

**Manual for Use of Research Funds  
at Meiji University (Fiscal 2017)**

Meiji University  
Revised in April 2017

## **Standards for Activities of Meiji University Researchers**

Approved by the Board of Trustees on November 7, 2007

In order to ensure the credibility and fairness of academic research, as well as fulfill our social responsibilities as an organization that conducts research activities, in addition to the “Meiji University Social Cooperation Policy (approved by the Board of Trustees on October 26, 2004)” Meiji University (hereinafter referred to as the “University”) hereby stipulates as follows the activity standards for Meiji University researchers (hereinafter referred to as the “Activity Standards”) intended for all of the people who conduct research activities at the University (hereinafter referred to as “Researchers”).

Researchers must comply with the matters stipulated in the Activity Standards; strive for proper management of academic research, and work to contribute extensively to the development of society.

### **1. Prevention, of Improper Conduct in Academic Research**

In the course of formulating, planning, making applications for, implementing, reporting, etc. their research activities, Researchers must be thorough in strictly handling matters in relation to management, storage, etc. of research data, materials (samples), etc. It also goes without mentioning that they must not perform any improper conduct such as fabrication, falsification, or plagiarism, and must make efforts in advance to prevent the occurrence of improper conduct.

### **2. Appropriate Use of Research Funds**

Researchers must always be aware that the source of research funds is not only academic fees, but also money from subsidies and aid granted by the national government, local public bodies, etc. and money entrusted from corporations, and Researchers must comply with the conditions, rules, etc. stipulated for each instance of research funds, and make efforts so that such funds are used appropriately.

### **3. Respect for Human Rights, and Protection of Personal Information**

Researchers must respect human rights in all of their research activities at the University, and strive to protect personal information obtained in the course of their research.

### **4. Publication and Explanation of Research Results**

Researchers must actively make their research results public, to the extent that doing so is not inconsistent with item 3 above, and in order to ensure transparency of research activities Researchers shall be obligated to explain the academic and social significance of such research.

### **5. Proper Management of Academic Research**

Researchers shall be responsible for the proper handling, management, and storage of research data, materials (samples), etc., and must strive to carry out trouble-free research.

### **6. Appropriate Handling of Conflicts of Interest**

Researchers must take sufficient care concerning the occurrence of conflicts of interest and, based on the “Meiji University Conflict of Interest Policy (approved by the Board of Trustees on January 11, 2005),” make efforts to ensure that adverse effects due to conflicts of interest do not occur.

(Official Notice No. 1605)

## **Meiji University's Plan to Prevent Improper Use of Public Funds**

### **<Policy>**

Meiji University (hereinafter referred to as the “University”), considering the Guidelines for the Management and Audit of Public Research Funds by Research Institutions (implementation standards) (February 15, 2007; amended on February 18, 2014; determined by the Minister of Education, Culture, Sports, Science and Technology) and the Guidelines for Responding to Misconduct in Research Activities (August 26, 2014; determined by the Minister of Education, Culture, Sports, Science and Technology) for the purpose of preventing the improper use of public funds and based on the current circumstances of the University, enacts this “Plan to Prevent Impropriety.” Through the steady development of this plan, the University firmly ensures the implementation and development of a system for the appropriate management, control, and auditing of public funds.

### **1 Ensuring Widespread Awareness of the Rules and Educating the Relevant Individuals**

All staff, etc. shall be made thoroughly aware of the “Manual for Use of Research Funds at Meiji University” as a representative and consistent set of organizational rules for the use of public funds. Moreover, this manual shall be revised annually to prevent the normalization of nonconforming approaches and deviant practices, thus fostering the appropriate management and control of public funds.

Compliance training shall also be provided to fully acquaint the relevant individuals with conduct that could be considered improper, along with research ethical training program targeting all staff members working toward an environment in which improper conduct in research activities is eliminated, thus leading to a heightened awareness of ways to prevent improper conduct in research activities.

### **2 Regular Evaluation and Inspection Related to Budget Implementation**

To prevent the emergence of discrepancies in any given period and ensure steady budget implementation, the office administration shall evaluate the original plan for budget implementation and regularly confirm whether there are outstanding delays in its implementation.

Furthermore, expenditures and resources shall be identified as soon as materials are ordered, furthering the establishment of a system that ensures that there are no outstanding delays in budget implementation. All necessary efforts shall also be undertaken to minimize the risk of improprieties due to inappropriate favoritism toward particular businesses or others by analyzing budget implementation.

### **3 Strengthening the Check System for Orders, Receipt of Goods, and Acceptance Inspection and Management**

Besides ensuring smooth and effective research progress, the system considering goods and services from their ordering to their acceptance inspection shall prevent improper transactions (such as the removal of delivered goods by manufacturers or vendors or their reutilization) by ensuring that effective checks are

being conducted by impartial actors through regular examinations of the goods received at the inspection areas in all campuses. Furthermore, along with steadily implementing storage and monitoring equipment other than special services and deliverables involving databases and programs, the appropriate management of articles of high monetary worth shall be promoted.

To prevent improper business transactions in general, knowledge of the University's system of ordering and receiving goods and conducting acceptance inspections shall be sufficiently publicized. Moreover, understanding of policy and rules on countermeasures against impropriety should be deepened through the submission of written oaths.

#### **4 Strengthening of Functions Related to Part-Time Employees and Travel Expenses**

Work management of part-time employees, such as researchers and part-time workers engaging in projects using public funds, and confirmation of their employment conditions shall not be the responsibility of the research units. The office administration shall explain work duties and payment involved in their employment. The work situation on the ground shall be evaluated through attendance records to promote appropriate work management. Hearings on overall working conditions shall be conducted with part-time staff members, and every effort shall be made to prevent improprieties before they occur by regularly conducting checks of working conditions.

Furthermore, for controlling public funds used for research travel, plans for an appropriate control system will be advanced; the check system will be expanded from the Research Division to the University as a whole to prevent double payment of expenses.

#### **5 Establishment of an Audit System for the Steady Advancement of this Plan**

A monitoring system will be introduced by establishing a joint Research Ethics Office “研究倫理オフィス” and Internal Audit Office “監査室” to administer measures for preventing improprieties from the perspective of the research organizations as a whole; the implementation of focused and flexible audits (risk approach audits) will minimize the risk of improprieties and strengthen the functions that enable the prevention of chronic and systemic impropriety.

This plan to prevent impropriety shall also be revised in response to the annual audit findings, and information on the findings and on cases in which risk exists shall be shared organization-wide to promote measures for preventing similar problems from reoccurring; thus, this plan to prevent impropriety shall progress according to the PDCA (Plan-Do-Check-Act) cycle.

## Contact Information

If anything is unclear about use of research funds, please be sure to inquire about it in advance.

Inquiries about research funds can be made to the following offices.

Research Promotion and Intellectual Property Office

(03-3296-4361, 4476) Surugadai Campus Global Front, 6F

Research Promotion and Intellectual Property Office, Izumi Branch

(03-5300-1451, 1452) Faculty Office Building 1F

Ikuta Research Promotion and Intellectual Property Office

(044-934-7614, 7637) Ikuta Campus Central Building, 2F

Nakano Research and Educational Support Office

(03-5343-8052) Nakano Campus Low-Rise Wing, 3F

Nakano Campus Office

(03-5343-8015) Nakano Campus Low-Rise Wing, 3F

Other inquiries about public funds can be made to the following offices.

Academic Strategy and Planning Office

(03-3296-4271) Surugadai Campus University Hall, 8F

International Collaboration Division

(03-3296-4191) Surugadai Campus Global Front, 2F

Community Relations Office

(03-3296-4539) Surugadai Campus Academy Common, 11F

For information about the Inspection Office, please refer to page 37.

## Information about the Website (the site for university faculty members and researchers)

Please use this website, which shows things such as documents to be used when making expenditures for research expenses and examples of how to fill them out.

[http://www.meiji.ac.jp/ken\\_jimu/index.html](http://www.meiji.ac.jp/ken_jimu/index.html)



## Efforts for Guidelines established by MEXT

Meiji University has been engaged in the following efforts on the basis of the “Guidelines for Managing and Auditing Public Research Funds at Research Institutions” and “Guidelines for Responding to Misconduct in Research Activities” established by MEXT (Ministry of Education, Culture, Sports, Science and Technology: 文部科学省).

\* Guidelines for Managing and Auditing Public Research Funds at Research Institutions  
(practice standards)

[http://www.mext.go.jp/a\\_menu/kansa/houkoku/1343904.htm](http://www.mext.go.jp/a_menu/kansa/houkoku/1343904.htm) (in Japanese)

\* Guidelines for Responding to Misconduct in Research Activities

[http://www.mext.go.jp/a\\_menu/jinzai/fusei/1359618.htm](http://www.mext.go.jp/a_menu/jinzai/fusei/1359618.htm)

### Research ethical training and Compliance training

We have systematically promoted “Research ethical training” and “Compliance training” by positioning the heads of schools, the General Affairs Division, and so on as Department Managers. As all members involved in research including administrators must take both trainings, please complete the trainings through the link below if you have not done them yet.

<http://www.meiji.ac.jp/osri/guideline/outline.html>

#### (1) Research ethical training

Meiji University has adopted research ethical training program provided by CITI Japan Project, since all the members are requested to take the training program.

Please contact the office in charge for details of the procedure.

#### (2) Compliance training

To raise the awareness of compliance, we request all the members to

(a) take the compliance training.

(b) sign your name on the written oath.

The written oath is available at the link below. Please make your signature on it after reading it and submit it to the office in charge.

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## List of Research Funds

The main research funds covered by this manual are as follows.

Research Funds in Japanese	Research Funds in English.	Overview	Department in Charge
科研費 (Kaken-hi)	Grants-in-Aid for Scientific Research/ <i>kaken-hi</i>	The largest competitive research funding programme in all research area in Japan by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Japan Society for the Promotion of Science (JSPS) (Bottom-up approach)	<b>【Surugadai】</b> Research Promotion and Intellectual Property Office <b>【Izumi】</b> Research Promotion and Intellectual Property Office (Izumi Branch) <b>【Ikuta】</b> Ikuta Research Promotion and Intellectual Property Office <b>【Nakano】</b> Nakano Research and Educational Support Office
研究支援経費 (Kenkyu-shien)	Research Support Expenses/ <i>Kenkyu-shien</i>	Research funds to researchers who granted competitive funds for which indirect costs are set	
さきがけ CREST ERATO ALCA RISTEX ACCEL	SAKIGAKE CREST ERATO ALCA RISTEX ACCEL	A competitive research funding system by the Japan Science and Technology Agency (JST) for promoting strategic research to respond to strategic objects established by the national government (Top-down approach)	
A-STEP COI	A-STEP COI	A competitive research funding programme by JST to promote industry-academia collaboration	
SIP	SIP	The funding programme by JST to achieve an innovation in science and technology	
私立大学戦略的研究 基盤形成支援事業／ 大型研究 (Oh-gata kenkyu)	Project to promote improvement of private university research/ Large-scale research/ <i>Oh-gata kennkyu</i>	A competitive funding system by MEXT to improve research infrastructure and environment for private university	
厚生労働科学研究費 (Kourou-Kaken)	Health and Labour Sciences Research Grants/ <i>Kourou Kaken</i>	A competitive research funding programme by the Ministry of Health, Labour and Welfare	

Research Funds in Japanese	Research Funds in English.	Overview	Department in Charge
環境研究総合推進費補助金	The Environment Research and Technology Development Fund (ERTDF)	A competitive research funding programme by the Ministry of Environment to contribute to government environmental policy	<p>【Surugadai】 Research Promotion and Intellectual Property Office</p> <p>【Izumi】 Research Promotion and Intellectual Property Office (Izumi Branch)</p> <p>【Ikuta】 Ikuta Research Promotion and Intellectual Property Office</p> <p>【Nakano】 Nakano Research and Educational Support Office</p>
攻めの農林水産業の実現に向けた革新的技術急展開事業	Programme for Promotion of Basic and Applied Researches for Innovations in Bio-oriented Industry	A competitive research funding programme by the National Agriculture and Food Research Organization (NARO)	
農林水産業・食品産業科学技術研究推進事業	Scientific Technique Research Promotion Programme for Agriculture, Forestry, Fisheries and Food industry	A competitive research funding programme by the Ministry of Agriculture, Forestry and Fisheries (MAFF)	
農林水産省委託プロジェクト研究	MAFF Commissioned research project	A research funding programme by the Ministry of Agriculture, Forestry and Fisheries (MAFF)	
経済産業省委託事業	METI Commissioned research project	A research funding programme by the Ministry of Economy, Trade and Industry (METI)	
新エネルギー・産業技術総合開発機構(NEDO)委託事業	NEDO Commissioned research project	A research funding programme by the New Energy and Industrial Technology Development Organization (NEDO)	
日本原子力研究開発機構(JAEA)委託事業	JAEA Commissioned research project	A research funding programme by the Japan Atomic Energy Agency (JAEA)	
日本医療研究開発機構(AMED)	Japan Agency for Medical Research and Development	A research funding programme by Japan for Medical Research and Development(AMED)	
学術研究動向調査等研究	Trend Survey of Academic Research	Research funding programme by JSPS	
ひらめき☆ときめきサイエンス	HIRAMEKI TOKIMEKI Science	Educational outreach programme by JSPS	

Research Funds in Japanese	Research Funds in English.	Overview	Department in Charge
国、地方公共団体及び国立研究開発法人・独立行政法人からの受託研究	Commissioned Research with Public Sectors	Contract based commissioned/collaborative research with the national government, local governments, national research and development agency, or incorporated administrative agencies	<p>【Surugadai】 Research Promotion and Intellectual Property Office</p> <p>【Izumi】 Research Promotion and Intellectual Property Office (Izumi Branch)</p> <p>【Ikuta】 Ikuta Research Promotion and Intellectual Property Office</p> <p>【Nakano】 Nakano Research and Educational Support Office</p>
国、地方公共団体及び国立研究開発法人・独立行政法人からの共同研究	Collaborative Research with Public Sectors		
社研 (Sha ken)	Meiji University Institute of Social Science Research Funds / <i>Sha-ken</i>	Comprehensive research, Joint research, Focused research, Individual research, or Special research selected by Meiji University Research Institutes	
人文研 (Jinbun ken)	Meiji University Institute of Humanities Research Funds / <i>Jinbun-ken</i>		
技研 (Giken)	Meiji University Institute of Science and Technology Research Funds / <i>Gi-ken</i>		
大学院研究科共同研究費 (Daigakuinn-kyodou)	Collaboration Research with Graduate School / <i>Daigakuinn-kyodou</i>	A research funding programme selected by Meiji University graduate school	
新領域創成型研究 (Shin-ryoiki)	Research for Creation New Areas / <i>Shin-ryo iki</i>	A research funding program selected by the Organization for the Strategic Coordination of Research and Intellectual Properties of Meiji University	
若手研究 (Wakate kenkyu)	Research by Young Researcher/ <i>Wakate</i>		
研究クラスター (Cluster)	Research Cluster/ <i>Cluster</i>	A research organization selected as a focused area project with anticipation for future developments	
国際共同研究支援事業	International Collaborative Research Promotion Project/ <i>Kokusai-Kyodo</i>	A research project to effectively promote global-level academic research and application research	
メタンハイドレート開発促進事業 (Sansouken)	Promoting the Development of Methane Hydrate (AIST)	Research funding programme by National Institute of Advanced Industrial Science and Technology (AIST)	

Research Funds in Japanese	Research Funds in English.	Overview	Department in Charge
スーパーグローバル 大学創成支援 (SGU)	Top Global University Project	A funding project by MEXT	President's Office
大学の世界展開力強化事業～ASEAN 地域における大学間交流の推進～ (ASEAN)	Re-Inventing Japan Project -Support for the Formation of Collaborative Programs with ASEAN Universities-	* When using these projects, please be sure to consult with the office in charge.	International Collaboration Division
千代田学	Chiyoda-Gaku	Subsidies from Chiyoda-Ward	Community Relations Office

**\* At the University, all of the expenses listed above are handled as public funds**

企業等からの受託研究	Commissioned Research with Private Sectors	Contract based commissioned/collaborative research by private sectors	【Surugadai】 Research Promotion and Intellectual Property Office
企業等からの共同研究	Collaborative Research with Private Sectors		【Izumi】
学術研究奨励寄付金 (Kifu-kin)	Donations for Academic Research	Donation to researchers of universities	Research Promotion and Intellectual Property Office (Izumi Branch)
研究助成金 (Kenkyu-josei)	Research Aids	Research aids from grant-making foundations	【Ikuta】 Ikuta Research Promotion and Intellectual Property Office
特定個人研究費 (Tokutei-Kojin)	Specific Individual Research Funds / <i>Tokutei-Kojin</i>	Research funds to support individual academic research for full-time faculty members of Meiji University. Annual amount: 350,000 yen.	【Nakano】 Nakano Campus Office (only specific individual research funds) Nakano Research and Educational Support Office

No. 2-59

August 20, 1958

To: The Head of the Taxation Bureau

Commissioner of the National Tax Agency

**Handling of Income Tax for Research Funds, etc. Provided to University Professors, etc.**

I would like imposition of income tax for research funds, publishing subsidies, and award money, etc. provided by universities to professors, assistant professors, instructors, and assistants, etc. who work at such universities (hereinafter referred to as the "Professors, etc." to be handled as listed in the items below.

- 1 As for things provided in yearly or monthly amounts according to the position or qualifications of the Professors, etc. in the name of individual research funds, special research funds, research miscellaneous expenses, or research fund aid, etc., the university will indicate the details of ways of spending by such Professors, etc. and, except for things that can be recognized as expenditures through such Professors, etc. even if the university should make a direct expenditure, such as when the goods related to a purchase will all attribute to the university, they will be deemed the income of such Professors, etc.
- 2 As for things such as research incentives that are provided in advance as monetary amounts that are required for research for a research task given by the university or a research task selected by such Professors, etc., they will be handled equivalent to item 1.
- 3 As for publishing aid money, etc. provided by the university in the event that the Professors, etc. intend to publish research results at their own expense, it will be deemed an amount of income for such Professors, etc.'s miscellaneous income or project income, in accordance with such publishing situation.
- 4 As for award money, etc. provided by the university as an award for Professors, etc. who achieved particular results in academic research or Professors, etc. who had particular accomplishments in actual education, it will be deemed temporary income for such Professors, etc.

## Research Support Expenses

Budgetary measures for “research support expenses” will be made for researchers adopted by competitive funds for which indirect expenses are set. The amount of the budgetary measures will have a maximum of 50% of the amount of the indirect expenses that the university will receive.

The scope of use of the research support expenses shall fall under any of the five items below, and things that are purchased shall attribute to the university.

It may be allowed to purchase materials by combining research support expenses from each fund you have. Please consult with the office in charge (page 4) in advance.

- (1) Things that are necessary for improving the research environment for Researchers or a research department (school, department, major, etc.)
- (2) Things that will be used on a shared basis in the research department (school, department, major, etc.)
- (3) Things that are indirectly necessary in relation to carrying out the research project (things for which expenditure as a direct expense is not proper)
- (4) Things that are necessary for carrying out research activities through application, etc. of the adopted research project.
- (5) Things for which expenditures of direct expenses can be made for a research project for which indirect expenses were set.

## Definitions of Researchers

In this manual, the definitions of Researchers are as follows.

Class	Role
Principal Investigator	Refers to the Researcher who is responsible for everything in relation to carrying out the relevant research (including summarizing research results). One person.
Co-Investigator	Refers to a Researcher who takes partial responsibility for carrying out the relevant research and conducts research activities jointly with the Principal Investigator.
Partner Researcher	Refers to a Researcher who, under the responsibility of the Principal Investigator and the Co-Investigator, has a researcher number for a KAKENHI and participates in planning research as a member of the research organization. <u>This corresponds only to KAKENHI.</u>
Research Collaborator	Refers to a Researcher, other than a Principal Investigator, Co-Investigator, and Partner Researcher, who collaborates temporarily in carrying out the research task.
Research Assistant	A person who conducts work to assist research for carrying out the research task. A person who carries out work according to instructions by the Principal Investigator and the Co-Investigator.

\*In principle, the Principal Investigator and Co-Investigator cannot receive remuneration from research funds.

## Things that must be Ordered through the University

The things below must be ordered through the University, according to the Meiji University Procurement Regulations. Please note that researchers cannot order them.

Requests for procurement must be made before the University breaks for winter holidays in December. The University does not accept late requests for procurement. Please ask the office in charge beforehand.

Item Name		Covered Monetary Amounts
Goods	PCs, fixtures such as laboratory equipment	- Things that is 200,000 yen or more - Equipment that is less than 200,000 yen, and for which the total amount for a single order will exceed 600,000 yen
	Disposables such as materials for experiments, laboratory animals, chemicals for experiments, and software	Total amount ordered at one time exceeds 600,000 yen. (This does not apply to Microsoft or Adobe products. Please refer to page32.)
	Work desks and work chairs for the research room, tables and chairs for the laboratory	All things, irrespective of monetary amount. *Purchase is possible only as a research support expense etc. For detailed information, please inquire with the office in charge.
	Books, magazines	The amount for 1 book or 1 set exceeds 500,000 yen .
Others	Printing and book-binding Rental Commission of work	- Things that exceed 300,000 yen - Things that are 300,000 yen or less, if it is necessary to conclude a contract with the party to be commissioned

\* Goods as for research funds handled by the Academic Strategy and Planning Office and the Community Relations Office, the University will place orders for all things that are 200,000 yen or more.

