank predetermined by the President, shall act on behalf of them.

24-7 The FIC may not have a meeting and not make any decisions unless otherwise it has presence of two-third of the Committee members.

24-8 The agenda items are decided on a majority basis of members present. When voting is even whether to accept or reject it, the Chairman shall make a decision.

(Conduct of Formal Investigation)

Article 25 The FIC shall conduct a formal investigation to certify matters on misconduct including presence or absence of misconduct, degree of involvement, amount of research fund abuse.

25-2 The FIC may ask necessary cooperation such as submission of relevant materials from the whistle-blower, the alleged researcher and other related parties.

25-3 The parties must cooperate proactively and faithfully to the primary investigator and may not decline this without justifiable reasons when asked for cooperation as per the previous paragraph.

25-4 The FIC must keep the proof of relevant materials safely. It may require necessary arrangements such as forbidding the alleged researcher from getting in touch with parties involved in the investigation and from accessing the sites that must be safely kept.

25-5 The FIC, when requiring arrangements as per previous article, must see to it that they do not hinder either research activities of the other researchers than the

alleged one or the operations and the management activities of the University.

25-6 When an alleged misconduct case is regarding a research project funded by Funding Institutions, the President shall consult Funding Institutions as to manners and policies for conducting a formal investigation.

(Temporary arrangements during formal investigation)

Article 26 The President may order the alleged researcher to suspend the use of the research money funded for the alleged research during the period from the date of decision to conduct the formal investigation to the date of receiving a report on the investigation.

26-2 The President shall immediately remove the suspension as per above paragraph when he/she judges that the alleged misconduct was not made.

(Excuse)

Article 27 The FIC must give the alleged researcher a chance for excuses in the formal investigation.

27-2 The FIC must give the whistle-blower a chance for excuses when certifying whether the claim is false and malicious.

(Report and Notification of the Investigation Results)

Article 28 The Chairman must make a report to the results of the formal investigation to the President immediately after completion of the investigation.

28-2 When the President accepts the report as per the previous paragraph, he/she must notify both the whistle-blower and the alleged researcher of the decision and must report it to the Board of Trustees Meeting.

28-3 When an alleged misconduct case is regarding a research project funded by Funding Institutions, the President shall, within 210 days after acceptance of a claim for whistle-blowing, provide Funding Institutions with a final report including investigation results, causes of a misconduct case, status of managing and auditing other research projects conducted by the alleged with competitive public research fund and preventive measures for recurrence. When a part of misconduct is confirmed in the process of investigation, the President shall immediately acknowledge it and make a report to Funding Institutions even during the course of investigation.

28-4 When demanded by Funding Institutions, the President shall provide Funding Institutions with an interim report in the course of investigation.

28-5 When demanded by Funding Institutions, the President shall provide Funding Institutions with opportunities to refer to materials relevant to the investigation and/or to have an on-site investigation. Exceptions may be allowed when these arrangements

interfere the formal investigation or the university has any other convincing reasons.

(Grievance Appeal)

Article 29 Whistleblowers or alleged researchers may make a grievance appeal to the President against the investigation results within 14 days from the date of the notification as per in article 13-2.

29-2 When the President receive the appeal as per in the above paragraph, he or she shall examine it and demand the FIC to make a reinvestigation if necessary.

29-3 Matters concerning formal investigations in the previous articles shall be applied to reinvestigation in the above paragraph.

(Public Notification and disciplinary action)

Article 30 When judging the alleged misconducts are confirmed based on the formal investigation results, the President shall make public notification and shall take necessary steps for disciplinary actions to be decided at the Board of Trustees meeting in accordance with relevant regulations such as IUJ Working Regulations.

(Corrective actions)

Article 31 The President must make corrective and preventive actions when he or she judges that the alleged misconducts are confirmed.

(Protection of whistleblowers)

Article 32 The members of the University must not give unfair treatment to whistleblowers just because of the claim they have made, except when claims are recognized false and malicious.

32-2 The members of the University must not give unfair treatment to alleged individuals for non-alleged matters.

32-3 The members of the University must not give unfair treatment to individuals who cooperate investigations just because of their cooperation.

(Obligation of Confidentiality)

Article 33 Individuals involved in activities in these regulations including whistleblowing and investigations must not reveal information they come to know through their activities unless they have legitimate reasons. The same conditions shall be applied after they leave from the relevant jobs.

(Organization Chart)

Article 34 Organization Chart for these regulations shall be given in Appendix V.

(Secretariat)

Article 35 The Office of Academic Affairs (OAA) shall be the secretariat for these regulations, and the Office of General Affairs (OGA) shall help OAA.

Additional Regulations

These regulations shall be effective from March 30, 2015.