\* Expenditures of remaining research funds combined with personal money cannot be made.

## Things for which Research Funds Can Be Used

For specific individual research funds (*Tokutei-Kojin*), please also check the Scope of Use of Specific Individual Research Funds Broken Down by Item on page 17 - 18.

\*1 As for research funds handled by the **Academic Strategy and Planning Office and the Community Relations Office, the University will place orders for all things for which the total amount for one order is 200,000 yen or more** (refer to page 14).

\*2 Orders must be made through the University, and therefore researchers cannot make orders (refer to page 14).

\*3 Please go to the pages in the right column of the chart below for more details.

Type		Price, Amount, Etc.		Method of order	Pages *3	
Purchase of Goods, Books, Etc.	Equipment or fixtures with a service life of 1 year or more, such as PCs and laboratory equipment	200,000 yen or more		*2	28	
		50,000 yen or more but less than 200,000 yen	Total of amounts for 1 order is over 600,000 yen	*2		
			Total of amounts for 1 order is 600,000 yen or less *1			
		Less than 50,000 yen	Total of amounts for 1 order is over 600,000 yen	*2		
	Total of amounts for 1 order is 600,000 yen or less *1					
	Goods with a service life of less than 1 year, and disposables such as materials for experiments, laboratory animals, chemicals for experiments, and software	Total of amounts for 1 order is over 600,000 yen		*2		
		Total of amounts for 1 order is 600,000 yen or less *1				
	Work desks and work chairs for the research room, tables and chairs for the laboratory		These should be maintained by the University, and they cannot be purchased using research funds (direct expenses). It is possible to purchase them by using research support expenses and Large-scale research. Collective property (when it is a small-sum important asset) is to be ordered by the University, irrespective of monetary amount. For details, please inquire with the office in charge.			
	Books and magazines	Fixed assets	Over 500,000 yen	1 copy or 1 set	*2	34
			Between 30,000 yen and 500,000 yen	1 copy or 1 set		
Unrecorded assets		Less than 30,000 yen	1 copy or 1 set			
Copy cards		Purchase the required amount whenever they will be used. Do not keep them in stock.			58	
Stamps and postcards					61	
Travel Expenses	Business trips within Japan	Short distance	Less than 31km	Travel expenses, daily allowance if applicable	38	
		Long distance	31km or more	Transportation expenses (express fares, etc.), accommodation expenses, daily allowance		
	Business trips outside Japan		Transportation expenses, accommodation expenses, daily allowance			
	Travel expenses for invited researchers Not applicable for Specific individual research funds ( <i>Tokutei-Kojin</i> )		Transportation expenses (express fares, etc.), accommodation expenses			44
Travel expenses for invited researchers from overseas Not applicable for Specific individual research funds ( <i>Tokutei-Kojin</i> )		Transportation expenses, accommodation expenses				



	Type	Price, Amount, Etc.	Method of order	Pages	
<b>Personnel Costs and Remuneration</b>	Part-time workers	Maximum hourly wage of 1,100 yen (ordinary worker); maximum hourly wage of 1,500 yen (specialist)		48	
	Research promoters and research assistants	Corporate employment	Salary and social insurance premiums (portion borne by the corporation) appropriated from the research funds, etc.	50	
	Remuneration for participation in surveys or experiments, chairperson, or sign language interpretation	Individual (resident)	Taxes not withheld from income source		
		Individual (non-resident)	If it corresponds to things subject to tax withholding of the domestic withholding tax stipulated in Article 161 of the Income Tax Act (remuneration for provision of personal services, fees for use of copyrights, etc.), taxes will be withheld from income source. The tax withholding rate for non-residents is 20.42%.		
	Fees for revision of English texts, fees for translation, provision of specialized knowledge, remuneration for lectures, fees for using various databases, design fees	Vendor or organization (domestic company)	Taxes not withheld from income source		51 52
		Individual (resident)	If it corresponds to remuneration, fees, etc. stipulated in Article 204 of the Income Tax Law, taxes will be withheld from income source. The tax withholding rate for people who reside within Japan (one year or more) is 10.21%.		
Individual (non-resident), vendor, or organization (foreign company)		If it corresponds to things subject to tax withholding of the domestic withholding tax stipulated in Article 161 of the Income Tax Act (remuneration for provision of personal services, fees for use of copyrights, etc.), taxes will be withheld from income source. The tax withholding rate for non-residents, vendors, and organizations (foreign companies) is 20.42%.			
<b>Others</b>	Printing and book-binding	Exceeding 300,000 yen	*2	58	
		300,000 yen or less			It is necessary to conclude a contract with the vendor.
					Things for which it is possible to omit the contract with the vendor
	Commission of work to vendors Not applicable for Specific individual research funds ( <i>Tokutei-Kojin</i> )	Exceeding 300,000 yen	*2	60	
		300,000 yen or less			It is necessary to conclude a contract with the vendor.
					Things for which it is possible to omit the contract with the vendor
	Parcel delivery service			61	
	Equipment rental, leasing, rental of meeting rooms	Exceeding 300,000 yen	Rental or lease contracts	*2	62
		Other than those listed above			
	Repair of equipment	Exceeding 300,000 yen	Expected expenses	*2	63
		300,000 yen or less	Expected expenses		
	Tea and packed lunches for conferences and meetings	(Expenditure is not possible from specific individual research funds or research institution research funds.)			64
Registration fees for academic associations	Please refer to page 65 for research expenses for which expenditures are possible.			65	

Forms related to expenditure of research funds and examples of how to fill them out can be downloaded at [http://www.meiji.ac.jp/ken\\_jimu/format.html](http://www.meiji.ac.jp/ken_jimu/format.html). Please refer to the posted examples when completing forms.

## Scope of Use of Specific Individual Research Funds Broken Down by Item

### 1. Scope of use

Specific individual research funds (*Tokutei-Kojin*) are research funds for an academic research conducted by individual faculty members. Of expenditures directly related to carrying out research projects, researchers can claim for research expenses within the “Scope of Use of Specific Individual Research Funds Broken Down by Item” chart.

**Specific individual research funds (*Tokutei-Kojin*) cannot be used for any of the followings:**

- (1) Expenditures for educational purposes, such as expenses required for instructing students, lesson materials, etc.
- (2) Expenditures that are not directly related to carrying out research projects
- (3) Things to be equipped as basics before conducting research
- (4) Things that will be deemed income (domestic expenses and expenses related to domestic matters)

Categories	Scope of Use	Examples of Things for which Expenditure Cannot be Made (*1)
<p>Equipment and fixtures cost JPY 200,000 with 1 year or more service life</p> <p><b>Equipment and fixtures cost JPY 200,000 or more must be ordered by the University</b></p> <p>Equipment cost JPY 50,000 or more but less than 200,000 yen with 1 year or more service life</p>	<p>&lt;Equipment to be put in the research room&gt;</p> <ul style="list-style-type: none"> <li>▪ PCs</li> <li>▪ Printers</li> <li>▪ Digital cameras, tablet terminals, and IC recorders directly required for research</li> <li>▪ Other things directly required for research (not for general purpose)</li> </ul>	<ul style="list-style-type: none"> <li>▪ PC and Printer that will be kept at home</li> <li>▪ Copy machines</li> <li>▪ Video equipment</li> <li>▪ DVD players</li> <li>▪ DVD recorders</li> <li>▪ Digital video cameras</li> <li>▪ TVs</li> <li>▪ Radios</li> <li>▪ Electronic organizers</li> <li>▪ Calculators</li> <li>▪ Fax machines</li> <li>▪ Desktop book-binding machines</li> <li>▪ Mobile phones</li> <li>▪ Furniture and fittings</li> <li>▪ Smartphones</li> <li>▪ Shredders</li> <li>▪ Separately sold cases, bags, etc.</li> </ul>
<p>Other expenses for disposables</p>	<ul style="list-style-type: none"> <li>▪ Materials, chemicals, etc. for experiments and research</li> <li>▪ Software (CDs, LDs, DVDs, cassette tapes, video tapes, computers)</li> <li>▪ Ink cartridges</li> <li>▪ Scanners</li> <li>▪ Film for photographs</li> <li>▪ Recording medium CDs, video tapes, USB-memories</li> <li>▪ OHP film sheets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Envelopes</li> <li>▪ Clothing</li> <li>▪ Sporting equipment</li> <li>▪ Batteries</li> <li>▪ Business cards</li> </ul>

Categories	Scope of Use	Examples of Things for which Expenditure Cannot be Made (*1)
Other expenses for disposables (books, materials)	<ul style="list-style-type: none"> <li>▪ Books, materials, and electronic books directly required for research</li> <li>▪ Expenses for academic journals (annual fees for academic societies)</li> <li>▪ Costs for materials related to academic societies (research paper collections, lecture summaries)</li> <li>▪ Encyclopedias and dictionaries directly required for research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Newspapers</li> <li>▪ Magazines other than academic specialist journals</li> </ul>
Travel expenses and transportation expenses	<ul style="list-style-type: none"> <li>▪ Business trips for research and surveys</li> </ul> <p>*According to provisions for travel expenses, specific individual research funds cannot be used when attending an Academic conference is the only purpose of the trip</p>	<ul style="list-style-type: none"> <li>▪ Travel expenses to attend an academic conference</li> <li>▪ Fuel costs for automobiles</li> <li>▪ Expressway tolls</li> </ul>
Wages for part-time workers	<ul style="list-style-type: none"> <li>▪ Fees for part-time work directly required for research or surveys</li> </ul>	
Service charges	<ul style="list-style-type: none"> <li>▪ Fees for using large-scale computers</li> <li>▪ Fees for interpretation</li> <li>▪ Fees for using databases (telephone fees will not be allowed)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fees for using the Internet</li> </ul>
Printing and book-binding expenses	<ul style="list-style-type: none"> <li>▪ Charges for copying documents</li> <li>▪ Charges for separate printing of research papers (those that are necessary for research)</li> </ul>	
Postal expenses, Transport expenses	<ul style="list-style-type: none"> <li>▪ Sending/ returning survey materials</li> </ul>	

## 2. Note

- (1) **Equipment and fixtures for research (more than JPY 200,000) will be Ordered by the University** (page 14), so orders must be made through the University. Please note that **orders cannot be made by researchers.**
- (2) **Equipment cost JPY 50,000 or more cannot be purchased by combining remaining amounts of research funds with personal money.** It is not allowed to pay wages for a part-time worker by combining remaining amounts of research funds and your personal money for covering up a shortage. It is not allowed to combine the remaining amounts of research funds and your personal money to pay for service charges/bills to suppliers. For details, please refer to the appropriate item in “details of use of research expenses” on page 28 and onward.
- (3) If your budget categories do not correspond to any of the categories provided, please consult with the office in advance to discuss. You may be required to submit a petition that clearly and specifically indicates the reason why it is necessary. If the petition is confirmed and it can be recognized that the item is necessary for carrying out research, expenditure will be possible.
- (4) Equipment and fixtures that cost JPY 50,000 or more purchased with specific individual research funds will become items managed by the University.
- (5) A researcher who carries out research overseas can use specific individual research funds. However, the university cannot make an invoice payment to the suppliers overseas. For a payment to the suppliers overseas, a researcher needs to pay the fee and then apply for reimbursement later. Please be informed that the exchange rate is required for reimbursement procedures.
- (6) Expenses for social gatherings, parties, and excursions related to participation in academic societies are not covered by any research funds.
- (7) Remuneration for lectures cannot be paid from Specific Individual Research funds.]
- (8) Please refrain from constantly using goods purchased with Specific Individual Research funds at home and having them delivered to your house.
- (9) For anything else that is unclear, please consult in advance with the office in charge.

## Points to be Noted

Please also refer to the Documents Required for Expenditure of Research Funds (pages 22 - 27).

1. **If any statute specifically prescribes restrictions or specific requirements that differ from the university standards provided herein, the provisions of the governmental statute shall govern.**
2. **The “Manual for Use of Research Funds” shall apply to all of the researchers who use research funds from Meiji University even if they are non-Meiji researchers.**
3. This manual is issued to be standards of use of research funds and shall also be used as standards of any activities or projects that use public funds.
4. Costs applicable to research funds and aids
  - (1) Expenses must be something that are directly required in order to carry out a subject of research or to summarize the results of a particular research. In other words, expenses must be something that can be identified specifically with a particular project easily with a high degree of accuracy. Applicable costs may differ from each research purpose. The office may ask researchers how goods or services are used for a research.
  - (2) It is limited to Goods or services that will be purchased or delivered and used within the bounds of each fiscal year after adoption date of a research project for a single-year research fund. When minimum purchase unit or term extends multiple fiscal years, please consult with the office in advance.
5. **Equipment may not be purchased jointly with a mixture of funds**

e.g.: Purchase of one good by combining Meiji University Institute of Social Science Research Funds (*sha-ken*) with specific individual research funds is not allowed.

Purchase of a roundtrip airplane ticket by combining KAKENHI with research support expenses.
6. All of the monetary amounts listed in this manual all include tax, except when designated otherwise.
7. Please use research funds according to a budget plan, so that they are not used all together at the end of the fiscal year. In particular, if equipment and fixtures, disposable items, or copy cards are purchased all together at the end of the fiscal year, it may be deemed that there is no chance to use for the purchased items, and it is possible that the expenditure will not be authorized.

8. Submit the application and documents to the office in charge. Please make such submission of documents promptly and without delay.
9. It is not allowed to carry research funds over into the next fiscal year except where otherwise stated. The exceptions are KAKENHI, commissioned or collaborative research, donations for academic research, and research aid. As for commissioned or collaborative research, donations for academic research and research aid, provided that there are no separate restrictions, they can be used for a period of three years, including the fiscal year they were received. Provided, however, that for donations for academic research, if a balance remains of 100,000 yen or more such funds can continue to be used for a limited period of three more years.
10. Expenditures cannot be made for payments that used electronic money such as Suica or Edy, points from stores such as home electronics mass retailers, mileage, bookstore gift certificates, gift vouchers, etc.
11. Please do not accumulate home electronics mass retailers' points or airplane mileage. In some cases the amounts of points or mileage will be deducted from the research funds.
12. **The timing of reimbursement and payment to bills depends on the state of progress of processing forms.**

## Documents Required for Expenditure of Research Funds

**1. Note: Please read the “Points to be Noted” (page 20).** In order to ensure researchers’ convenience and accounting transparency, making payments to vendors is recommended.

Document, etc.	Points to Notes
Request for expenditure of research funds	(1) Forms differ from each campus, Surugadai, Izumi Ikuta, and Nakano campuses. (2) Please prepare individually for each research fund
Written estimate	(1) <b>It is necessary to state details such as the name of the goods and individual amounts.</b> (2) If the total amount of 1 order exceeds JPY 200,000, it is necessary to get estimates from at least 2 companies.
Delivery slip	(1) <b>A slip that does not state the delivery date will be invalid.</b> (2) <b>It is necessary to state details such as the name of the goods and individual amounts.</b>
Invoice	(1) <b>An invoice that does not have the date and company seal, or that is output from the Web or a copy, will be invalid.</b> (2) <b>It is necessary to state details such as the name of the goods and individual amounts.</b> (3) Please have it addressed to “Name of researcher, Department to which the researcher belongs, Meiji University.” (4) There is a deadline for payment to a vendor. In addition, please submit the invoice promptly without delay because some vendors will not take the next order until the university has finished payment.
Detailed statement Copy of the screen for the Web order	<b>Please be sure to submit detailed statement when an invoice or a receipt does not show specifications.</b>
Receipt (Confirm with the “4 examples of receipt forms” (refer to page 25))	(1) <b>It is necessary to state details such as the name of the goods and individual amounts.</b> (2) <b>When a Web receipt or a PDF file receipt is the only document you got from a vendor, an official credit card use statement must be submitted.</b> (3) While a receipt that does not have the company seal and the seal of the person in charge will be invalid a receipt that states payment has done with the words such as “Paid”, “Receipt” “Balance 0”, “Cash”, or “Payment” is acceptable. <b>*If a receipt is written in a foreign language other than English, please submit a note so that we can see the word meaning “Receipt” and contents of the receipt..</b> (4) <b>A receipt from an electronics retail store is an official receipt and detailed statement. Please do not ask for a separate handwritten receipt, and submit the receipt without cutting it.</b> (5) A receipt that has been altered such as by being cut with scissors will be invalid. (6) Please have it addressed to “Name of purchaser, Department to which the researcher belongs, Meiji University.” (7) <b>A web receipt or a copy will be invalid.</b>
Statement of ATM use	<b>A copy will be invalid.</b> It cannot be used as an official document. ~Internet Banking~ A copy of the display screen saying the following five points is necessary. a) Name of the bank, b) Name of the researcher c) Transferred money amount d) Transfer destination e) Word meaning “the money transfer is completed” such as “Completed transaction”, “Success” or etc. <b>*If the transaction is being processed, it is invalid.</b>

Document, etc.	Points to Note
Copy of a bankbook	<p>(1) In case of withdrawal from an account, please submit a copy of a bankbook saying the following three points.</p> <p>(a) Name of the bank (b) Name of the researcher (c) Withdrawn money amount</p> <p>(2) If a bank do not issue a bankbook on paper, a copy of screen etc. saying the three points above is necessary.</p> <p>(3) When you use a debit card in another country, a copy of a bankbook saying the three points above is necessary.</p> <p>(4) In the case of use of a debit card that has a cash-back function, expenditure of research funds cannot be made.</p>
Official Credit Card Statement	<p>(1) <b>Credit card use is limited to the credit card in that researcher's name and when payment will be made only once. Family card use is not acceptable.</b></p> <p>(2) When a credit card statement on paper is not issued, please <b>submit an official electronic statement.</b></p> <p>(a) Name of the researcher (b) Settlement of the charge (c) Output in the same way as the screen displayed on the Web <b>(Processed things such as copies or PDFs will be invalid.)</b></p> <p>(3) Please submit the detailed statement of credit card use without cutting it. If it is cut it will not be recognized as an official document.</p> <p>(4) In the case of credit card use in another country, <b>you may be asked to submit a detailed statement of credit card use even if a receipt was issued, in order to confirm an exchange rate (a copy is acceptable).</b></p>

## 2. Documents necessary for expenditures (excluding Amazon (amazon.co.jp))

Please be sure to confirm the “Points to Note” column (particularly about receipts and official credit card statement) on the previous page about documents to be submitted. Please use vendor payment by invoice.

○Required document    △One of these is required    □Required depending on the type of research fund

Documents to be submitted		Written estimate	Statement of delivery (delivery date required)	Invoice (date and company seal required)	Detailed statement or copy of screen for Web order	Receipt (date and company seal required)	Official Credit card statement	Slip from transfer using an ATM
Method of payment								
Vendor payment using invoice		□	○	○				
“Payment on behalf of the University”	Cash				○	○		
	Credit card				○	△	△	
	Transfer using an ATM, etc.			△	△			○



### 3. Required documents when Amazon (amazon.co.jp) was used

For expenditure of research funds for Amazon (amazon.co.jp), please submit the documents below. If a delivery form is not included, it is necessary to submit an official credit card statement.

◎Expenditure is possible with this document alone. ○Expenditure is possible with both.

		Web receipt (initial issue)	Official credit card statement	Delivery form	Detailed shipping statement	Delivery form and receipt	Detailed purchase statement (Web issue)	Receipt, etc. issued by a convenience store or parcel delivery service or Detailed statement of ATM or Net-banking use
Credit card	When there is no included delivery form or it is invalid	○	○					
	When a delivery form is included	○		○				
	When a detailed shipping statement is included	○			○			
	When a delivery form and receipt is included					○		
Net-banking, ATM, convenience store, payable on receipt	When there is no included delivery form, etc. or it is invalid						○	○
	When a delivery form is included			○				○
	When a detailed shipping statement is included				○			○

\* There is a possibility of changes due to the system change of Amazon.

Please consult the office in charge (page 4) if something is unclear.

#### (1) Matters to note about documents

Document, etc.	Points to Note
Delivery form and receipt (納品書兼領収書)	An A5 size form issued by Amazon. Expenditure is possible only with the document.
Delivery form Detailed shipping statement, etc.	An A5 size form issued by Amazon or <b>something that is clearly not a copy. (Documents that can be repeatedly output or that are copies will be invalid.)</b> In some cases a delivery form is stuck on the inside of the shipping label, so please be sure to take it off and submit it.
Web receipt (initial issue)	a. Please be sure to refer to (2) for the output method and matters to note. b. <b>A receipt reissued will be invalid.</b>
Detailed purchase statement (Web issue)	In the case of a purchase by a method other than credit card payment, a detailed purchase statement will be issued by the same method as the Web receipt.
Receipt issued by a parcel delivery service	A receipt will be issued by the parcel delivery service when a cash on delivery. Please be sure to confirm that the receipt seal is affixed.

\* Please submit all documents that are included at the time of receiving the purchased goods.

Even when there is a receipt issued by the seller, please also submit the Web receipt (initial issue).

## (2) Method of outputting the Web receipt or detailed purchase statement, and matters to note

A Web receipt or detailed purchase statement can be output from the “Receipt/Detailed purchase statement” portion on the “Check order history” screen of the “account service” on Amazon’s (amazon.co.jp) PC site.

When you close the receipt screen **regardless of whether the receipt was output or not, a receipt reissued from the next time will be invalid.** If you order multiple goods at once and attempt to output a Web receipt before delivery is completed, a “detailed purchase statement” will be indicated regarding things that have not been delivered. When the receipt is indicated at a later date it **will change to a “Receipt (reissue)”** that includes other ordered goods and **it will be invalid as an evidence document.** Please be careful so that nothing will be improper for the invoice deadline for research funds, and respond as necessary by doing things such as dividing up things that will likely require time for delivery.

## 4. Form example of a receipt

### (1) Inappropriate example

The diagram shows a receipt from 'カメラのメイジ' (Camera Meiji) with the following text:

**M** カメラのメイジ  
東京都千代田区神田駿河台1-1  
電話: 03-3296-4545  
営業時間 10:00~20:00

2017年03月28日(火) 11:57

デジタルカメラ 他

(内消費税	¥3,453)
合計	¥46,620
お預り	¥46,620
おつり	¥0

ご来店ありがとうございました  
[http://www.\\*\\*\\*\\*\\*.co.jp](http://www.*****.co.jp)

Callouts:

- Top right: Date of issue is from a past fiscal year
- Bottom left: There is no statement such as “receipt” or “received.”
- Bottom right: There are no detailed statements such as the names of purchased items, quantities, or respective amounts.

(2) Appropriate example

**meiji**  
**領 収 書**  
明治大学 法学部  
岸本辰子 様

¥9,400  
(内消費税等 ¥697)  
内訳 現金 ¥9,400

但  
上記正に領収いたしました

2017年09月15日

株式会社メイジ  
東京都千代田区神田駿河台1-1  
03-3296-4545

1 コンパクトデジカメ P  
15 DSCW630  
4953103231191  
11,200 × 1内 11,200  
値引 1,800 -1,800

小 計 ¥9,400  
合 計 ¥9,400

It is marked as a "receipt."

A receipt issued by an electronics retail store is an official receipt and detailed statement. A handwritten receipt that does not clarify details and point information cannot be used.

The date of issue is the appropriate fiscal year.

The details are not cut off.

"Meiji University, the academic department, and the name of the purchaser" are listed.

**領 収 書**  
発行日: 平成29年4月15日

明治大学  
法学部 岸本辰子 様

金額 ¥ 12,600

但 プリンター代(1台) ¥12,000  
トナー代(1個) ¥600

上記正に領収いたしました。

株式会社 明治商事  
〒101-8301  
東京都千代田区神田駿河台1-1  
電話: 03-3296-4545

**株式会社 明治商事**

The names of purchased items, quantities, and respective amounts are listed.

There is an impression of the company

There is a seal of the person in charge.

# 領収書

平成29年4月15日

明治大学  
**法学部 岸本辰子 様**  
 件名：書籍代  
 下記のとおり領収致しました。  
 よろしくご査収ください。  
 ¥6,655円

オールドブックス メイジ  
 住 所：〒101-8301  
 東京都千代田区神田駿河台1-1  
 代 表：宮城浩子  
 電 話：03-3296-4545  
 F A X：03-3296-4283



書名	出版社	数量	金額
株とは何か-市場・投資・企業を読み解く-		1	1,680
行動経済学の理論と実証		1	4,725
		小計	6,405
		送料	250
		合計	6,655

“Meiji University, the academic department, and the name of the purchaser” are listed.

The names of purchased items, quantities, and respective amounts are listed.

**明大マート**  
 MEIDAI MART  
 TEL 03 3296 1213 内線2727

領 収 書

明大マートの営業時間のお知らせ  
 月～金はAM8:30～PM8:00  
 土曜日はAM8:30～PM6:00  
 ご来店をお待ち申し上げます  
 明大マートは明大生を応援します！！

2017年9月15日(金)14:19 No.0003

4902555134956  
 3001USB  
 単1,080×3個 内 ¥3,240

小計 ¥3,240  
 内税対象額 ¥3,240  
**合計 ¥3,240**  
 (うち消費税 ¥240)

お預かり ¥5,000  
 お釣り **引渡済** ¥1,760

---

現金払い **29.9.15** 明大マート 駿河台店 **宮城** ¥3,240

取引No8834 3点買 0049:

Except for books, it is possible to conduct an inspection at the same time for purchases at Meidai Mart.

## Details of Use of Research Funds

### 1. Purchase of Goods (excluding books; for books, refer to page 34)

- Things that must be ordered through the University are indicated as Ordered by the University (refer to page 14).
- For research funds handled by the Academic Strategy and Planning Office or the Community Relations Office, orders must be made through the University for all things for which the total amount for one order is JPY 200,000 or more.

#### (1) Documents to be submitted

Monetary Amount for 1 Item or 1 Set	Name of Expense Item	Documents to be Submitted	
200,000 yen or more <u>Ordered by the University</u>	<u>Research Funds within the university</u> 機器備品 <u>KAKENHI</u> 物品費(設備備品)	(i) “Request for Procurement” (ii) Product catalog (iii) Written estimate (iv) “Notification of Donation of Equipment and Fixtures” (Only required for the KAKENHI and research subsidies)	
50,000 yen or more but less than 200,000 yen	<u>Research Funds within the university</u> 準備品 <u>KAKENHI</u> 物品費(消耗品)  *Items fall into 機器備品, 物品費(設備備品), and 準備品 are not possible to make purchases by combining the remaining balance of research funds with personal money.	When the total of amounts for 1 order is more than 600,000 yen <u>Ordered by the University</u> [Matters to note “c” and “d”]	(i) “Request for Procurement” (ii) Product catalog (iii) Written estimate
		When the total of amounts for 1 order is 600,000 yen or less *2	[Payment to vendor] (i) Written estimate (If the total of amounts for 1 order is more than 200,000 yen, estimates should be obtained from at least 2 companies.) (ii) Statement of delivery (iii) Invoice [Payment on behalf of the University] (i) Receipt and detailed statement (ii) Written estimates from at least 2 companies (if the total of amounts for 1 order is more than 200,000 yen) * The name of the manufacturer, model number, and place of delivery are necessary.

Monetary Amount for 1 Item or 1 Set	Name of Expense Item	Documents to be Submitted	
Less than 50,000 yen	<u>Research Funds within the university</u> その他の消耗品  <u>KAKENHI</u> 物品費(消耗品)	When the total of amounts for 1 order is more than 600,000 yen <u>Ordered by the University</u> [Matters to note “c” and “d”]	(i) “Request for Procurement” (ii) Product catalog (iii) Written estimate
		When the total of amounts for 1 order is 600,000 yen or less *2	[Payment to vendor] (i) Written estimate (If the total of amounts for 1 order is more than 200,000 yen, estimates should be obtained from at least 2 companies.) (ii) Statement of delivery (iii) Invoice [Payment on behalf of the University] (i) Receipt and detailed statement (ii) Written estimates from at least 2 companies (if the total of amounts for 1 order is more than 200,000 yen)

## (2) Note

- (a) Please be sure to read the “Points to be Noted When Using Research Funds” (page 20) and “Documents Required for Expenditure of Research Funds” (pages 22-27).
- (b) When planning to purchase goods by using specific individual research fund (*Tokutei-Kojin*), please be sure to confirm that the goods can be purchased within the “Scope of Use of Specific Individual Research Funds Broken Down by Item” (pages 17 - 18).
- (c) Ordered by the University requires a form “Request for Procurement.” It can be obtained from the research office website (page 4). When incidental work will arise for equipment or instruments for research, please state that fact in the form of “Request for Procurement.”
- (d) Ordered by the University **cannot be handled by advance payment**, so please confirm with the company when you get an estimate.
- (e) If the total of amounts for 1 order is 600,000 yen or less, please purchase something that is modestly priced, after comparing and considering prices by using the Internet, etc. If the total of amounts for 1 order is more than 200,000 yen, please get written estimates from at least two companies and submit them. For purchases of the same disposables within the fiscal year, if written estimates from at least two companies are submitted at the beginning of the fiscal year it is not necessary to submit estimates each time a purchase is made.
- (f) Experimental materials, laboratory chemical, experimental animals, and software will be handled the same as the goods less than 50,000 regardless the actual amount of money..
- (g) In the case of software versions of multiple years, expenditures may be divided proportionally for each year.
- (h) Content such as databases, images, and music data will be handled the same as books (refer to page 34).
- (i) “機器備品” “物品費(設備備品)” and “準備品” cannot be purchased by combining remaining amounts of research funds with personal money.

- (j) If you want to purchase goods that cost 5,000,000 yen or more for one item or for a set, or goods that will be specially ordered, please contact the office at the beginning of the fiscal year.
- (k) Items fall into 機器備品, 準備品 and equipment such as personal computers purchased with KAKENHI (direct expenses) and donated to the University will attribute to the University.

## 2. Management of Goods

Methods of managing purchased goods are stipulated in the university regulations according to purchase price. The various classifications and methods of management are as stated below. The matters stated on “equipment stickers” are necessary when goods are repaired and disposed of, please affix them in places on the goods where they can easily be seen.

However, for situations in which there are separate provisions by the government agency, etc. that provided them, the provisions of the governmental statute shall govern.

### (1) Goods registered in the University management ledger

Name of Expense Item	機器備品 in research funds within the University / 物品費 (設備備品) in KAKENHI	準備品 in research funds within the University / 物品費 (消耗品) in KAKENHI
Purchase amount	200,000 yen or more	50,000 yen or more but less than 200,000 yen
Method of management	Affix an “備品シール equipment sticker” ----- In KAKENHI rules, goods more than 50,000 yen shall be donated to the University. Please affix an “備品シール equipment sticker”.	
Method of disposal for resignation or abrasion of goods	Write the reason for disposal on an “機器備品廃棄申請書” (available at the office of your department) together with “備品シール equipment sticker,” and apply for disposal. Please note in advance that when disposing of a computer, in order to prevent information leaks, it is necessary to erase data using the “ERAZER” held by the Information Media Division (ext. 60-4413). (Refer to page 33.)	
Moving out to another university or institute	If you want to continue to use equipment that was purchased with public research funds such as KAKENHI at next university or institute, it is necessary to follow a procedure. When moving out has been decided, please inform the office in charge. The equipment will be returned to you after the procedure is completed.	
Method of relocation within the university	When planning to relocate the equipment to the other place, please fill out the application form “機器備品移管請求書” (available at the office of your department).	

### (2) Disposables

Please manage them appropriately at your own judgment.

## 《Information from the Information and Media Division System Planning Office》

### Purchases of Computers and Software

#### Submission of copies of computer warranties and license certificates

Based on the “Meiji University Software Management Regulations,” a software property management ledger is maintained for computers owned by the university. With regard to a computer that was purchased with research funds and is managed by the University (excluding a computer that is less than 50,000 yen (less than 200,000 yen in case of Research Aids)) or software that was purchased using research funds, please send the documents below to the Information Media Division System Planning Office (Surugadai) (ext. 60-4413)

1. Computers ..... Copy of the warranty \* Please keep the original warranty at your side.
2. Software ..... Sticker that states the serial number, copy of the user registration, copy of the license agreement, etc. \* Please keep the original license agreement at your side.

#### Use of Network and Software

[1] Use of the university network (MIND)

Inquiries: The support desk of each campus

Surugadai campus: 60-2389, Izumi campus: 62-1190, Ikuta campus: 63-7711, Nakano campus: 66-8072

Method	Overview
When connecting to an information outlet in a research room, laboratory, etc.	<p><b>Use of “MIND continuous fixed connection service”</b></p> <p>This is a method of use by continuously connecting to the university network (MIND). A unique IP address for connecting to the network is allotted to each computer.</p> <p>- Method of use</p> <p><u>It is necessary to submit an application.</u></p> <p>Please fill out an “application to use MIND” and submit it to one of the media support offices on each campus or the Nakano Campus Office.</p> <p>*For details, please visit <a href="http://www.meiji.ac.jp/mind/lan-service/">http://www.meiji.ac.jp/mind/lan-service/</a> (Japanese)</p>
When connecting to a mobile information outlet, VPN, or wireless LAN access point	<p><b>Use of “MIND mobile connection service”</b></p> <p>This is a method of use by temporarily connecting to the university network (MIND). You need “Shared authentication system account” (the 6-digit number stated on your faculty ID and password) to connect it..</p> <p>- Method of use</p> <ul style="list-style-type: none"> <li>● If you do not have a “shared authentication system account” (mainly research promoters, research assistants, and invited researchers): <ul style="list-style-type: none"> <li>○ Research promoters and research assistants: Please consult with the Research Promotion Division.</li> <li>○ Invited researchers: Please consult with the School Office, Graduate School Office, or Professional Graduate School Office to which you belong.</li> </ul> </li> <li>● If you are unsure of your password for the “shared authentication system account”: <p>Please consult with the department office, Graduate School Office, Professional Graduate School Office, etc. to which you belong.</p> </li> </ul> <p>* For details, please visit <a href="http://www.meiji.ac.jp/mind/mobile/">http://www.meiji.ac.jp/mind/mobile/</a> (Japanese)</p>



[2] Use of additional software

Inquiries: Information Media Division System Planning Office (Surugadai) (ext. 60-4413)

Method	Method of Use
<p>When using Microsoft products</p>	<p>The University has concluded an EES contract with Microsoft. Under this contract, users who belong to the University (students and faculty members) are issued non-permanent software licenses, and computers that were purchased with research funds, etc. and are owned or managed by the University are provided with software <u>free of charge</u> via the network.</p> <p>- Main Software</p> <p>(a) Windows (Upgrade license) (b) Office (Windows version, Mac version)</p> <p>(c) System Center Endpoint Protection (Anti-virus software)</p> <p>(d) Visual Studio</p> <p>- Method of use</p> <p><u>It is necessary to submit a written oath.</u></p> <p>Please fill out a “written oath related to use of software based on EES” and submit it to the System Planning Office.</p> <p>* For details, please visit <a href="http://www.meiji.ac.jp/isc/msca/">http://www.meiji.ac.jp/isc/msca/</a> (Japanese)</p> <p>* When EES will be applied to a computer that costs less than 50,000 yen and purchased using KAKENHI or HLSRG (Kourou Kaken-hi), ERTDF or less than 200,000 yen and purchased using Research Aids, it is necessary to follow donation procedures at the office in charge.</p>
<p>When using Adobe products</p>	<p>As for Adobe software, the University is a member of CLP (Cumulative Licensing Program) that offers Adobe perpetual software licenses and Creative Cloud that gives Adobe one year software licenses. All Adobe software to be installed in computers that were purchased with research funds and are managed by the University needs to be ordered and installed through the University.</p> <p>* Installation of the Adobe academic version on a computer owned or managed by the university is not possible under the terms of the Adobe license.</p> <p>- Method of use</p> <p><u>It is necessary to submit a management slip.</u></p> <p>When you want to make a purchase using research funds, please submit a “written estimate” issued by Meidai Mart and a “license management slip” that depends on the type of license to the office in charge</p> <p>* Only “Acrobat”, “Hobbyist” (Elements/Lightroom) and “PPBU” (FrameMaker/ColdFusion) products are available through CLP.</p> <p>* For details, please visit <a href="http://www.meiji.ac.jp/isc/adobe/clp_top.html">http://www.meiji.ac.jp/isc/adobe/clp_top.html</a> (Japanese)</p>
<p>When using MATLAB/Simulink products</p>	<p>The University has concluded a TAH (Total Academic Headcount) license contract with MathWorks. Under this contract, tenured faculty members are allowed to install MATLAB and related products (50 in total) without purchasing each product. However, it is limited to computers that are owned or managed by the University or owned by the faculty member.</p> <p>- Method of use</p> <p>It is necessary to submit an application form.</p> <p>Please fill out an “application form for MATLAB TAH license” and submit it to the System Planning Office.</p> <p>* For details, please visit <a href="http://www.meiji.ac.jp/isc/matlab-tah/index.html">http://www.meiji.ac.jp/isc/matlab-tah/index.html</a> (Japanese)</p>

[3] Elimination of data when disposing of computers and tablet terminals, etc.

Inquiries: Information Media Division, System Planning Office (ext.60- 4413)

### ☆ **Have you Taken Thorough Measures to Prevent Information Leaks When Disposing of Computers?**

Did you handle any confidential information such as students' grades, student consultations, data for research, preparation of entrance exam questions with a computer that you intend to dispose of? If you handle information that must not be leaked outside the University, please dispose of the computer **after completely erasing the data.**

The Information Media Division has, as a measure to prevent information leaks, equipment to completely erase information recorded in hard drive, floppy disks, video tapes such as magnetic tapes, etc.

It takes a mere fifteen seconds to do work that was once done using data-erasing software to make data on a disc un-restorable or physically destroying a disc when disposing of a computer or server.

Even information of faulty hard drive that cannot be erased with software can be eliminated with this equipment.

Recorded video tapes with images that cannot be disclosed outside the university or other recorded devices can also be eliminated in approximately fifteen seconds.

#### **Matters to Note**

1. For hard drive, all information, including control signals (servo signals) will be erased, and therefore after the information is erased it will not be possible to re-use a hard drive by partitioning, formatting, etc. Therefore, **this cannot be used on equipment for which there is an obligation to “return it after initializing,” as with rented items.** Please do not use this for rented items other than equipment for which special permission has been granted to return it after it has been made unusable.

2. Some floppy disks and magnetic tapes cannot be re-used. Please note that in some cases they cannot be used after information has been erased, even if they are formatted.

3. **Information cannot be erased** for USB memories, SD memories, memory cards, MOs (magnet optical discs), CDs, DVDs, SSDs, mobile phones, etc.

\* Refer to page 30 for information about disposing of equipment.

### 3. Books, Magazines, and Materials

Please be sure to read “Points to be Noted When Using Research Funds” (page 20) and “Documents Required for Expenditures of Research Funds” (pages 22-27).

Please purchase books at the moderately-priced bookstores within the University use research funds efficiently.

#### (1) Specific Individual Research Funds (*Tokutei-Kojin*)

(Inspection is NOT required)

Documents to be Submitted	Examples of Disallowable Expenses
[Payment to vendor] (i) Written estimate (ii) Statement of delivery (iii) Invoice  [Payment on behalf of the University] (i) Receipt and detailed statement	<ul style="list-style-type: none"> <li>Magazines other than academic journals (things that are not directly necessary in order to carry out the research project)</li> <li>Newspapers (things that are not directly necessary in order to carry out the research project)</li> <li>Guidebooks</li> <li>Things to be used other than for research, such as for things for classes</li> <li>Things to be used for self-development</li> </ul>

\* Please note that the books and items listed above cannot be purchased by other research funds.

#### (2) Research Funds Other than Specific Individual Research Funds

(Inspection IS REQUIRED)

Amount for 1 Copy or 1 Set	Name of Expense Item		Documents to be Submitted
	Research funds within the University	KAKENHI	
Things that are more than 500,000 yen <u>Ordered by the University</u> <u>[Points to Note (e)]</u>	Books		(i) Product catalog (ii) Written estimate (iii) Certification of value (only for used books)
	Registration numbers will be given and they will be registered as a fixed asset.  * Purchases made on commissioned or collaborative research, or with a monetary donation will be treated as other disposables.	Expense for goods (equipment and fixtures)	
From 30,000 yen to 500,000 yen			[Payment to vendor] (i) Written estimate (ii) Statement of delivery (iii) Invoice (iv) Purchased books
Less than 30,000 yen	Other disposables	Expense for goods (disposables)	[Payment on behalf of the University] (i) Receipt and detailed statement (ii) Purchased books
	After inspection, they will be managed as unrecorded assets.		

### (3) Points to Note

- (a) Please submit receipts, invoices, statements of delivery, and written estimates that state the names of the books and the individual monetary amounts.
- (b) If you want to make a donation, the documents below will be necessary in addition to the required documents listed in the column of “documents to be submitted.”
  - (i) A petition (please state the reason for the donation)
  - (ii) A list of the places to which it was donated (affiliations and names)
  - (iii) Notification of completion of work (when delivery was commissioned)
  - (iv) A document saying the amount of book royalties

We will pay you the amount after deducting the book royalties. Please note, however, that you shall refund the book royalties later if they are unknown when you buy the books.

- (c) Expenditures for subscriptions will be proportionally divided by fiscal year. For research funds that require inspection, things that are delivered and inspected within that fiscal year will be subject to expenditure.
- (d) Please consult with the office in charge in advance when you buy a book that you wrote.
- (e) Things that must be ordered through the University are indicated as Ordered by the University (refer to page 14).
- (f) Books or 物品費（設備備品） Equipment and fixtures (KAKENHI) cannot be purchased by combining remaining amounts of research funds with personal money. When purchasing disposables, you can combine remaining amounts of your research fund with personal money.
- (g) Because books and 物品費（設備備品） Equipment and fixtures (KAKENHI) will be registered as fixed assets, they cannot be disposed of.
- (h) Because books that are disposables (KAKENHI) are managed as unrecorded assets, please return them to the University in the situations below.
  - (i) When they have become unnecessary after termination of the research period
  - (ii) When a faculty member of the University leaves his or her position at the University (e.g. when the person will transfer to another organization)
- (i) Books and documents purchased with KAKENHI (only direct expenses) can be returned to the researcher when he or she leaves his or her position, if the researcher requests. Please make an offer to the office in charge. Some procedures will be necessary.