Additional Regulations

These regulations shall be effective from March 29, 2017.

(Changes made for addition of articles on whistleblowing and investigations for improper use of research fund. Because of this and enactment of “a. IUJ Regulations for Preventing and Responding to Misconduct in Research,” “IUJ Regulations for Whistle Blowing Procedures regarding Misconduct in Research” (enacted March 30, 2015) was abolished.)

Additional Regulations

1. These regulations shall be effective from December 1, 2022.

(Modifications according to revisions in MEXT Guidelines for Managing and Auditing Public Research Funds and additions of Appendix items)

2. According to the revisions of these regulations, the following shall be abolished.

- IUJ Organization for Management of Research Fund (2015.3.30)
- IUJ Concept Figure of Regulations and Organization pursuant to MEXT Guidelines Regarding Management of Research Fund and Prevention of Misconduct (2015.3.30)

Appendix I Possible causes for misconducts

Causes for misconducts	Preventive measures
Researchers' insufficient understanding on what consists of misconduct and misunderstanding or inappropriate interpretation of rules	<ul style="list-style-type: none"> • Making clear rules for using research fund • Disseminating of the rules • Conducting research ethics education
Researchers' insufficient recognition in the significance of the misconduct	<ul style="list-style-type: none"> • Managing participation to the research ethics education • Submission of pledge
Insufficient awareness and check-and-balance among those engaged in management of public research fund because of insufficient preventive measures	<ul style="list-style-type: none"> • Planning, disseminating and implementing organized preventive measures
Insufficient awareness and check-and-balance among those engaged in management of public research fund because of insufficient internal auditing	<ul style="list-style-type: none"> • Planning, disseminating and implementing internal auditing

Appendix II Penalty Policy for vendors taking part in misconduct cases

1. Penalty Policy

The Chief Administrative Officer shall decide penalties for vendors according to the following criteria.

1) Misconduct cases caused by vendors' intentions and initiatives

When it is detected that a vendor initiates misconduct cases intentionally (such as approaching researchers for fraud acts, rigging or hindering bids), IUJ shall demand reimbursement of the expenses concerned and suspend transactions with the vendor for one year or longer according to the degree of seriousness. Suspension may start after a certain period of time of the decision considering influences of the suspension over IUJ's research and educational activities.

2) Misconduct cases caused by researcher's intentions and initiatives

When it is detected that a vendor takes part in misconduct cases with researcher's initiative (such as researchers' approaching vendors for demanding return), IUJ shall demand reimbursement of the expenses concerned and suspend transactions with the vendor for one year or shorter according to the degree of seriousness. Suspension may start after a certain

period of time of the decision considering influences of the suspension over IUJ's research and educational activities.

2. Dissemination of the Policy

The policy will be disseminated to those vendors from whom IUJ solicit more than 2 competitive quotes for procuring goods whose value is equal to or larger than 1,000,000 yen including tax.

3. Pledge

The pledge must be submitted by vendors when they meet the previous paragraph.

Appendix III Acceptance Inspection for Particular Services

1. For inspections of such services as creating databases, programs and digital contents that cost ¥1,000,000 or higher, those who have specialized knowledge (e.g., staff members in IT section) but have not ordered the services shall check and see the following in order.

(1) Contracts

(2) Outputs and such documents as final reports by which completion of work can be verified.

2. Maintenance and inspection work of equipment

Staff members in charge shall check and see the work on-site.

Appendix IV Standard management for highly cashable goods

1. Items to be managed shall include the following highly cashable digital devices, etc. that cost less than 100,000 yen (tax included) for procuring one or one set. Those goods requiring 100,000 or more for procuring one or one set shall be registered as asset and managed differently.

- PCs, tablet PCs, PC displays, printers (including multifunction devices), digital cameras, projectors, video cameras, DVD players, DVD recorders, etc.

2. This standard covers the following Public Fund.

(1) Grants-in-Aid for Scientific Research (KAKENHI)

(2) Research money funded by Ministries and Agencies under jurisdiction

(3) Research money funded by such public organs as local governments and Special public corporations

3. Procured goods must be managed for use by the researchers concerned.

4. Highly cashable goods shall be managed for monitoring as follows.

(1) Highly cashable goods shall be procured upon submission of purchase form to the administrative office, approved by the responsible person of the department.

(2) Office of Internal Audit shall check and see the goods regularly. In doing so,

because of reselling risk, priority will be given to goods purchased within 2 years.

5. When the goods cannot be checked and seen and inappropriate management of use is found after explanation by the researchers concerned, cases shall be reported to the Chief Administrative Officer.

Appendix V

Organization Chart: IUJ Regulations for Proper Management of Research Fund