## 4. Inspection and Acceptance Inspection

**\*For details, please refer to the separately distributed “Inspection Manual for Public Funds” (issued by Meiji University’s Finance Division Asset Management Section)**

### (1) Inspection of Goods

**\*No inspection is required for a specific individual research fund (Tokutei-Kojin)**

Things that are purchased using public funds or expenses that are managed equivalent to public funds, such as KAKENHI, large-scale research, research institute research funds, or research support expenses, will all be inspected, irrespective of monetary amount.

Regarding donation for academic research, commissioned or collaborative research by private sectors, inspections is required only for things that are 30,000 yen or more. However, that all books, magazines, and materials will be inspected, irrespective of monetary amount.

Inspections at the Inspection Office are not necessary for goods that exceed 800,000 yen, because they will undergo acceptance inspections based on the “Meiji University Procurement Provisions.”

#### (a) Things subject to inspection

The things that are subject to inspection are “equipment for computers”, “experiment materials and drugs”, “experiment organisms”, “software”, “books”, “repair of equipment”, “commissioned work”, and “printing and binding of posters/reports”, etc. Please follow below (b) and have them inspected at the Inspection Office. In addition to inspection, acceptance inspections for printed materials and deliverable of commissioned work will be conducted separately by the office in charge.

#### (b) Inspection method

Inspections at the Inspection Office are checks of whether there are not any mistakes in the names or quantities of delivered goods compared to content listed in “statement of delivery ” and “invoices” (or “receipts”), and whether goods have been delivered with no mistakes. Therefore, please understand that outer boxes or delivery package may be opened by the Inspection Office to check. In addition, books will be marked with the University’s seal when they are inspected.

#### (c) Inspection and acceptance inspection method for special services

With regard to development and creation of databases, programs, and digital contents, inspections will be performed by checking the contents against the work reports including the photos, etc. As for maintenance and inspection of equipment, inspections will be performed based on the working reports stating the working date, working place, name of person in charge and contents of the work.

Meiji University has strengthened checking systems by means of inspections at the Inspection Office and acceptance inspections at the office in charge.

(d) Points to note when placing orders

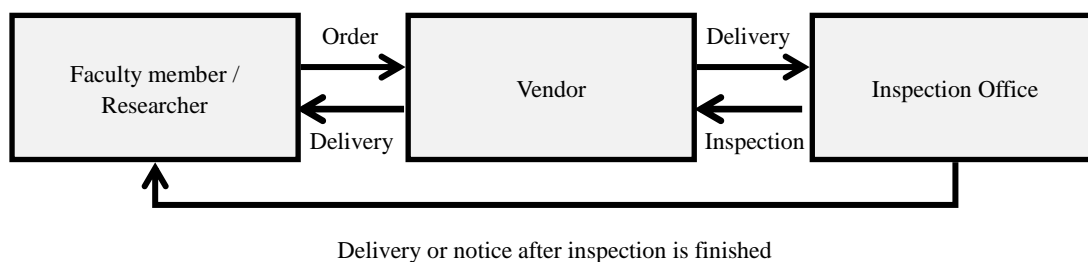
Purchased products	Requests
Books	<p><b>After you determine the research fund to buy books, please ask a vendor to have them inspected at the Inspection Office and to deliver them to your research room.</b></p> <p>*If the research fund to be expended is not determined, the books cannot be inspected at the Inspection Office and therefore you need to bring them to the Office after determining the research fund.</p>
Goods other than books	<p><b>Please ask a vendor to have goods inspected at the Inspection Office and to deliver them to your research room.</b></p> <p>* Even if you do not determine the research fund to buy them, they can be inspected.(or inspection is available at the Office.)</p>

(e) Address for invoices and statement of delivery

Please ask the vendor to make the address on invoices and statement of delivery as follows: Meiji University, your affiliation, your name, and name of the research fund.

(f) Flow of inspections

After (d) and (e) above, goods that have been inspected will be delivered to the faculty member or researcher.



(g) Locations of Inspection Offices (Inspections are available on any campus.)

Campus	Location/Phone Number	Office in charge
Surugadai	Faculty Office Building 3F 03-3296-4643	Property and Facilities Office
Izumi	Faculty Office Building 1F 03-5300-1028	Izumi Campus Office
Ikuta	East Management Building 2F 044-934-7177 (Bus parking lot 2F)	Ikuta Campus Office
Nakano	Low-Rise Wing 3F 03-5343-8121	Nakano Campus Office
<b>Office hours</b>	Mon. through Fri.: 9:00 a.m.-5:00 p.m./ Sat.: 8:30 a.m.- 12:00 p.m. For details about the office, please refer to the "Inspection Manual for Public Funds."	

**(2) Inspection of things other than goods**

For things other than goods that will be inspected at the Inspection Office, **acceptance inspection will be conducted by the office in charge (page 4)**. Things subject to acceptance inspection are **service deliverables that involve expenditures of remuneration**, finished goods of book-binding, and **deliverables of commissioned work**. When you are not sure about whether an item you bought is subject to inspection, please contact the office in charge.

## 5. Travel Expenses for Research Business Trips

Please be sure to read “Points to be Noted When Using Research Funds” (page 20) and “Documents Required for Expenditures of Research Funds” (pages 22-27).

### (1) Scope for Travel Expenses

- (a) Expenditures for travel expenses related to education, such as accompaniment to seminars, are not covered by any research funds.
- (b) **In the case of participation in an academic conference, expenditures for registration fees and business trip expenses must be made from proper expenses.**

Area of Business Trip Research Funds		Area Within Japan and Less Than 31km Away	Area Within Japan and 31km or More Away	Outside Japan	
		Specific Individual Research Fund (Applicant must be the same as the Researcher himself/herself)		Specific individual research fund cannot be used if the only purpose of the business trip is for an academic conference : ×  Specific individual research fund can be used if the purpose of the business trip is not only for an academic conference, but also for a collection of materials or similar : ○	
Other Than Specific Individual Research Fund	Principal Investigator (PI)	○	○	○	
	Co-Investigator	○	○	○	
	Partner Researcher	○	○	○	
	Research Collaborator/Research Assistant	Researcher	○	○	○
		University Research Associate	○	*1	*1
		Graduate student	○	*1	*2
		Undergraduate student	○	*2	*3
Invited Researcher (Application for Travel Expenses for Invited Researcher)	○	○	○		

\*1 Not allowed going on a trip without supervisor such as PI, co-investigator, or partner researcher. An assistant may go on a trip without supervisor if a PI explains the reason why a PI cannot go along with him/her and acknowledges that there is no problem with carrying out the work by assistant alone.

\*2 Not allowed going on a trip without supervisor such as PI, co-investigator, or partner researcher.

In principle, PI, co-investigator, or partner researchers have to accompany him/her. If there is an unavoidable reason the supervisor cannot go along with his/her, please consult with the office in charge (page 4).

\*3 Please consult the office in charge in advance.

## (2) Transportation Expenses and Accommodation Expenses

- (a) When a researcher from another research organization goes on a business trip by using Meiji University research funds, the “Usage Manual for Research Funds” shall apply to him/her.
- (b) When multiple researchers conduct a research business trip on the same itinerary, please have each individual make his or her own arrangements for travel expenses, and **in principle do not pay for other researchers on their behalf**. This excludes the cases where it is cheaper to apply under multiple people or it is necessary to pay immediately on their behalf.
- (c) Transportation expenses will be calculated and provided according to the most economical route and means of transportation from the place of departure. For JR fares, a round-trip discount rate will be applied.
- (d) Package tours can be used when a payment will be cheaper than a separate payment for transportation expenses and accommodation expenses.
- (e) Expenditure cannot be made for the meal costs. However, expenditure is possible if meal costs are included in the accommodation expenses.
- (f) **When the trip has another purpose and some of the expenditures are covered with aids for domestic/overseas travel expenses to attend an academic conference, please check the appropriate box and fill in required information on application form.**
- (g) When remuneration is made to a person who takes a business trip, please consult the office in charge beforehand, because there are cases in which transportation expenses and accommodation expenses are subject to tax.
- (h) It is required to write every schedule on an application form. If there is no space to write down a schedule, please use an extra sheet. Application forms are downloadable from the university website.
- (i) Combining research funds to go on a trip can be made only if the schedule is clearly classified by each research as in Example 1 and Example 2 below.

**(Example 1)** For a 6-day, 5-night business trip, research using a specific individual research fund(A) will be conducted during the first 4 days, and research using Research Institute Research Fund (B) will be conducted during the last 2 days.

Research (A) (4 days)		Research (B) (2 days)	
Transportation fares (to destination)	Accommodation expenses for 4 nights, daily allowances for 4 days	Accommodation expenses for 1 night, daily allowances for 2 days	Transportation fares (return home)

**(Example 2)** For a 6-day, 5-night business trip, research using KAKENHI (direct expenses) (A) will be conducted during the first 3 days and the last 2 days, and research using research support expenses (B) will be conducted on 1 day.

Research (A) (3 days)		Research (B) (1 day)	Research (A) (2 days)	
Transportation fares (to destination)	Accommodation expenses for 3 nights, daily allowances for 3 days	Accommodation expenses for 1 night, daily allowances for 1 day	Accommodation expenses for 1 night, daily allowances for 2 days	Transportation fares (return home)

- (j) Cancellation or change charges for personal reason is not covered by any research funds.
- (k) Expenditures cannot be made for voluntary travel insurance except that the trip cannot be conducted without purchasing such insurance.



### (3) Criteria for Transportation Expenses and Accommodation Expenses

#### (a) Within Japan, Less Than 31 Kilometers

Transportation Expenses	Accommodation Expenses (Per Night)
Transportation fares excluding the zone in which commuter pass can be used	/

#### (b) Within Japan, 31 Kilometers or More

Transportation Expenses	Accommodation Expenses (Per Night)
<p>(i) Transportation fares excluding the zone in which commuter pass can be used</p> <ul style="list-style-type: none"> <li>○ For JR fares, a round-trip discount rate is applied.</li> <li>○ Fares related to getting off midway cannot be claimed.</li> </ul> <p>(ii) Express fare</p> <ul style="list-style-type: none"> <li>○ Express fare is allowed for 80km or more by the same express train or for 100km or more by the same <i>shinkansen</i> without transfer. If it is necessary to use an express train, but the distance does not fulfill the criteria, please consult the office in charge in advance.</li> </ul> <p>(iii) Express fare / reserved seat fare [Aomori ⇔ Hakodate (Seikan Tunnel)]</p> <p>(iv) For use of airplanes</p> <ul style="list-style-type: none"> <li>○ For business trips to Hokkaido, Shikoku, Kyushu, or Okinawa regions, actual expenses for economy class will be paid. Classes that are more expensive than economy class, such as Class J, cannot be used.</li> <li>○ It is not allowed to use airplanes for a trip within a mainland Japan (<i>honshu</i>) except the case when an airfare is cheaper than train fare. (v) For ship fare, it is possible to make expenditures for class equivalent to first class if the travel distance by ship is 600km or more.</li> </ul>	<p>Maximum of 12,000 yen</p> <ul style="list-style-type: none"> <li>• Expenditures will be made based on applications.</li> <li>• Please fill in the amount of accommodation expenses at the time you made the reservation or the amount you found by searching on the Internet.</li> </ul>

#### (c) Overseas Business Trips

Transportation Expenses	Accommodation Expenses (Per Night)
<p>(i) Transportation fares within Japan to /from the airport excluding the zone in which commuter pass can be used</p> <p>(ii) Actual expenses for airfares for economy class (*1) taxes and service charges imposed by the governments of each country or airports, special fees for air travel insurance, and fuel surcharges are applicable</p> <p>(iii) Actual expenses for ship and rail fares (*2)</p>	<p>Actual expenses up to a limit of 22,500 yen per night</p>

\*1 For professors and associate professors, expenditure is possible for the class one beneath the highest class (business class, etc.) if all of the conditions are met for the following (i) through (iii).

- ① Both A and B below are in excess of 7,000km (4,375 miles)  
 A: The linear distance between the place of departure and the final destination  
 B: The linear distance of each flight leg when flights involving a stopover
- ② You need to contact the office in charge by e-mail or in writing and let them know the airfare for the tickets you plan to purchase, and obtain their approval, in advance.
- ③ You need to purchase tickets by an economical and reasonable method, such as using Meiji University Support or an airline's discount service.
- \*2 When seat classes are divided into 2 classes, actual expenses for an upper class seat will be paid. When they are divided into 3 or more classes, actual expenses for a second class can be made.

(d) Use of Rental Cars and Taxis

Expenditure is possible only in cases when there is an unavoidable reason for use as in the case below. Please consult the office in advance and submit a petition to use.

(Examples)

- There is no public transportation between the nearest train station and the destination.
- Public transportation is inefficient because it only runs at long intervals, and it is not possible to fulfill your purpose within the estimated time.

Expenditures cannot be made for voluntary insurance for which benefits arise, purchased additionally when renting a car.

Please note that there are cases in which expenditures cannot be made due to the type of research fund for the Collision Damage Waiver (CDW).

(e) Criteria for research business trip travel expenses for researchers stationed overseas

	Trip within the place where a researcher is		Return to Japan for research	
	Within the country where a researcher is	Other foreign country	Accommodation other than the researcher's home	Accommodation at the researcher's home
Application form	Use an application for research business trip travel expenses (overseas)			
Transportation expenses	Criteria for overseas business trip travel expenses. Actual expenses on the receipt.		Criteria for overseas business trip travel expenses. The University will calculate train and bus fares based on an application. The price for an airplane ticket will be as stated on the receipt.	
Accommodation expenses	Criteria for overseas business trip travel expenses. Actual expenses on the receipt. (Upper limit of JPY 22,500 per night)		Criteria for domestic travel expenses. (Requires a receipt; upper limit of JPY 12,000 per night)	Not provided
Daily allowance	Criteria for domestic travel expenses (Limited to a distance of 31km or more)	Criteria for overseas business trip travel expenses	Criteria for domestic travel expenses	

#### (4) Criteria for Daily Allowance Expenditures

- (a) Expenditures for a daily allowance will be made as expenses for meal costs at the destination and transportation expenses for getting around at the destination.
- (b) A researcher on the ship is applicable for a daily allowance.
- (c) A researcher cannot claim for daily allowances on days when research is not conducted.
- (d) Daily allowance for a researcher overseas will differ from these criteria. Please inquire the office in advance.
- (e) When a daily allowance is not needed, please inform the office in charge.**

Area of Business Trip	Daily Allowance (Per Day)
① Within Japan, less than 31km away	A daily allowance is applicable when a trip is on a Sunday, a national holiday, or a university holiday.
② Within Japan, 31km or more away	Professor, Associate professor : 3,800 yen Senior Assistant Professor, Assistant professor : 3,300 yen Research Associate : 3,000 yen
③ Outside Japan For a researcher stationed overseas, please refer to the chart under section (e) on the previous page.	Professor, Associate professor : 7,200 yen Senior Assistant Professor, Assistant professor : 6,700 yen Research Associate : 6,200 yen

Table [Daily Allowances for People Other Than Full-Time Faculty Members]

Position	Criteria
1. Professor emeritus	Provided equivalent to that for professors and associate professors.
2. Specially-appointed faculty member or visiting faculty member	Provided in accordance with qualifications (professor, associate professor, assistant professor)
3. Lecturer serving simultaneous posts	Provided equivalent to that for senior assistant professor and assistant professors.
4. Senior researches • Postdoctoral researchers	
5. Fellow of the Japan Society for the Promotion of Science (SPD, PD, RPD)	
6. Researchers	
7. Global COE Student Researcher	Provided equivalent to that for a research associate.
8. Research assistant	
9. Fellow of the Japan Society for the Promotion of Science (DC2, DC1)	
10. RA	
11. Person belonging to other university	The University's qualifications will be applied and daily allowance is provided in accordance with the qualifications of the other university.
12. Person who does not fall under any of the above 1 through 10. (Visiting researcher, etc.)	Provided equivalent to the qualifications to which a Principal Investigator or a Co-Investigator considers as being comparable.
13. Other	If a case arises in which a person holds multiple positions and the criteria for provision differ, a daily allowance is provided equivalent to the qualification for the highest amount.

**(5) Transportation Expenses and Accommodation Expenses for Invited Researchers (Expenditures of specific individual research funds cannot be made.)**

- (a) Please be sure to consult the office in advance when you wish to invite a researcher for a lecture or as a panelist, etc. There are major differences in the documents to be submitted, depending on whether or not remuneration will be paid to the invited person.
- (b) There is a difference in terms of withholding tax, depending on whether transportation expenses and accommodation expenses will be paid to the invited person or a travel agency.
- (c) **In the event that a host researcher will pay travel expenses in advance, it may be necessary to submit documents according to this manual. Please be sure to consult the office in advance.**
- (d) If it is temporary, application for business trip travel expenses as a research collaborator may be more suitable rather than application for an invited person.

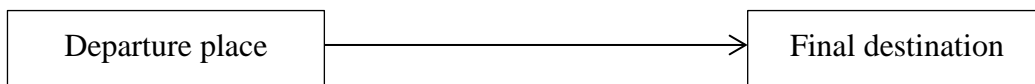
Invited from:	Criteria for Expenditure of Transportation Expenses	Actual Accommodation Expenses (Per Night)
Within Japan	<p>(1) Transportation fares</p> <ul style="list-style-type: none"> <li>* For JR fares, a round-trip discount rate will be applied.</li> <li>* Fares related to getting off midway cannot be claimed</li> </ul> <p>(2) Reserved seat express fare</p> <ul style="list-style-type: none"> <li>* Reserved seat express fare is allowed for 80km or more by the same express train or for 100km or more by the same <i>shinkansen</i> without transfer. In the event that this distance will not be fulfilled the criteria, but necessary to use a reserved-seat express train, please consult the office in charge in advance.</li> </ul> <p>(3) Express fare / reserved seat fare [Aomori ↔ Hakodate (Seikan Tunnel)]</p> <p>(4) For use of airplanes</p> <ul style="list-style-type: none"> <li>* For business trips to Hokkaido, Shikoku, Kyushu, or Okinawa regions, actual expenses for economy class will be made. Classes that are more expensive than economy class, such as Class J, cannot be used.</li> <li>* It is not allowed to use airplanes for a trip within a mainland Japan (<i>honshu</i>) except the case when an airfare is cheaper than train fare.</li> </ul> <p>(5) For ship fare, it is possible to make expenditures for class equivalent to first class if the distance traveled by ship is 600km or more.</p>	Actual expenses up to a maximum of 15,000 yen

Invited from:	Criteria for Expenditure of Transportation Expenses	Actual Accommodation Expenses (Per Night)
Outside Japan	(1) Fare from /to the airport (2) Actual expenses for economy class airfares (*1) including taxes and service charges imposed by the governments of each country or airports, special fees for air travel insurance, and fuel surcharges	Actual expenses up to a maximum of 20,000 yen

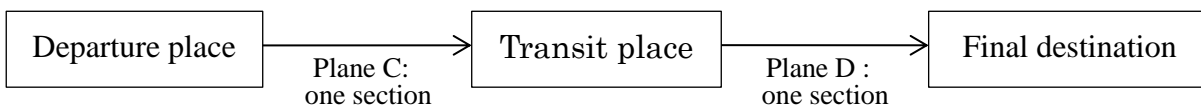
\*1 For professors and associate professors, expenditure is possible for the class one beneath the highest class (business class, etc.) if all of the conditions are met for the following (i) through (iii).

(i) Both A and B below are in excess of 7,000km (4,375 miles)

A: The linear distance between the place of departure and the final destination



B: The linear distance of each flight leg when flights involving a stopover



(ii) You need to contact the office in charge by e-mail or in writing and let them know the airfare for the tickets you plan to purchase, and obtain approval, in advance.

(iii) You need to purchase the tickets by an economical and reasonable method, such as using an airline's discount service.

## (6) List of Applications and Other Documents to be Submitted for Business Trip

Please submit an “Application for Research Business Trip” to the office in charge before the trip. However, an “Application for a Short-Distance Business Trip” shall be submitted after the trip.

### Researcher at Meiji University

● : Necessary for all research funds

○ : Necessary for research funds other than specified individual research funds

▲ : One of the documents is necessary for all research funds

				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
<p>- Application form for research expenses and examples of how to fill them out are available at <a href="http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html">http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html</a></p> <p>- Please be sure that "Meiji University, your department, and your name" are written as the address for invoices, delivery statements and receipts.</p>				Application for a Short-Distance Business Trip	Application for Research Business Trip(Within Japan)	Application for Research Business Trip(Outside Japan)	Program from academic conference, etc. (a copy is okay)	Research Business Trip Report	Document proving arrival at location *1	Invoice for airfare, statement of delivery, estimate	Receipt for airfare, specifications	Itinerary	Airplane boarding pass or stub	Copy of passport	Invoice for accommodation expenses, statement of delivery, estimate	Receipt for accommodation expenses, breakdown of expenses	Invoice for train fare, statement of delivery, estimate	Receipt for train fare, breakdown of expenses				
Short distance (Less than 31km)	No overnight stay	By rail or bus	Ttrip for a survey, etc.	●																		
			Ttrip for an academic conference	○			○															
Within Japan	Overnight stay	By air	Ttrip for a survey, etc.		●			○			▲	▲	*2	●								
			Trip for an academic conference		○		○	○			▲	▲	*2	○								
		By rail or bus	Ttrip for a survey, etc.		●			○	○													
			Trip for an academic conference		○		○	○	○													
	No overnight stay	By air	Ttrip for a survey, etc.		●			○			▲	▲	*2	●								
			Trip for an academic conference		○		○	○			▲	▲	*2	○								
		By rail or bus	Ttrip for a survey, etc.		●			○	○													
			Trip for an academic conference		○		○	○	○													
Outside Japan	Overnight stay	By air	Ttrip for a survey, etc.			●		○		▲	▲	*2	●	●	▲	▲	*3	*3				
			Trip for an academic conference			○	○	○			▲	▲	*2	○	○	▲	▲	*3	*3			

## Invited Researcher

○ : Necessary    △ : One of the documents is necessary

			1	2	3	4	5	6	7	8	9	10	11
			Application for Invited Travel Expenses	Invited Report	Invoice for airfare, statement of delivery, estimate	Receipt for airfare, specifications	Itinerary	Airplane boarding pass or stub	Copy of passport	Invoice for accommodation expenses, statement of delivery, estimate	Receipt for accommodation expenses, breakdown of expenses	Invoice for train fare, statement of delivery, estimate	Receipt for train fare, breakdown of expenses
Within Japan	Overnight stay	By air	○	○	△	△	*1	○		△	△	*3	*3
		By rail or bus	○	○						△	△	*3	*3
	No overnight stay	By air	○	○	△	△	*1	○				*3	*3
		By rail or bus	○	○								*3	*3
Outside Japan	Overnight stay	By air	○	○	△	△	*1	○	○	△	△	*2	*2

\*1 If the itinerary is not listed in 3 or 4, 5 is necessary.

\*2 10 or 11 are necessary when a train or bus is used for transportation at an overseas location.

\*3 Please be sure to consult the department in charge in advance, because it is necessary when paying remuneration such as lecture fees to invited researchers.

Additional documents to be submitted when special means of transportation are used

Taxi	Please submit a statement of reason to the president, and after permission for use is granted submit a receipt or the invoice, statement of delivery, and estimate (things that clearly show the date of use, etc).
Rental car	

### 【Matters to note concerning documents to be submitted】

1. Application for a Short-Distance Business Trip, 2. Application for Research Business Trip Travel Expenses (Within Japan), 3. Application for Research Business Trip Travel Expenses (Outside Japan)

For University full-time faculty member, specially-appointed faculty member, or visiting faculty member: Please submit an application form for business trip to your department before the trip to be approved the trip by the head of your department in charge, and (2) if you are not PI, please get the approval stamp from the PI and then submit it to the

10. Document proving arrival at location

e.g. a receipt that states destination and the date, an express ticket, train ticket that has been passed through the ticket gate.

11. Invoice for airfare, statement of delivery, estimate, 12. Receipt for airfare, specifications

Please submit an invoice, statement of delivery, estimate, and receipt that clearly shows the airfare and seating class.

When the University is to pay a vendor, approximately 3 weeks will be necessary to pay. Please pay attention to the payment deadline stated on the invoice.

13. Itinerary

Please submit an itinerary that shows when and where you boarded and landed and what boarding class you used.

14. Airplane boarding pass or stub

Please submit these for both directions of the trip. In the case of an invitation, one for the outward trip is enough.

15. Copy of passport

Please submit photocopy of photo-ID page and the entry and exit immigration stamps. In the case of an invitation, submission of photocopy of exit immigration stamp is not required.

16. Invoice for accommodation expenses, statement of delivery, estimate, 17. Receipt for accommodation expenses, breakdown of expenses

Please submit an invoice, statement of delivery, estimate, and receipt that show the price per night of accommodation and the number of people who stayed.



## 6. Wages for Part-Time Work

Type of Work	Maximum Hourly Wage	Documents to be Submitted
General work assisting research	1,100 yen	(1) "Time Sheet and Invoice" (2) Confirmation of content (filled out by the person who will do the part-time work [(b) below])
Professional work assisting research related to specialized fields	1,500 yen	

### (1) Things that must be confirmed before hiring a part-time worker

(a) When hiring a part-time worker, it is necessary to meet the conditions (i) and (ii) below. In any other cases that do not correspond to (i) and (ii) below, such payment should be treated as expenditures of remuneration. Please refer to expenditure of remuneration (page 51).

(i) A researcher will supervise his/her activities.

(ii) A researcher will provide the materials necessary for a worker.

(b) Every fiscal year, please bring him or her to the office in charge for an orientation and registration. The office will advise on University rules for a job and a payment. He/she will be registered as a part-time worker after the orientation. If the worker is unable to visit the office, please tell the office about his/her contact information. The office will make contact with him/her and do orientation and registration by papers.

< Points to Note>-----

- A researcher, a part-time worker and the office in charge need to share the job conditions .
- A researcher will supervise a worker's activities. The University will pay wages into a part-time worker's bank account.

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(c) University full-time faculty members, including assistant professors, research assistants, and corporate PD, cannot be hired for part-time jobs.

(d) People who already work at the University as lecturers, post-doctoral fellows, RAs, TAs, education assistant lecturers, or short-term contract employees, are not allowed to work as a part-time worker during his/her regular work hours. Please be sure to instruct them to declare his/her regular job on a time sheet and invoice and attach a time sheet of the regular work to avoid double payment. (Not necessary at Ikuta campus)

(e) Please do not hire relatives. It may be taken as a conflict of interest. In the event of unavoidable circumstances, please consult the office before hiring the person.

(f) For an hourly wage, please check the "List of Regional Minimum Wages" on the Ministry of Health, Labour and Welfare homepage, and set an amount that is more than the minimum wage.

Reference>: Revised October 2016 (Tokyo: 932 yen, Kanagawa Prefecture: 930 yen)

[http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/roudoukijun/minimumichiran/](http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/minimumichiran/)

(g) Break times and service (Reference: Labor Standards Act)

- (i) A researcher should give sufficient consideration so that the part-time worker does not work on a tight schedule or for long hours.
- (ii) If the number of hours actually worked in a day exceeds 6 hours, please give the part-time worker a 1 hour break. Break time will be unpaid.
- (iii) Over 40-hours work a week, excluding break hours, is not allowed. Please give him/her at least one day off every week.
- (iv) Over 8-hours work a day is not allowed. If, the number of hours actually worked a day exceeds 8 hours with an unavoidable reason, extra wage will be provided as follows.  
Work hours in excess of 8 hours: 1.25 times the hourly rate; amounts less than 1 yen will be rounded off.
- (v) Late night work later than 10pm is not allowed. If late night work is necessary with an unavoidable reason, extra wage will be provided:  
Work hours after 10pm: 1.25 times the hourly rate; amounts less than 1 yen will be rounded off.

(h) Calculation of work hours

If a part-time worker works as a post-doctoral fellow, an RA, a TA, an education assistant lecturer, or a short-term contract employee in the university, the calculation for working hours and break time shall count from their regular work starts.

- (i) Extra wage will not be provided even if a person works on a Sunday or a holiday.
- (j) The University withholds a specified tax rate for income tax, irrespective of the duration of use of the part-time worker.
- (k) It is possible to make expenditure for commutation allowance for a part-time worker. If you would like to do this, please ask the office. However, people who are already provided with money for a commuter pass or who enrolled in the university are not entitled to the allowance. They can claim for a travel expense when they need to go travel beyond the area commuter pass covers.
- (l) **Expenditures of remaining research funds combined with personal money cannot be made.**

## (2) Reporting a Time Sheet and Invoice

- (a) A part-time worker should fill out “Time Sheet and Invoice” every time after work. A “Time Sheet and Invoice” must be written specifically so that the third party can understand what a worker does for a researcher. (Bad examples: Done research assistance duties, assistance with experiments, organizing materials, document collection and examination, same as above, etc.)
- (b) The Researcher should check that there are no errors in any of the content filled out for item (a) above, and if there are errors, please have the part-time worker correct them.
  - (i) Please affix a revision seal in red ink.
  - (ii) Do not use corrective tape and corrective fluid.

- (c) A part-time worker and a researcher should handwrite his/her name and affix each of their personal seals.
- (d) Expenditures for part-time work wages will be calculated based on a time sheet and invoice. Please make sure that there are no errors in the time sheet and invoice. A research note can be a proof of the work.

### **(3) When an international student does part-time work**

Please instruct the international student to go to the immigration bureau and follow the procedures to apply for permission to conduct activities outside his/her status of residence. If the work is temporary or made only once as giving speeches, lectures, debates or other similar activities, it is not necessary to obtain permission for the activity.

### **(4) Submission**

A time sheet and invoice must be submitted after the last day of the work in each month. Please review the content, and sign your name to confirm, and then submit to the office in charge promptly. **The deadline for submission of the documents in March is different. Please consult the office in charge in advance (page 4) if you plan to hire a part-time worker in March.**

## **7. Employment of Research Promoters and Research Assistants**

The University will employ research promoters (Senior researchers, Postdoctoral researchers, Researchers), or research assistants (RA, research technicians, and assistant researchers) when they are needed to carry out your research project. Such employment will be done if salaries and social insurance can be covered from an appropriate research fund by making a contraction with University. For details, please refer to “Provisions Related to Employment, etc. of Meiji University Research Promoters and Research Supporters” on page 97.

If you wish to employ a research promoter or research assistant: Please submit an application at least a month before the desired start date of employment.

If a research promoter or research assistant quits: Be sure to let the office know at least 2 weeks before the desired last date of employment.

## 8. Remuneration

### (1) Translation and creative work

Things subject to be copyrightable

Paid to: (in Japan)	Percentage of Withholding Tax	Documents to be Submitted
Individual (resident*)	10.21%	<ul style="list-style-type: none"> <li>• Request for Payment of Remuneration and Service Charges</li> <li>• Deliverables; a part of translations/works done</li> </ul>
Domestic company, vendor or organization: a company that has its headquarters or main office in Japan	0%	<ul style="list-style-type: none"> <li>• Estimate, statement of delivery, and invoice, or estimate and receipt (Please submit documents that show the price per word or per page and details of services.)</li> <li>• Deliverables; a part of translations/works done</li> </ul>

Paid to: (outside Japan)	Percentage of Withholding Tax	Documents to be Submitted
Individual (non-resident*)	20.42% * Refer to note (3)	<ul style="list-style-type: none"> <li>• Request for Payment of Remuneration and Service Charges</li> <li>• Deliverables; a part of translations/works done</li> <li>• Receipt to be required in case that payee does not have any bank account in Japan</li> </ul>
Foreign company (vendor or organization)		<ul style="list-style-type: none"> <li>• Estimate, statement of delivery, and invoice, or estimate and receipt (Please submit documents that show the price per word or per page and details of services.)</li> <li>• Deliverables; a part of translations/works done</li> <li>• Please inform the office when overseas remittance is necessary. Extra documents will be required for remittance procedures.</li> </ul>

**(2) Remuneration for participation in surveys or experiments, chairperson, or sign language interpretation**

Paid to:	Percentage of Withholding Tax	Documents to be Submitted
Individual (resident*)	0%	<ul style="list-style-type: none"> <li>Request for Payment of Remuneration and Service Charges</li> <li>Examples of performance of the work</li> </ul>

Paid to:	Percentage of Withholding Tax		Documents to be Submitted
	Work in Japan	Work outside Japan	
Individual (non-resident*)	20.42%	0%	<ul style="list-style-type: none"> <li>Request for Payment of Remuneration and Service Charges</li> <li>Examples of performance of the work</li> <li>Receipt to be required in case that payee does not have any bank account in Japan.</li> </ul>

**(3) For Lectures, Provision of Specialized Knowledge, Revision of English Text, etc.** (In cases other than (1) and (2))

Paid to: (in Japan)	Percentage of Withholding Tax	Documents to be Submitted
Individual (resident*)	10.21%	<ul style="list-style-type: none"> <li>Request for Payment of Remuneration and Service Charges</li> <li>Examples of performance of the work</li> </ul>
Organization (domestic company : a company that has its headquarters or main office in Japan)	0%	
Vendor (domestic company : a company that has its headquarters or main office in Japan)		

Paid to: (outside Japan)	Percentage of Withholding Tax		Documents to be Submitted
	Work in Japan	Work outside Japan	
Individual (non-resident*)	20.42%	0%	<ul style="list-style-type: none"> <li>• Request for Payment of Remuneration and Service Charges</li> <li>• Receipt to be required in case that payee does not have any bank account in Japan.</li> <li>• Examples of performance of the work</li> </ul>
Organization (foreign company)			
Vendor (foreign company)			<ul style="list-style-type: none"> <li>• Estimate, statement of delivery, and invoice, or estimate and receipt</li> <li>* Please submit documents that show the price per word or per page and details of services.</li> <li>• Examples of performance of the work</li> <li>* Please inform the office when overseas remittance is necessary. Extra documents will be required for remittance procedures.</li> </ul>

\*resident : Individual whose principal place of residence is in Japan or who has resided Japan for more than a year.

\*non-resident : Other than the above

FYI: The following web pages provide more information about taxation.

<https://www.nta.go.jp/shiraberu/ippanjoho/pamph/gensen/aramashi2013/pdf/07.pdf> (Japanese)

Non-resident/ foreign company

<https://www.nta.go.jp/shiraberu/ippanjoho/pamph/gensen/aramashi2013/pdf/12.pdf> (Japanese)

#### **(4) Note**

Document formats such as Request for Payment of Remuneration and Service Charges are available at the university website:

[http://www.meiji.ac.jp/research/tlo/osri/faculty/format\\_english.html](http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html)

Please also refer to “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds” on pages 22-27.

- (a) Please submit a Request for Payment of Remuneration and Service Charges, receipt, invoice, statement of delivery, or written estimate by which the content of services and the basis of calculating the monetary amount can be understood. Please also submit deliverables such as translated materials, lecture flyer, documents, etc. that show that work has been completed.
- (b) For standard monetary amounts, please refer to “Provisional Remuneration Standards” on the next page and use an amount considered appropriate by social standards. Please also fill in the basis for calculation in the Request for Payment of Remuneration and Service Charges.
- (c) In the event that the work done by a non-resident individual or a foreign company is copyrightable, a withholding tax of 20.42% is imposed on them. Please use Japanese company in this regard.
- (d) It is not allowed to give gifts such as coupons or QUO card instead of reward payment for the work. Please ask the office in advance if you wish to do so for adequate reasons.
- (e) Research associates at the University are not allowed to work for your research project in accordance with the university regulations.
- (f) A researcher cannot use research funds to buy a gift or a souvenir as gratitude for the work.
- (g) An international student must go to the immigration bureau and follow the procedures to apply for permission to conduct activities outside his/her status of residence. If the work is temporary or made only once such as giving speeches, lectures, debates or other similar activities, the student is not required to apply for it.
- (h) The principal investigator and co-investigator cannot receive remuneration from their own research funds.
- (i) Expenditures cannot be made by combining remaining amounts of research funds with personal money.
- (j) When remuneration that includes transportation expenses and accommodation expenses is provided, these expenses are subject to taxation. Please consult the office in advance.
- (k) For English proofreading, there is an aid provided by the Committee Supporting Transmission of Research Results to Overseas. For details, please make an inquiry to the Research Promotion and Intellectual Property Office (ext. 60-4282).
- (l) Members of the Institute of Science and Technology can receive an aid for English proofreading (once per fiscal year). For details, please make an inquiry with the Ikuta Research Promotion and Intellectual Property Office (ext. 63-7720).

## (5) Provisional Remuneration Standards

Content of Services	Position / Qualifications	Amount (excluding tax)
Lecture fee and instructor fee / lecture fee for temporary provision of expert knowledge ( more than 2 hours but less than half-day)	University full-time faculty member	40,000 yen or less
	Person from outside the University (person invited from overseas, prominent person from Japan)	70,000 yen or less
	Person other than a University full-time faculty member	100,000 yen or less
	Person other than a University full-time faculty member who works for longer than a half-day	
Remuneration for chairperson (public course or public lecture)	When a half-day or less	approx. 6,000 yen
	When longer than a half-day	approx. 10,000 yen
Remuneration for interpretation (English or other language) (public course or public lecture) ( more than 2 hours but less than half-day)	University full-time faculty member	40,000 yen or less
	Person other than a University full-time faculty member	50,000 yen or less
	Person other than a University full-time faculty member who works for longer than a half-day	80,000 yen or less
Remuneration for translation or proofreading (in the case of a request to a person who does not do this as a primary job)	Translation: from Japanese	Approx. 4,800 yen per 400 characters
	Translation: from a language other than Japanese	Approx. 4,800 yen per 200 words
	Proofreading in a language other than Japanese	Approx. 2,600 yen per 300 words
Hearing investigation	Per 1 order	10,000 yen - 30,000 yen
Remuneration for provision of expert knowledge	Per 1 day	20,000 yen - 50,000 yen
Remuneration for a technical worker for an experiment or investigation	Person with techniques or skills related to a specialized field (approx. 8 hours per time)	10,400 yen or less
	General research assistance work (approx. 8 hours per time)	7,600 yen or less



## **9. Submission of the Individual Number (My Number)**

The Individual Number System commonly known as “My Number” has started in January 2016. In accordance with the system, we request the individuals, who receive payments that are subject to withholding tax, to provide their Individual Number information.

### **(1) Individuals subject to submitting the Individual Number**

Individuals receiving payments that are subject to withholding tax are requested to submit their Individual Number.

- (a) Part-time workers receiving wages
- (b) Individuals receiving remuneration for interpretation, lecturer, or proofreading, etc. that is subject to withholding tax

### **(2) Method of submitting the Individual Number**

#### **(a) Documents to be submitted**

The “Documents to be submitted” are available at the office in charge of the research fund to pay the wages or remuneration.

- (i) Announcement regarding the submission of the Individual Number (My Number)
- (ii) Individual Number Form
- (iii) Personal Identification Documents
- (iv) Reply envelope

#### **(b) Assigning checking ID numbers**

Submitted individual numbers can be handled only at the Personnel Office. Therefore, the office in charge of the research fund assigns a checking ID number to each individual who is subject to submitting the individual number and shares only the ID number with the Personnel Office. With regard to “Time Sheet and Invoice” for part-time work and “Request for Payment of Remuneration and Service Charges”, an entry column for checking ID number have been newly added.

#### **(c) Part-time workers receiving wages**

The “Documents to be submitted” (a) above is provided when they come to the office for an orientation.

#### **(d) Individuals receiving remuneration for interpretation, lecturer, or proofreading, etc.**

- (i) If researchers have a chance to directly pass the “Documents to be submitted” (a) to the individuals, please inform the office in charge. We will provide researcher with the documents in advance.
- (ii) If researchers do not have any chance to pass them, we will mail the documents to the address stated in “Request for Payment of Remuneration and Service Charges”.

### **(3) Notes**

- (a) Since checking ID numbers are handled in each different office, an individual will be asked to submit the documents (a) each time when receiving money from an office(s) that the individual have not submitted the documents (a) to yet.
- (b) Once a checking ID number is assigned by one office, the office continues to use the same number.
- (c) If researchers send the documents (a) above by post, the postage cannot be paid from research funds. The office in charge will send them.
- (d) For the more details, please refer to the “マイナンバー（社会保障・税番号）制度に伴う学外の個人への個人番号の提供依頼について（お知らせ）”.
- (e) The documents (a) above are available in English version, too. Please inform the office when it is needed.

## 10. Copying of Materials, and Printing/Binding of Reports

### (1) Purchase of the University's prepaid copy card

- (a) Public funds such as KAKENHI (direct expenses), research support expenses, Meiji University research institute research funds, large-scale research funds, commissioned research with public sectors, collaborative research with public sectors

Documents to be Submitted	Purchase Place
<ul style="list-style-type: none"> <li>• Used copy card</li> <li>• Receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Surugadai: University Hall, 4F (Financial Office)</li> <li>• Izumi: Building No. 1, 1F (Izumi Campus Office); Faculty Office Building, 1F (reception desk)</li> <li>• Ikuta: Central Building, 1F (Ikuta Campus Office)</li> <li>• Nakano: Low-Rise Wing, 3F (Nakano Campus Office)</li> </ul>

- (i) For applications for expenditure of copy card fees using public funds, it is necessary to submit the used copy card
- (ii) With public funds, it is not possible to purchase copy cards by Application for Issue of Prepaid Copy Card for Education Research / Request for Research Funds.

- (b) Other funds such as specific individual research funds, commissioned or collaborative research with private sectors, donation for academic research and research aids

Documents to be Submitted	Purchase Place
<ul style="list-style-type: none"> <li>• Receipt</li> <li>• Application for Issue of Prepaid Copy Card for Education Research / Request for Research Funds</li> </ul> <p>*Please submit either one of the above.</p> <p>*Payment cannot be made by combining remaining amounts of research funds with personal money when purchasing by the Application.</p>	<ul style="list-style-type: none"> <li>• Surugadai : University Hall, 4F (Financial Office)</li> <li>• Izumi : Building No. 1, 1F (Izumi Campus Office); Faculty Office Building, 1F (reception desk)</li> <li>• Ikuta : Central Building, 1F (Ikuta Campus Office)</li> <li>• Nakano : Low-Rise Wing, 3F (Nakano Campus Office)</li> </ul> <p>You'll need your personal seal when purchasing a copy card.</p>

## (2) Copying of Materials, and Printing and Binding of Reports, etc.

Monetary Amount, etc. for One Order or One Set	Documents to be Submitted
Exceeding 300,000 yen <u>Ordered by the University</u>	<ul style="list-style-type: none"> <li>• Request for Procurement</li> <li>• Sample (manuscript)</li> <li>• Written estimate</li> <li>• Finished goods as for a book-binding</li> </ul>
Things for which it is necessary to conclude a contract with the vendor, even if they are 300,000 yen or less <u>Ordered by the University</u>	
Things that are 300,000 yen or less and a contract does not have to be concluded with the vendor	<ul style="list-style-type: none"> <li>• Written estimate, statement of delivery, and invoice; or receipt</li> <li>• Finished goods as for a book-binding</li> </ul> <p>*For matters that are JPY 200,000 or more and JPY 300,000 or less, please get and submit “written estimates” from at least two companies.</p>

### (3) Note

- (a) Please be sure to read “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds” on pages 22-27.
- (b) Please submit a receipt, invoice, statement of delivery, and written estimate that state the title of the printed item, and the number of copies printed.
- (c) A researcher cannot place an order if the price for one order exceeds 300,000 yen, or if it is necessary to conclude a contract with the vendor. In that case, the University will place an order. A researcher needs to fill out the form, “Request for procurement”.
- (d) A researcher can place an order if the price for one incident is 300,000 yen or less and a contract does not have to be concluded with the vendor. Please select a vendor that offers a reasonable price.
- (e) Please consult with the office if a copyright is involved.
- (f) Expenditures cannot be made for publication costs of books to be sold commercially.

## 11. Commissioning Work to Vendors (Measurement, Component Analysis, Data Entry, Commission of Surveys, Transcription, etc.)

(Expenditures from specific individual research funds cannot be made.)

### (1) Documents to be Submitted

Monetary Amount for One Order	Documents to be Submitted
Exceeding 300,000 yen <u>Ordered by the University</u>	<ul style="list-style-type: none"> <li>• Request for Procurement</li> <li>• Written estimate</li> <li>• Specifications ( document from which details such as the content of work, duration, results, etc. can be understood)</li> <li>*When the monetary amount for one order is more than 800,000 yen, in addition to the documents of above, a statement of delivery, the deliverables, and a report, etc. will be necessary. An acceptance inspection will be conducted by a research office based on the “Meiji University Procurement Regulations.”</li> </ul>
Things that are 300,000 yen or less and that require conclusion of a contract <u>Ordered by the University</u>	
Things that are 300,000 yen or less and that do not require conclusion of a contract	<ul style="list-style-type: none"> <li>• Written estimates (from at least 2 companies)</li> <li>• Statement of delivery (or report of completion of work)</li> <li>• Invoice or receipt</li> <li>• Document such as specifications by which the content of work commission can be understood</li> <li>• Deliverables (report on measurement, analysis, etc.)</li> </ul>

### (2) Note

- (a) Please read “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds” on pages 22-27.
- (b) Please submit a receipt, invoice, statement of delivery, and written estimate that state the content of work commission, such as details of work, duration, deliverables, etc.
- (c) A researcher cannot place an order if the price for one incident exceeds 300,000 yen, or if it is necessary to conclude a work commission contract irrespective of the cost. The Procurement Office will place an order according to your application. A researcher cannot place an order directly with the vendor. A researcher needs to fill out the form, “Request for procurement”.
- (Ordered by the University) Please see also “Things Must Be Ordered Through the University” on page 14. Document format is available on the university website at [http://www.meiji.ac.jp/ken\\_jimu/format.html](http://www.meiji.ac.jp/ken_jimu/format.html).
- (d) If it is necessary to assign a certain vendor, please submit a petition for the special assignment and a written estimate from the vendor. Please select a vendor that offers a reasonable price.
- (e) If the price for one order is more than 800,000 yen, an acceptance inspection will be conducted based on the “Meiji University Procurement Regulations.”.

## 12. Postage and Transporting Packages

### (1) Documents to be Submitted

Content	Documents to be Submitted
Mailing documents, materials necessary for carrying out your research project	<ul style="list-style-type: none"><li>• Invoice or receipt</li><li>• A list of addresses and the content (not necessary for specific individual research funds)</li><li>• Shipment copy (in the case of sending from a delivery agent, such as payment at a convenience store)</li></ul>

### (2) Note

- (a) Please read “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds on pages 22-27.
- (b) Stamps, postcards or letter-packs cannot be kept in stock. Expenditures from research funds are limited to the amount used for the relevant research projects. It is not allowed for a private use.
- (c) Expenditures from research funds for transport costs are those necessary for your research project. Transport costs of goods that do not relate to research are not allowed.
- (d) In principle, you cannot send mail from your research room to your home, or from outside Japan to your home.
- (e) Please consult the office in advance when you wish to use a taxi to transport packages or lab materials.

## 13. Equipment Rental, Rental of Rooms for Meetings

### (1) Documents to be Submitted

Monetary Amount	Documents to be Submitted
Rental of equipment that does not involve a contract and for which the annual amount exceeds 300,000 yen <u>Ordered by the University</u> [Note (b)]	<ul style="list-style-type: none"> <li>• Request for Procurement</li> <li>• Product Catalog</li> <li>• Written Estimate</li> </ul>
Things for which a lease contract is to be concluded	
Things other than the above	<ul style="list-style-type: none"> <li>• Written estimate, statement of delivery, invoice (or receipt) [Note (c)]</li> </ul>
Room for a meeting within the University	<ul style="list-style-type: none"> <li>• Designated application form [Note (d)]</li> </ul>

### (2) Note

(a) Please see also “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds” on pages 22-27.

(b) A researcher cannot place an order should a lease contract be concluded or the annual amount exceeds 300,000 yen, the Procurement Office will place an order. A researcher needs to fill out the form, “Request for procurement”. Please note that the researcher cannot place an order directly with the vendor. Please also note that it cannot be terminated during the term of the contract when a lease contract is concluded.

(c) In cases other than (b), please select a vendor that offers a reasonable price. For equipment rental that costs more than 200,000 yen, please obtain written estimates from at least 2 companies and submit them to the office. If it is necessary to assign a certain vendor, please submit a petition for the special assignment and a written estimate from the vendor.

Ordered by the University See also “Things that must be ordered through the University” on page 14.

Document format is available on the university website at

[http://www.meiji.ac.jp/research/tlo/osri/faculty/format\\_english.html](http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html)

(d) If you wish to rent a room for a meeting or research seminar within the university, please consult with the office in advance. If admission fees will not be charged from participants, it is possible to use a room at no charge. In that case, a notice about the event a poster or something evidential must be submitted.

(e) If the price for rental or lease of equipment is more than 800,000 yen including installation cost for one order with no contract, an acceptance inspection will be conducted based on the “Meiji University Procurement Regulations.”

## 14. Repair of Equipment

### (1) Documents to be Submitted

Monetary Amount	Documents to be Submitted
Exceeding 300,000 yen <u>Ordered by the University</u> [Point to Note (c)]	<ul style="list-style-type: none"> <li>Request for Procurement</li> </ul>
300,000 yen or less	<ul style="list-style-type: none"> <li>Written estimate, statement of delivery, invoice (or receipt)</li> <li>Document by which the name of the repaired item and the content of work can be understood, such as a report on completion of repairs or a service report (copy)</li> </ul>

### (2) Note

- (a) Please see also “Points to be Noted” on page 20 and “Documents Required for Expenditures of Research Funds” on pages 22-27.
- (b) **Repairing costs cannot be made from specific individual research funds (*Tokutei-Kojin*). Please consult with the office if you wish to repair equipment that was purchased from specific individual research funds.**
- (c) If repair expenses will exceed 300,000 yen, the Nakano Campus Office, Procurement Office, or the Izumi/Ikuta Campus Office will place an order. A researcher cannot place an order directly with the vendor and needs to fill out the form, “Request for procurement”.  
(Ordered by the University Please see also “Things that must be ordered through the University” on page 14)
- (d) If repair expenses will be 300,000 yen or less, a researcher should select a vendor and have repairs made. Please select a vendor that offers a reasonable price.



## 15. Other (Expenditures that Do Not Fall Under 1 through 13)

Please see also “Points to be Noted” on page 20 and Documents Required for Expenditures of Research Funds on pages 22-27.

### (1) Expenses for Meetings (Expenditures for costs of light refreshments and meals for meetings required for carrying out research)

Content	Documents to be Submitted
Costs of light refreshments and meals for meetings required for carrying out research	<ul style="list-style-type: none"> <li>• Application for Research Meeting Expenses</li> <li>• Statement of delivery, invoice or receipt, and detailed statement</li> </ul>

[Note]

- Expenditures for food cannot be made from specific individual research funds or research institution research funds.
- Food costs must be reasonable. Research funds cannot be used for alcohol beverages.

### (2) Fixtures Needed for Maintaining a Research Base (This expenditure is allowed only for a large-scale research)

Name of Expense Item (within the University)	Content	Documents to be Submitted
機器備品/ 準備品/ その他の消耗品	Fixtures needed for maintaining a research base	<ul style="list-style-type: none"> <li>• Request for procurement</li> <li>• Product catalog</li> <li>• Written estimate</li> </ul>

[Note]

- Since a researcher cannot place an order directly with a vendor, please consult with the office in advance.
- Expenditure can be made from research support expenses, commissioned/collaborative research with private sector or donations for academic research. For details, please make an inquiry to the office in charge listed on page 4.

### (3) Registration Fees for Academic Conferences

Content	Documents to be Submitted
Fees for participating and registering in academic conferences	<ul style="list-style-type: none"> <li>• Invoice or receipt (certificate of receipt of money transfer is acceptable)</li> <li>• Document that states the schedule and the amount of the registration fees</li> </ul>

[Note]

- Please be sure to submit not only an invoice or a receipt, but also a breakdown of registration fees for the academic conference.
- Expenditure will be made only for the participation fees. Cost for a meal, party and excursion is not allowed.
- **Registration fees and business trip travel expenses must be paid consistently.**
- **Registration fees will be paid from research funds in the fiscal year that the conference is held.**

#### (4) Annual Fees for Academic Societies

This expenditure can be made from specific individual research funds and research support expense only.

Please see also “Points to be Noted” on page 20 and Documents Required for Expenditures of Research Funds on pages 22-27.

Content	Documents to be Submitted
Annual fees for academic societies that the researcher belongs to	<ul style="list-style-type: none"><li>• Receipt (certificate of receipt of money transfer is acceptable)</li><li>• Notification from the academic society in relation to its annual fees or a substitute document</li></ul>

[Note]

- In principle, annual fees will be paid from research funds in this fiscal year . However, even if the period straddles two fiscal years (e.g.: Jan.1 – Dec.31), expenditures can be made if it is necessary to make payment during the relevant fiscal year (this applies only to researchers who will have been employed by the university in the next fiscal year). Please note that expenditures for a 1-year portion of fees are made for 1 accounting year period in the University’s accounting.
- Please submit not only an invoice or a receipt, but also a breakdown of expenses for the academic society (e.g. an invoice with details, a notice that states the annual fees, etc.).
- If annual fees have been paid for multiple fiscal years, please submit a breakdown by which the details of the fees for each fiscal year can be understood. In principle, expenditure will only be made for the relevant fiscal year. Also, expenditures cannot be made for annual fees for previous fiscal years, even if they are paid during the relevant fiscal year.
- There are cases in which expenditures can be made from commissioned/collaborative researches with private sectors or donations for academic research. For details, please make an inquiry to the office in charge listed on page 4.

#### (5) Others

Content	Documents to be Submitted
Expenses necessary for a research project	<ul style="list-style-type: none"><li>• Petition</li></ul>

[Note]

- If expenditures do not correspond to any of the categories provided, please consult with the office in advance. You may be required to submit a petition to state the reason. It will be reviewed for approval by the Overall Manager appointed by the Chief Administrator stipulated in the Provisions Related to Proper Management of Research Funds at Meiji University. It may be allowed to use research funds if it’s approved.

## On-line Financial Record for Research Funds

You can check a financial record of your research funds by on-line system. (For faculty members only)

Please understand that the amount expended may be changed when there are revisions to the slips and that the amount will be finalized when the date of payment is stated in the record.

In addition, please understand that amount expended is subject to change as a procurement process is in progress.

\* **Things that do not have sufficient documents and for which slips cannot be entered will not be reflected.**

\* **Please ask the office for a visiting researcher.**

## Operation Procedures for On-Line Financial Record for Research Funds

(i) Start up the browser and specify the URL (<https://zsweb.mind.meiji.ac.jp/index.jsp>).

\* It cannot be displayed on Internet Explorer 11 (the system is under construction). Please make an inquiry by using another browser (Google Chrome, Mozilla Firefox, etc.).

(ii) The Meiji University ID Authentication System will be displayed. Enter your faculty number (user ID) and your password, and click on “Submit.”


\* To check your password for the first time or if you have forgotten your faculty number (user ID) or your password, please inquire at the office of the department you belong to.

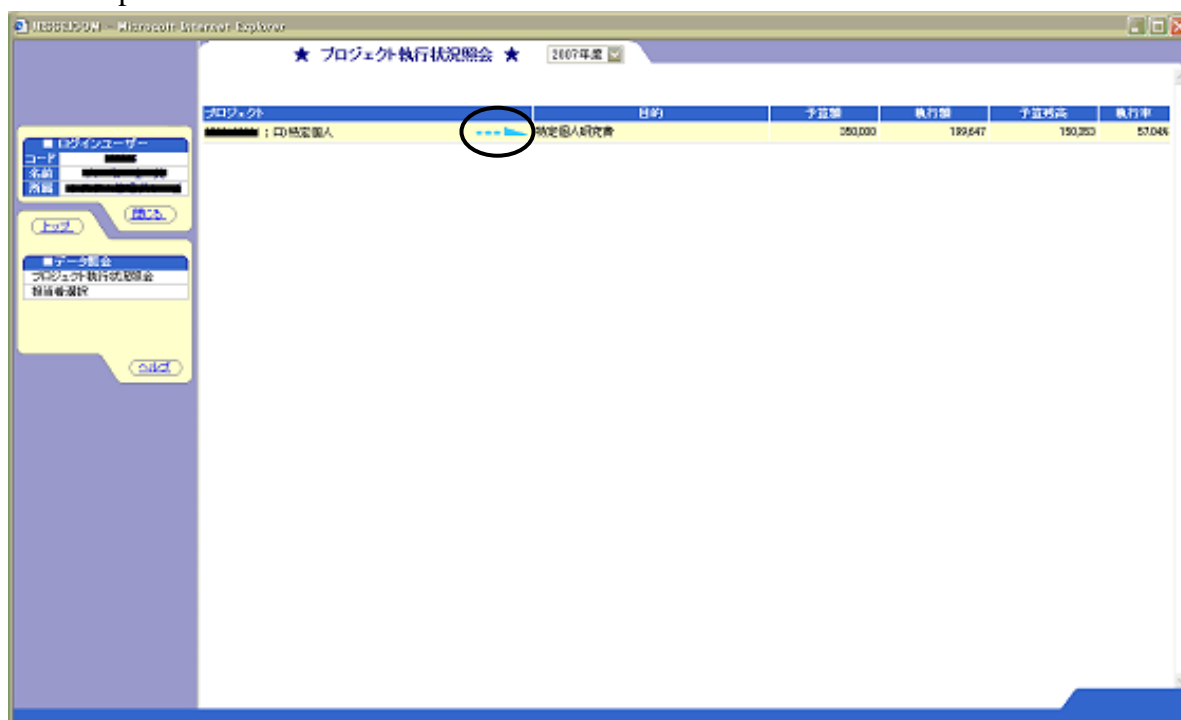


The screenshot shows a web browser window titled "パスワード入力 - Microsoft Internet Explorer". The address bar displays the URL: <https://com-web.mind.meiji.ac.jp/SSO/sso?url=https://zsweb.mind.meiji.ac.jp/index.jsp>. The main content area features the Meiji University logo on the left and a login form on the right. The form is titled "明治大学共通認証システム" (Meiji University ID Authentication System) and "Meiji University ID Authentication System (\"Kyotsu-Ninsho\")". Below the title, it says "学生番号/教職員番号とパスワードを入力してください" (Please input your Student or Faculty Number and your Password). The form includes two input fields: "学生番号/教職員番号" (Student / Faculty No.) and "パスワード" (Password). There are two buttons: "送信 Submit" and "クリア Clear". Below the form is a link for "パスワード変更 Change your password". At the bottom, there is a "お知らせ Notice" section with a message: "初めて共通認証システムを使用する際は、こちらの注意事項を参照ください。 Please refer [here](#) before you use the \"Kyotsu-Ninsho\" System." and a note: "※ 毎朝AM3:00から4:00まで、データバックアップ作業を行うため、パスワード変更が出来ません。なお、パスワード変更以外の動作には影響はございません。"

(iii) Click on “Go to Log-In Screen” (Circled in the sample screen below).



(iv) A list will be displayed of the respective projects (research funds). If you click on the  symbol of the project you would like to inquire about, you will be able to check the state of expenditures and their details.



“Project” is a simple explanation of the project (research funds) that is input by the department in charge of the project.

“Purpose” is the name of research fund class being used, according to management of the

budget within the University.

“Budget Amount” is the amount of the budget for the project (research fund).

“Amount Expended” is the amount expended for the project (research fund).

“Budget Remaining” is the amount remaining after the Amount Expended is subtracted from the Budget Amount for the project (research fund).

“Percent Expended” is the ratio of the Amount Expended against the Budget Amount.

\* The projects (research funds) displayed in the list are those that you have been registered as Research Representatives or Co-Researchers.

\* “Amount Expended” reflects expenditures for which the department in charge has entered and processed slips.

(v) A screen with details, similar to the chart below, will open. (The sample screen below is a dummy and differs somewhat from the real thing.)

プロジェクト	目的	予算額	執行額	予算残高	執行率
1200100002 : (商)特定個人	特定個人研究費	350,000	350,000	0	100%

費目別予算はありません

処理NO	処理日	使用者	品名/内容	支払先	執行金額	支払日
41265002977-3	2012.5.22	山本 昌弘	書籍 10冊	韓三省堂書店	15,723	2012.6.29
41265003081-1	2012.5.23	山本 昌弘	(年会費)日本会計研究学会(資料代)	山本 昌弘	8,000	2012.5.30
41265003609-1	2012.5.30	山本 昌弘	(年会費)証券経済学会(資料代)	山本 昌弘	7,000	2012.6.8
41265003609-2	2012.5.30	山本 昌弘	(年会費)日本ファイナンス学会(資料代)	山本 昌弘	10,000	2012.6.8
41265005801-6	2012.6.25	山本 昌弘	書籍 10冊	韓三省堂書店	56,411	2012.7.31
41265008221-4	2012.7.23	山本 昌弘	書籍 6冊	韓三省堂書店	13,324	2012.8.31
41265009113-1	2012.8.1	山本 昌弘	ポータブルハードディスク	山本 昌弘	9,980	2012.8.9
41265010111-4	2012.8.22	山本 昌弘	書籍9冊	韓三省堂書店	12,593	2012.9.28
41265013283-1	2012.9.28	山本 昌弘	「The Economist」年間購読料2012年度分	山本 昌弘	15,525	2012.10.10
41265013298-2	2012.9.28	山本 昌弘	書籍11冊	韓三省堂書店	17,272	2012.10.31
41265013681-1	2012.10.3	山本 昌弘	書籍1冊	韓東洋経済新報社	50,000	2012.10.31
41265015330-6	2012.10.18	山本 昌弘	書籍7冊	韓三省堂書店	13,110	2012.11.30
41265018718-1	2012.11.21	山本 昌弘	アップル iPad 1点	山本 昌弘	44,800	2012.11.29

[Items displayed at the top of the screen]

Please refer to (iv) above.

[Items displayed in the middle of the screen]

These are displayed only when the department in charge has registered the budget according to each expense item.

[Items displayed at the bottom of the screen]

These are details about the implementation of the project (research funds).

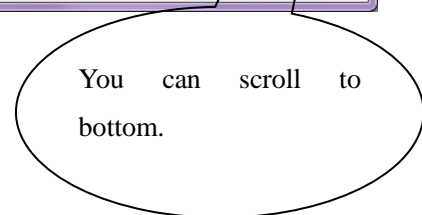
“Processing NO” is the number of the slip.

“Processing Date” is the date that the department in charge processed the slip.

“User” displays who used it, from among the Research Representatives and the Co-Researchers.

“Item Name/Content” gives details about what was purchased with the research funds, etc.

“Payment Recipient” shows the recipient of payment for the relevant slip.



“Monetary Amount Expended” shows the monetary amount expended for the relevant slip.

\* Please understand in advance that pursuant to University procurement provisions, for things that are being requested for procurement (things with processing NOs that start with 1-3), expended monetary amounts are changed at each stage from the procurement request until delivery.

**【Ledger output】**

It is possible to print out the “state of execution by expense item” and “execution details.”

Click the checkbox to add a check mark and then push “output in ledger.”

## Provisions Related to Proper Management of Research Funds at Meiji University

Formulated November 11, 2007

Fiscal 2007 Provision No. 41

(Purpose)

### Article 1

The purpose of these provision is to take necessary measures in relation to handling research funds at Meiji University (hereinafter referred to as the “University”), based on the Standards for Activities of Meiji University Researchers (approved by the Board of Trustees on November 7, 2007), and thereby strive for proper management and operation of such research funds, which will contribute to the development of research activities at the University.

(Definitions of Terms)

### Article 2

In these provisions, the meanings of the terms listed for the items below are as stipulated for the respective items.

- (1) Research funds: Refers to official research funds granted by the national government or local public organizations, etc., such as Grants-in-Aid for Scientific Research of Ministry of Education, Culture, Sports, Science and Technology, research funds from outside the University for commissioned research, etc., and research funds within the University, such as research institute research funds, etc.
- (2) Researcher: Refers to a person who uses research funds to conduct research activities at the University.
- (3) Staff member: Refers to a full-time staff member, temporary staff member, or dispatched staff member, etc. who conducts work involved in management or operation of research funds.
- (4) All divisions: Refers to all undergraduate and graduate schools, the Law School, the Professional Graduate School, the Organization for the Strategic Coordination of Research and Intellectual Properties, the Organization for International Collaboration, the Organization for Community Relations and Support, Meiji University Meiji High and Junior High Schools, and their administrative organizations.

(Responsibilities of Researchers, etc.)

### Article 3

1. Researchers and staff members (hereinafter referred to as “Researchers, etc.”) must be aware of the importance of the fact that research activities are intellectual production activities for the public and the public’s benefit and have been mandated by society. In addition to the relevant laws and regulations, they must also comply with university regulations, etc., actively cooperate with monitoring conducted by the Organization Manager as stipulated in Article 7.3, and strive for proper management and operation, and fair and effective use, of research funds.
2. Researchers, etc. are obliged to take initiatives to prevent improprieties in the plans stipulated in Article 10.1.
3. Along with undergoing compliance training and research ethical training program as stipulated in Article 15, Researchers, etc. are also obliged to submit a written oath to the Chief Administrator

guaranteeing their compliance in the matters stipulated in the two preceding items.

(Use of Research Funds)

#### **Article 4**

Researchers, etc. must use research funds based on relevant university regulations, such as the Meiji University Provisions for Procurement “学校法人明治大学調達規程” (1971 Provision No. 39) and the Meiji University Provisions for Full-Time Employee Trip Expenses “学校法人明治大学専任教職員旅費規程” (1977 Provision No. 64), and the provisions for procedures, etc. stipulated for each research fund.

(Chief Administrator)

#### **Article 5**

1. There shall be a Chief Administrator, who shall generally manage the research activities of the entire University and shall have overall responsibility and authority for management and operation of research funds.
2. The University president shall be assigned to the Chief Administrator.
3. The Chief Administrator shall work to build a system for formulating and managing policies directed at proper use and prevention of impropriety in handling research funds.

(Overall Manager)

#### **Article 6**

1. There shall be an Overall Manager, who shall assist the Chief Administrator and oversee the management and operation of research funds for the entire University.
2. The Vice president designated by the University president shall be assigned to the Overall Manager.
3. The Overall Manager shall receive orders from the Chief Administrator, and ascertain the situation of management and operation of research funds for the entire University. When necessary, the Overall Manager shall instruct the Organization Managers stipulated in Article 7 to improve the management and operation of research funds.

(Organization Managers)

#### **Article 7**

1. There shall be Organization Managers, who shall assist the Overall Manager.
2. The heads of the Research Planning and Promotion Headquarters, the Research Extension and Intellectual Property Headquarters, the Institute of Social Sciences, the Institute of Humanities, and the Institute of Science and Technology shall be assigned to Organization Managers.
3. In addition to monitoring researchers' use of research funds in all organizations and reporting their findings to the Overall Manager whenever necessary, Organization Managers shall implement plans to prevent impropriety in cooperation with the Division Managers as stipulated in the following Article.

(Division Managers)

#### **Article 8**

1. Division Managers shall be appointed to exercise the rights and bear the responsibilities for the de facto management and control of research funds in their divisions; furthermore, they shall also be responsible for the progress of compliance training and research ethical training program in their divisions.
2. The Heads of the relevant divisions shall be assigned to the Division Managers, whereas the General



Manager of the General Affairs Section shall be assigned to the office administrators. However, in case of the Organization for the Strategic Coordination of Research and Intellectual Properties and the Organization for International Collaboration, the Deputy Director General of the Organization designated by the relevant Director General of the Organization may be assigned to the Division Manager.

3. Under the supervision of the Overall Manager, Division Managers shall perform the tasks stipulated in the following items:
  - (1) Along with the implementation of measures at division level, they shall manage, lead, and check implementation progress and submit written reports to the Overall Manager
  - (2) Conduct compliance training and research ethical training program for researchers to prevent improper use [of research funds] and monitor the effectiveness of such education
  - (3) Monitor whether researchers appropriately manage and use public research funds and introduce necessary improvements
4. To ensure effectiveness, Division Managers may appoint Vice-Division Managers at the department, subject, and postgraduate course levels as required.

(Publication of Title of Post)

#### **Article 9**

The titles of such positions shall be published when a manager is appointed or replaced under the three preceding articles.

(Plans to Prevent Impropriety)

#### **Article 10**

1. The Chief Administrator must ascertain the state of management and operation of research funds at the University, and factors that lead to impropriety in the handling of research funds, and formulate and steadily implement specific plans to prevent impropriety.
2. The Chief Administrator may ask the Head of the Board of Trustees for cooperation in implementing the plans to prevent impropriety stipulated in Article 8.1.

(Research Ethical Review Board)

#### **Article 11**

1. The Meiji University Research Ethical Review Board “明治大学倫理審査委員会” (hereinafter referred to as the “Board”) was established to achieve the objectives stated in Article 10.1.
2. The composition of the Board, along with its jurisdiction, shall be determined in a separate document.

(Office for the Promotion of Plans to Prevent Impropriety)

#### **Article 12**

1. The Research Promotion Division shall be the entity supervising the promotion of plans to prevent impropriety.
2. The entity supervising the promotion of [such] plans shall formulate concrete measures from the perspective of research organizations as a whole and monitor their implementation.

(Audits)

#### **Article 13**

1. The Chief Administrator shall have discussions with the Head of the Board of Trustees, and conduct regular and extraordinary audits to ensure the proper management and operation of research funds.

2. For conducting an audit of Article 9.1, the Head of the Board of Trustees shall appoint a person responsible for the audit from among members of the Audit Office, by going through the head of the Audit Office.
3. The person responsible for the audit must report the audit results to the Head of the Board of Trustees and the Chief Administrator, by going through the head of the Audit Office.
4. The Head of the Board of Trustees and the Chief Administrator shall promptly take effective and specific measures for things that the audit results show to be in need of improvement, etc.

(Reporting and Consultation)

#### **Article 14**

Reporting of and consultations on improper conduct of research activities shall be managed according to the Provisions Related to Notification and Handling of Improper Conduct in Research Activities “研究活動の不正行為にかかわる通報処理に関する規程”(Fiscal 2007 Provision No. 42).

(Implementation of Compliance Training and Research Ethical Training Program)

#### **Article 15**

The Chief Administrator shall ensure that researchers are aware of the importance of their obligations in this regard and, along with implementing initiatives to raise their awareness regarding this issue, shall implement compliance training and research ethical training program as required to prevent improper conduct through the improper use of research funds in research activities.

(Clerical Work)

#### **Article 16**

Clerical work related to these provisions shall be done by the Research Promotion Division.

(Revision or Elimination of Provisions)

#### **Article 17**

Revisions or deletions in these provisions must be made through deliberations by the Board.

**Supplementary Provision** (Fiscal 2007 Provision No. 42)

These provisions are effective beginning November 8, 2007.

(Official Notice No. 1607)

**Supplementary Provision** (Fiscal 2009 Provision No. 7)

These provisions are effective beginning June 10, 2009, and revised provisions shall be applied beginning April 22, 2009

(Official Notice No. 1807) (Note: Revised pursuant to changes of department names, etc. based on a second review of the work organization.)

#### **Supplementary Provision** (Fiscal 2014 Provision No. 32)

These provisions shall come into effect on April 1, 2015.

(Directive No. 2323) (Note: Alterations are pursuant to changes in the establishment and procedures of the system [allocating] responsibility to deal with matters related to the Guidelines for the management and Audit of Public Research Funds at Research Institutions and the Guidelines for Responding to Misconduct in Research Activities.)

## Provisions Related to Notification and Handling of Improper Conduct in Research Activities

Formulated November 7, 2007

Fiscal 2007 Provision No. 42

(Purpose)

### Article 1

These provisions are aimed at taking the necessary measures regarding improper conduct of research activities at Meiji University (hereinafter referred to as the “University”) and, by stipulating the proper handling of reports and complaints (hereinafter referred to as “Reports”) both from inside and outside the University, for making appropriate discoveries and corrections of improper conduct, thereby contributing to the promotion of ethical and proper research activities at the University

(Definitions)

### Article 2

In these provisions, “improper conduct in research activities” refers to the conduct listed below and cooperation in such conduct.

- (1) Improper use of research funds: Fictitious transactions, False applications, Private use or use [of such funds] for purposes other than intended, Placement of orders or outsourcing of operations in collusion with enterprises or individuals, or Research fund expenditures that violate the stipulated conduct as imposed by the organizations disbursing research funding include the improper use of research funds,.
- (2) Fabrication: Conduct of creating data, research results, etc. that do not exist
- (3) Falsification: Conduct of converting data, research results, etc. into something untrue, by changing research materials, research equipment, or the research process
- (4) Plagiarism: In relation to use of another researcher’s idea, sample, method of analysis, research results, research paper, or terminology, conduct of misappropriating it without receiving such researcher’s consent or making appropriate indication
- (5) Other forms of improper conduct: Inappropriate ownership in research activities or publication of research findings, Improper conducts such as double submission, or Conducts in breach of research ethics stipulated in the above items.

(Place for Receiving Reports)

### Article 3

1. The liaison for Reports shall be a lawyer (hereinafter referred to as the “Lawyer”) designated by the Chairperson of the Board of Trustees; this appointment shall be made in the Research Promotion Division.
2. If there are Reports, the Lawyer shall promptly report the contents of these to the Vice-President in charge of research (hereinafter referred to as the “Vice-President in charge”) who has been designated by the University President.

(Reception of Reports, etc.)

### Article 4

1. Reports shall be received via telephone, document, facsimile, e-mail, or through meetings.
2. If there are Reports, the Vice-President in charge shall check the following matters:

- (1) The name, affiliation (occupation), and contact information of the person who made the Report, etc. to the liaison (hereinafter referred to as the “Reporter”).
  - (2) The name, or the organization or group name, of the researcher alleged to have done improper conduct in research activities (hereinafter referred to as the “Accused”)
  - (3) The specific details of the improper conduct in research activities, and rational reasons, etc. why such conduct is alleged to be improper
3. Reports on matters stipulated in the Article 4.2 for which the concerned Vice-President in charge is unable to make a determination shall not, as a rule, be accepted. However, this stipulation shall not necessarily apply if the concerned Vice-President in charge determines that handling reports submitted anonymously or pseudonymously is appropriate.
  4. If the concerned Vice-President in charge has accepted the reports, he/she shall promptly inform the University President regarding the same.
  5. If the concerned Vice-President in charge decides not to accept reports under Article 4.3, he/she shall report this to the party submitting the report and shall provide the reasons for this decision.  
(Prevention of Reports, etc. based on Malicious Intent)

#### **Article 5**

If there are reports, to prevent false reports based on malicious intent, the concerned Vice-President in charge shall confirm the following matters with the Reporter:

- (1) That Reports, etc. for which the matters set forth in the items of Article 4.2 cannot be confirmed will not be accepted
- (2) That the Reporter’s cooperation may be requested for investigation
- (3) That if investigation finds that the Report, etc. is a false one based on malicious intent, the Reporter’s name may be made public, disciplinary action may be taken, and/or a criminal complaint, etc. may be made

(Preliminary Investigation)

#### **Article 6**

1. When the University president has received a report according to the provisions of Article 4.4, he shall promptly conduct a preliminary investigation of the following matters.
  - (1) The possibility that there was improper conduct in research activities
  - (2) The reasonableness of the content of the Report, etc.
  - (3) The necessity of conducting an actual investigation
  - (4) Any other matters thought to be necessary
2. As a rule, the University President shall designate the supervisor of the Accused or the Head of the organization with which the Accused is affiliated as the person responsible (hereinafter referred to as the “Preliminary Investigator”) for initiating the preliminary investigation.
3. If Article 6.2 applies, and if the Accused is on the University’s school register (hereinafter referred to as an “Enrolled Student”), the University President shall designate the Head of Research at the Accused’s department, graduate school, Graduate School of Law, or Graduate School of Commerce as the Preliminary Investigator.
4. To initiate the preliminary investigation, the Preliminary Investigator may require cooperation from the

Reporter, the Accused, and other related parties (hereinafter [collectively] referred to as the “Reporter and Other Relevant Individuals.”

5. The Reporter and Other Relevant Individuals whose cooperation have been requested under the provision of Article 6.3 must actively and truthfully cooperate in carrying out the preliminary investigation, and may not refuse to do so without a valid reason.
6. The Preliminary Investigator must report the results of the preliminary investigation to the University president within thirty (30) days, in principle, after the investigation begins.  
(Measures after the Preliminary Investigation)

#### **Article 7**

1. Based on the results, etc. of the preliminary investigation according to the provision of Article 6.6 the University president will promptly decide whether or not to carry out an actual investigation of the Report, etc. in question.
2. Under the stipulations of Article 7.1, the University President must, when planning the implementation of the investigation, promptly notify the Preliminary Investigator and the Board of Trustees, as well as the Reporter and the Accused, of any relevant decisions.
3. Under the stipulations of Article 7.1, if the University President decides not to implement the investigation, he/she must notify the Reporter and the Accused (only in cases where the Accused is required to cooperate with the investigation under the stipulations of Item 4 of the preceding article) and provide the reasons for such a decision.
4. When, as a result of the preliminary investigation, the University president has judged that the Report, etc. in question is a false Report, etc. based on malicious intent, the University president shall notify that information to the Reporter, as well as the head of the division or organization to which the Reporter belongs, and take the necessary measures against the Reporter.
5. When a Reporter who was notified according to the provisions of Article 7.3 or 7.4 has an objection to the result of such investigation, the University president, if necessary, may request that the Preliminary Investigator conduct another investigation.  
(Investigation Committee)

#### **Article 8**

1. When the University president has decided to conduct an actual investigation under the provision of Article 7.1, he shall promptly establish a committee to investigate impropriety in research (hereinafter referred to as the “Investigation Committee”).
2. The Investigation Committee shall consist of the following members.
  - (1) University vice president designated by the University president: 1 person
  - (2) The Vice-President, the Dean of Academic Affairs, the Dean of Student Affairs, the Deans of Undergraduate Schools, the Deans of Graduate Schools, the Dean of the Law School, the Dean of the Professional Graduate School, the Director of Meiji University Library, the Izumi Campus Chair, and the President’s Chief of Staff designated by the University President. Up to 2 people
  - (3) The Organization Managers stipulated in Article.7.2 (Provisions Related to Proper Management of Research Funds at Meiji University): the Director of the Research Planning and Promotion Headquarters, the Director of the Research Extension and Intellectual Property Headquarters, the

Director of the Institute of Social Science, the Director of the Institute of Humanities and the Director of the Institute of Science and Technology, as well as the Deputy Director of the Research Planning and Promotion Headquarters and the Deputy Director of the Research Extension and Intellectual Property Headquarters designated by the University President. 1 person

(4) Full-time faculty member designated by the University president: 1 person

(5) People designated by the University president from among specialists within and outside the University in relation to the matters of the investigation: Up to 5 people

3. No individual with interests in either the Reporter or the Accused shall be a member of the Committee.
4. The Investigation Committee shall have one Chairperson, who shall be assigned by the member of Article 8.2.1.
5. The Chairperson shall call committee meetings and moderate them.
6. When the Chairperson has become unable to perform his or her duties, another member, in the order designated by the University president in advance, shall perform the Chairperson's duties in his or her place.
7. The committee cannot hold meetings or make decisions unless at least two-thirds of its members are present.
8. Committee proceedings will be decided by a majority of the members in attendance, and when there is a tie vote it will be decided by the Chairperson.

(Implementation of the Actual Investigation)

#### **Article 9**

1. Based on hearings on all relevant matters from the Reporter and Other Relevant Individuals, the Investigation Committee shall investigate and determine whether the Accused is guilty of improper conduct of research activities.
2. During an investigation, the Investigation Committee shall require the Reporter and Other Relevant Individuals to provide all necessary cooperation in the presentation of required documentation.
3. A Reporter, etc. who has been asked to cooperate under the provision of Article 9.2 shall actively and truthfully cooperate with the actual investigation, and cannot refuse to do so without a valid reason.
4. The Investigation Committee shall safeguard the relevant materials, etc. that will serve as evidence, and can seek necessary measures against the Accused, such as prohibiting contact with parties related to the investigation, prohibiting entry into places that require safeguarding, etc.
5. If the Investigation Committee seeks the measures of Article 9.4, it must take consideration so that the research activities of researchers other than the Accused and business related to the management and operations of the University are not hindered.

(Temporary Measures during the Actual Investigation)

#### **Article 10**

1. The University President may cancel the disbursement of research funds to the Accused for his/her research that is related to the reports from the time the investigation begins to the time the Investigation Committee announces its findings.
2. If as a result of the actual investigation the University president judges that there was no improper conduct in research activities, he shall immediately cancel the expenditure cessation measure of research funds

under the provision of Article 10.1.

(Explanation)

#### **Article 11**

1. In conducting the actual investigation, the Investigation Committee must provide the Accused an opportunity to give an explanation.
2. In making a finding as to whether a Report, etc. corresponds to a false Report, etc. based on malicious intent, the Investigation Committee must provide the Reporter an opportunity to give an explanation.

(Report and Notification of Investigation Results)

#### **Article 12**

1. After the actual investigation is finished, the Chairperson must make a written report of the results of the investigation and report it to the University president immediately.
2. When a report of Article 12.1 has been submitted to the University president, the University president must report it to the Board of Trustees and notify the Reporter and the Accused of the results of the investigation.

(Motion of Objection)

#### **Article 13**

1. When there is an objection about the investigation results found by the Investigation Committee, the Reporter or the Accused can make a motion of objection to the University president within a period of fourteen (14) days from the date of receiving the notification under the provision of Article 12.2.
2. If allegations under the stipulations of the Article 13.1 arise, the University President shall scrutinize the content of these allegations and order the Investigation Committee to conduct a re-examination as required.
3. The provisions of Article 12 shall apply correspondingly to another investigation of Article 13.2.

(Publication of the Content of the Investigation)

#### **Article 14**

If the findings of the investigation prove improper conduct in research activities, the University President shall promptly and publicly announce the contents of the investigation.

(Disciplinary Actions for Improper Conduct)

#### **Article 15**

1. If the Accused is a member of the University teaching staff, a teacher at a school established by Meiji University Incorporated (hereinafter referred to as the “Corporation”), or a member of staff of the Corporation and the findings of the investigation prove improper conduct in research, the required procedures, based on University regulations such as the Meiji University Faculty Provisions “明治大学学部教授会規程” and the Meiji University Faculty Member and Administrative Staff Employment Provisions “学校法人明治大学教職員就業規則等校規”, shall be carried out. The University President shall then apply to the Board of Trustees for the necessary disciplinary action.
2. If the Accused is an Enrolled Student and the investigation proves improper conduct, the University President shall carry out the necessary disciplinary actions under Meiji University school regulations “明治大学学則”, Meiji University Graduate Schools regulations “明治大学大学院学則”, Meiji University The Graduate School of Law regulations “明治大学法科大学院学則”, or Meiji University Professional

Graduate School regulations “明治大学専門職大学院学則等校規”, after discussions with the faculty and Board of the graduate school or the postgraduate faculty.

(Corrective Measures)

#### **Article 16**

If as a result of the actual investigation the University president judges that there was improper conduct in research activities, he must promptly take the corrective measures necessary to prevent reoccurrence.

(Protection of Reporters, etc.)

#### **Article 17**

1. Except for cases in which it was found that a report was a false Report, etc. based on malicious intent, members of the University must not treat a Reporter disadvantageously on the grounds of the Report, etc. being made.
2. Members of the University must not treat the Accused disadvantageously concerning things other than matters related to the Report, etc. in question.
3. Members of the University must not treat people who cooperated with the preliminary investigation or the actual investigation, etc. disadvantageously because of such cooperation.

(Obligation of Confidentiality)

#### **Article 18**

Faculty members conducting work related to these provisions must not divulge information learned during their duties to any other parties. These faculty members must maintain this obligation even after leaving their positions..

(Miscellaneous Provisions)

#### **Article 19**

Besides the matters stipulated in these provisions, matters necessary for the application of these provisions shall be stipulated in a separate document.

(Clerical Work)

#### **Article 20**

Clerical work related to these provisions shall be done by the Research Promotion Division.

(Revision or Elimination of Provisions)

#### **Article 21**

If these provisions are to be revised or deleted, any revisions or deletions must be discussed by the Research Ethical Review Board.

**Supplementary Provision** (Fiscal 2007 Provision No. 42)

These provisions are effective beginning November 8, 2007.

(Official Notice No. 1607)

**Supplementary Provision** (Fiscal 2009 Provision No. 7)

These provisions are effective beginning June 10, 2009, and revised provisions shall be applied beginning April 22, 2009

(Official Notice No. 1807) (Note: Revised pursuant to changes of department names, etc. based on a second review of the work organization.)



**Supplementary Provision** (Fiscal 2014 Provision No. 33)

(Term of Effect)

1 These provisions take effect from April 1, 2015.

(Transitional Measures)

2 After alteration, the stipulations of Articles 2.1 and 2.5 shall apply to Reports and research activities on and from the day they come into effect; the previous stipulations shall apply for Reports and research activities up to the day before the amendments come into effect.

(Directive No. 2324) (Note: Alterations are pursuant to changes in the establishment and procedures of [allocating] responsibility regarding matters related to the Guidelines for the Management and Audit of Public Research Funds in Research Institutions and Guidelines for Responding to Misconduct in Research Activities.)

## Detailed Rules on Procedures for Notification of Improper Conduct of Research Activities

(Purpose)

### Article 1

These detailed rules stipulate the following requirements and procedures based on Article 19 of the Provisions Related to Notification and Handling of Improper Conduct in Research Activities “研究活動の不正行為にかかわる通報処理に関する規程” (Fiscal 2007 Provision No. 42; hereinafter referred to as the “Notification Provisions”) for the appropriate and judicious handling of reports from both inside and outside the University.

(Definitions)

### Article 2

The meanings of the terms used in the items of these detailed rules shall be as stipulated.

- (1) Researchers: Refers to all individuals engaged in research activities, regardless of their University affiliation or use of the University name on their documentation (including individuals designated as full-time staff, part-time staff, students, visiting lecturers and researchers, and regardless of whether or not the researcher is the principal recipient of funds)
- (2) Improper conduct: Refers to “improper conduct of research activities” as stipulated in Article 2 of the Notification Provisions.

(Public Announcement of the System for Notification Procedure)

### Article 3

Necessary matters regarding methods for liaising and consulting on reports, along with other necessary matters, shall be publicly announced on the University website.

(Handling of Reports)

### Article 4

If improper conduct cases are reported by groups such as academic bodies, reception of reports shall take place in accordance with Article 4.1 of the Notification Provisions.

(Preliminary Investigation)

### Article 5

1. If the head of the division or organization to which the Accused belongs is known to be interested in the relevant reports, the University President may not appoint that supervisor as the Preliminary Investigator; in this case, another person shall be appointed as the Preliminary Investigator.
2. If the Preliminary Investigator has reasonable cause to not report the relevant investigation’s findings to the University President within 30 days, the Preliminary Investigator shall report this reason to the University President, along with a scheduled day of completion of the investigation, and shall obtain the University President’s consent.
3. If the relevant reports concern research activities involving the funding agency of competitive research grants (organizations hereinafter referred to as “Funding Agencies”), the University President shall, as a rule, notify the relevant Funding Agencies of whether or not the relevant investigation is necessary within 30 days of receipt of the reports and shall remain in continuous contact with them.

(The Investigation Committee)

#### **Article 6**

1. Under Article 8.2.2 and Article 8.2.5 of the Notification Provisions, the University President may change the number of committee members of the Investigation Committee established on the basis of Article 8.1 of the same Provisions.
2. If the relevant reports concern research activities involving Funding Agencies, the University President shall, as a rule, notify the Reporter and the Accused about the names and organizational affiliations of the members of the Investigation Committee.
3. The Reporter and the Accused may make a formal objection against the content of the notification stipulated in Article 6.2 by the prescribed deadline; in this case, if the Reporter and the Accused make a formal objection, they must submit documents and evidence indicating that the formal objection is justifiable.
4. When the University President receives a formal objection set forth in Article 6.3, if, after examining the content of that formal objection, it is determined to be valid, the University President must replace the members of the Investigation Committee involved in that formal objection. In addition, the University President shall notify the Reporter and the Accused about any replacement of members.

(Implementation of the Investigation)

#### **Article 7**

1. Based on Article 9 of the Notification Provisions, the Investigation Committee shall conduct the investigation considering the following components:
  - (1) Inspection of all related documents from the relevant research project, including theses, experiment and observation notes, and data, to check for fabrication, falsification, plagiarism, or other improper conduct
  - (2) Inspection of receipts, invoices, delivery slips, payment-related bankbooks, and credit card details to check for improper use of research funds
  - (3) Hearings with the Accused and other related parties
  - (4) Investigation of other matters as deemed necessary
2. If the relevant reports concern research activities involving Funding Agencies, the University President shall report its investigation policies and methods to the relevant Funding Agencies and remain in continuous contact with them when the investigation is implemented.

(Reporting the Findings of the Investigation)

#### **Article 8**

1. The Investigation Committee shall prepare a written report of the investigation and present this report to the University President within 90 days of its establishment, along with related documentation. However, in cases where the Investigation Committee has reasonable cause to not present its report to the University President within 90 days, the Investigation Committee shall report this reason, along with a scheduled day of completion of the report, and obtain the University President's consent.
2. The University President shall notify the investigation's findings to the Reporter and the Accused and shall also report its findings to the Board of Trustees once the findings are finalized under Article 12.1 of the Notification Provisions.

(Disputed Allegations)

#### **Article 9**

1. If the Accused rejects the findings of the investigation by the Investigation Committee, he/she shall be responsible for explaining and demonstrating the material and scientific grounds for his/her objection.
2. The Accused shall be deemed to have committed improper conduct according to the Article 9.1 if he/she is unable to demonstrate the grounds for their objection due to the unavailability of basic items that should fundamentally be available, such as raw data, experiment and observation notes, experiment samples, and reagents, except in cases where a reasonable preservation period has elapsed due to the particular characteristics of the research involved. However, this shall not apply in cases in which the Accused has just cause for not providing such basic items despite having carried out his/her duty of care with proper diligence and such cause being not attributable to the Accused.

(Public Announcement of Improper Conduct and Reporting of the Findings of the Investigation on Funding Agencies)

#### **Article 10**

1. If the University President determines that improper conduct has taken place, the findings of the investigation shall be announced promptly and publicly on the University website under Article 14 of the Notification Provisions. Moreover, the contents of this public announcement shall, as a rule, include the following matters:
  - (1)The names and organizational affiliations of those involved in the improper conduct
  - (2)The nature of the improper conduct
  - (3)The nature of the measures taken by the University in the period leading up to the public announcement of the investigation's findings
  - (4)The investigation methods and procedures
2. As a rule, if the relevant matter of the investigation concerns research activities involving Funding Agencies, the University President shall present a final written report to the Funding Agencies within 210 days of the receipt of the reports. This report shall include the findings of the investigation, the reasons the conduct in question occurred, and the current management and auditing systems for other competitive funds connected to those being investigated; in addition, a plan to prevent the reoccurrence of such conduct shall also be provided. Furthermore, if improper conduct is acknowledged at any stage of the investigation process, it must be reported to the Funding Agencies.
3. If the Funding Agencies require the University President to report the progress of an investigation on the improper use of competitive funds distributed among the relevant Funding Agencies, the University President shall present a status report on the relevant investigation to the Funding Agencies.
4. If the Funding Agencies require the University President to present documentation regarding the investigation on the improper use of competitive funds distributed by these Funding Agencies, or require such documentation for their perusal or on-site investigation, the University President shall comply with these requirements. However, this shall not apply in case where the Investigation Committee has reasonable cause or the investigation by the Committee is hindered.

(Obligations)

#### **Article 11**

Individuals acting in response to reports shall be obliged to confidentiality as stipulated in Article 18 of the Notification Provisions and shall also observe the following conditions:

- (1) They shall act in a prudent manner to avoid damaging the reputations or infringing on the privacy of the Reporter, the Accused, or other individuals cooperating with the investigation.
- (2) If individuals acting in response to the reports are themselves related to or have an interest in the Reporter and Other Relevant Individuals, they shall have no involvement whatsoever in the handling of the reports or the investigation.

(Revision or Elimination of the Detailed Rules)

## **Article 12**

If these internal regulations are revised or deleted, any revisions or deletions must be passed following deliberation by the Research Ethical Review Board.

### **Supplementary Provision**

These detailed rules take effect from April 1, 2015.

**Supplementary Provision** (Approved by the Research Ethical Review Board on September 26, 2016)

These detailed rules take effect from October 1, 2016.

**Supplementary Provision** (Approved by the Research Ethical Review Board on December 7, 2016)

These detailed rules take effect from December 8, 2016.

### **Supplementary Provision**

These detailed rules take effect from March 9, 2017.

## Meiji University Community Relations Policy

Formulated October 26, 2004

Since its foundation in 1881 Meiji University (hereinafter referred to as the “University”), as one of Japan’s leading private universities substantiated by its long and illustrious tradition, has been turning out a great number of promising individuals who flourish in various fields not only in Japan but also around the world. Even now in the 21st century this role and expectations of the University are further increasing. Therefore, continuing with the University’s founding spirit of “rights, liberty, independence, and self-government,” and as a “university that empowers the individual” by emphasizing practical education, it is necessary to utilize the University’s features as an “urban university” and to carry out its mission and responsibilities.

The philosophy of the University is, through activities such as exchanges with external research organizations, to promptly return to private-sector companies, national and local government bodies, regional societies, etc. the advanced and progressive research results generated from research foundations in the various fields of the humanities, social sciences, and natural sciences, and to create a peaceful and prosperous society. Accordingly, the University explicitly positions “community relations” in addition to “research” and “education” as part of its important mission, and it is necessary for the University’s faculty members etc. to cooperatively work together on this and fulfill the University’s social responsibilities.

In order to clarify the policy for the fundamental stance and ethics for carrying out the aforementioned community relations activities, the University hereby stipulates the “Meiji University Community Relations Policy” (hereinafter referred to as the “Policy”) and discloses it both within and outside the University.

The University’s faculty members, etc. must sufficiently understand the matters stipulated in the Policy, proceed smoothly with community relations activities, carry out extensive exchanges between the University and external organizations, and strive to contribute broadly to the development of society by going beyond invigoration of the university, the industrial sector, etc.

### **1. Environmental Preservation and Peaceful Utilization**

Community relations activities will be carried out while always keeping the environment in mind, efforts will be made to reduce the use of resources, conserve energy, and recycle, and active contributions to preserve the environment will be made by utilizing the most advanced education and research technologies and facilities and returning to society research results that contribute to environmental preservation.

In addition, absolutely no community relations activities for purposes that are counter to peace, such as military use, suppression of human rights, etc., will be conducted.

### **2. Respect for Independence and Autonomy**

Research results are generated from ideas that are abundant with the freedom and ingenuity and motivation for research of faculty members, etc. Accordingly, faculty members, etc. who carry out community relations activities must respect the University’s independence and researchers’ autonomy and take care so that education

and research conducted by the University are not hindered.

### **3. Disclosure of Information and Principles of Management**

In principle, disclosure of information to external research organizations about research results that have a strong possibility of being used for business will be done according to the appropriate timing and method so that community relations activities are not hindered.

Further, information will be provided on the University's community relations promotion systems, the state of formulation of various regulations, and activity results, etc.

The University will reinforce its management systems and work toward edification of faculty members, etc. concerning maintenance of confidentiality for information on corporations, etc. learned through exchanges with external organizations and information on patents, etc. before their applications are laid open.

### **4. Compliance with Laws, etc.**

Faculty members, etc. and external organizations that conduct community relations activities must understand the Policy, cooperate among themselves, and carry out their duties in good faith, and also conduct themselves in compliance with related laws and the University's regulations, etc.

## Meiji University Conflict of Interest Policy

Formulated January 11, 2005

Revised June 30, 2010

### I. Fundamental Philosophy for Formulating the University's Conflict of Interest Policy

#### 1. Background of Formulation

As stated in the Meiji University Community Relations Policy, the University positions “community relations” in addition to “academic research” and “education” as parts of its mission, and is actively involved in it.

As concrete activities, research results generated through the diligent efforts of individual faculty members are returned to society mainly through academic conference presentations, academic dissertations, writings, and collaborative research, etc. with corporations, etc. University faculty members should further promote community relations activities, which are considered the third mission of the University, firmly establish trust and appreciation of the society that have been cultivated thus far, and work together cooperatively.

On the other hand, promoting community relations activities, especially collaboration with corporations, leads to a situation in which a sort of collision can be seen between the interests and responsibilities that faculty members have as a result of their relationships with corporations, and the responsibilities that faculty members should fulfill at the University (for example, the responsibility to educate students, the quest for learning, etc.) This kind of inevitable situation that arises when community relations activities are promoted is referred to as a “conflict of interest” (COI).

In relation to this kind of situation, the University formulated this policy in order to prevent damage to trust in the University's education and research and with the objective of having community relations activities promoted fairly and smoothly.

#### 2. Matters that Should be Emphasized for the Fundamental Policy

Conflict of interest is a problem that inevitably arises in promoting and carrying out community relations as the University's third mission. Rather than thinking about conflict of interest negatively, the University actively accepts it and will work to build a management system that utilizes the University's features. By doing so, the University intends to make it possible for University faculty members to take on community relations with peace of mind and to contribute to sound development of collaboration among industry, the government, and academia.

The University encourages faculty members to have a wide variety of values and to conduct voluntary activities supported by such values, and sometimes those different values collide. The items below are things that should be especially emphasized when different values collide.

- The responsibility to sufficiently educate students
- The credibility of research results and the responsibility to explain them
- The transparency of sources and uses of research funds
- The responsibility of the University to make progress in science and to spread technology
- Promotion of collaborative research, etc. with organizations outside the University and protection of the University's intellectual properties
- Preservation of one's reputation and position as a University researcher



- Securing justifiable monetary profit that a University faculty member should receive

## **II. Definition of Conflict of Interest and People to Whom This Policy is to be Applied**

### **1. Definition of Conflict of Interest**

The University defines conflict of interest as “a situation in which the personal profit and social responsibilities that a faculty member obtains through community relations activities collides with education and research responsibilities at the University.”

The above definition includes both a situation in which a faculty member has a responsibility to carry out duties for a corporation, etc. with which community relations is being conducted because he or she is carrying out subsidiary activities, and there is a collision with his or her responsibility to carry out duties for education and research at the University (conflict of duty), and a situation in which there is a collision between the profit obtained by a faculty member pursuant to community relations activities and his or her responsibility to carry out duties at the University (conflict of interest in a narrow sense).

### **2. People to Whom the Conflict of Interest Policy is to be Applied**

This policy is to be applied to University full-time faculty members.

Provided, however, that when necessary the University will request that this policy also be applied to people other than full-time faculty members.

## **III. Conflict of Interest Management System**

### **Establishment of a Conflict of Interest Committee**

The University will establish a conflict of interest committee as an organization to deliberate matters related to university-wide conflict of interest. This committee will deliberate and make decisions on necessary matters related to the content below.

- Deliberation and decisions on policies related to the University’s conflict of interest
- Deliberation, guidance, and recommendations about individual conflicts of interest

The membership, deliberation method, deliberation content, etc. of the conflict of interest committee will be stipulated separately in an outline for establishing the conflict of interest committee.

## **Internal Regulations for Handling of Indirect Expenses at Meiji University**

(Intent)

### **Article 1**

These internal regulations stipulate matters necessary in relation to handling indirect expenses for competitive funds at Meiji University (hereinafter referred to as the “University”).

(Definitions of Terms)

### **Article 2**

In these internal regulations, the definitions of the terms listed in the items below shall each be stipulated according to their respective items.

- (1)Competitive funds: Refer to funds such as Ministry of Education, Culture, Sports, Science and Technology Grants-in Aid for Scientific Research, etc. when an allocating organization stipulated in Article 2(2) broadly solicits research and development tasks, etc., adopts from among the proposed tasks the ones that should be implemented based on evaluation by multiple people including experts, and then allocates the funds to researchers, research groups (hereinafter referred to as “Research Groups, etc.”), or the recipient organizations stipulated in Article 2(3).
- (2)Allocating organization: Refers to an organization that operates a system for competitive funds and allocates competitive funds to research organizations or Research Groups, etc.
- (3)Recipient organization: Refers to a research organization to which a representative of a research organization or a Research Group, etc. that acquired competitive funds belongs.
- (4)Direct expenses: Refer to expenses used by a Research Group, etc. that has acquired competitive funds for something directly related to research, in order to carry out research using competitive funds.
- (5)Indirect expenses: Refer to expenses that are given at a fixed ratio against direct expenses and used by a recipient organization as expenses necessary for management, etc. of a research organization pursuant to carrying out research using competitive funds.

(Purposes of Indirect Expenses)

### **Article 3**

The University will secure from among provided competitive funds a certain amount as indirect expenses and make expenditures of them for the purposes below.

- (1) Preparation and improvement of environments for research and development
- (2) Support for learning and research
- (3) Promotion of collaboration among industry, the government, and academia
- (4) Protection, management, utilization, etc. of intellectual property
- (5) Expenses for management, operation, office work, etc. related to research

(Amounts of Indirect Expenses)

### **Article 4**

1. In principle, indirect expenses will be the amount equivalent to thirty (30) percent of direct expenses.
2. In the event that an indirect expense ratio less than thirty (30) percent of direct expenses is set based on instructions by the allocating organization, indirect expenses of the highest limit that can be set will be accepted.

3. For research for which the University collaborates with external organizations and receives competitive funds or research for which the University receives competitive funds as a party sub-commissioned by external organizations, Article 4.1 or 4.2 shall be applied for direct expenses allocated by the University.

(Use of Indirect Expenses)

#### **Article 5**

Indirect expenses shall be used for uses other than direct expenses, based on the “Common Guidelines for Executing Indirect Expenses for Competitive Funds” etc. created by the relevant government ministry.

(Determination of Use of Indirect Expenses)

#### **Article 6**

For uses of indirect expenses, a use plan for the relevant year will be prepared by the Research Promotion and Intellectual Property Office of the Research Promotion Division, and the plan will be put to deliberation by the Council of the Organization for the Strategic Coordination of Research and Intellectual Properties (hereinafter referred to as an “Organization Council”) and the Organization Director will make a decision.

(Settlement of Indirect Expenses)

#### **Article 7**

1. Indirect expenses must be used within the prescribed accounting year.
2. In the event that a faculty member who was allotted indirect expenses (including research promoters and research supporters) has changed positions or in the event that research has been cancelled, indirect expenses shall be settled according to criteria such as the percent of execution of direct expenses, etc.

(Reporting of Results)

#### **Article 8**

1. The head of the Research Promotion and Intellectual Property Office of the Research Promotion Division (in the next item referred to as the “Research Promotion and Intellectual Property Office Director”) must report the results of use of indirect expenses for the previous year at an Organization Council by the last day of June each accounting year.
2. After making the report of Article 8.1, the Research Promotion and Intellectual Property Office Director must prepare a written report of results and a written report of use that states results, etc. of evaluations related to results of use, and make a report of the previous accounting year’s results of use to the relevant government ministry, using the prescribed form, by the last day of June of the following accounting year.
3. In the case of Article 8.2, the head of the department with jurisdiction over the competitive funds stipulated in Article 9 must cooperate with preparation of the written report of results and the written report of use.

(COE and GP Indirect Expenses)

#### **Article 9**

The provisions of Article 4, Article 5, and Article 8, will apply to handling of indirect expenses set for the global COE program and various forms of GP.

(Office Work)

#### **Article 10**

The Research Promotion Division will conduct office work related to these internal regulations.

(Revision or Elimination of the Internal Regulations)

**Article 11**

If these internal regulations are to be revised or eliminated, such revision or elimination must be passed through deliberation by an Organization Council.

**Supplementary Provision** (Approved by the Council of the Organization for the Strategic Coordination of Research and Intellectual Properties on June 26, 2009)

These internal regulations are effective beginning June 27, 2009.

**Supplementary Provision** (Approved by the Council of the Organization for the Strategic Coordination of Research and Intellectual Properties on March 7, 2011)

These internal regulations are effective beginning March 8, 2011. (Note: Revised pursuant to change of the name of grounds regulations for use of indirect expenses)

**Supplementary Provision** (Approved by the Council of the Organization for the Strategic Coordination of Research and Intellectual Properties on February 27, 2012)

These internal regulations are effective beginning April 1, 2012.

## Arrangements for Handling KAKENHI at Meiji University

(Intent)

### Article 1

1. In these arrangements, KAKENHI refers to Grants-in-Aid for Scientific Research that use academic research aid fund grants and scientific research fund subsidies.
2. These arrangements stipulate necessary matters concerning handling of expenses when Meiji University (hereinafter referred to as the “University”) receives Grants-in-Aid for Science Research (hereinafter referred to as “KAKENHI”) from the Ministry of Education, Culture, Sports, Science and Technology or the Japan Society for the Promotion of Science.
3. These arrangements are based on the laws, etc. below, and research representatives and co-researchers must comply with the laws, etc. below and these arrangements.
  - (1) Act on Regulation of Execution of Budgets Pertaining to Subsidies, etc. (Law No. 179 of 1955)
  - (2) Order for Enforcement of the Act on Regulation of Execution of Budgets Pertaining to Subsidies, etc. (Government Order No. 255 of 1955)
  - (3) Rules for Handling of Science Research Fund Subsidies (Ministry of Education Notice No. 110 of 1965)
  - (4) Outline for Handling of Science Research Fund Subsidies (for Fundamental Research, etc.) from the Japan Society for the Promotion of Science (Regulation No. 17 of 2003)
  - (5) Fundamental Policy for Operation of Academic Research Aid Funds (determined by the Minister of Education, Culture, Sports, Science and Technology on April 28, 2011)
  - (6) Outline for Handling of Grants-in-Aid for Science Research (Academic Research Aid Fund Grants) (Regulation No. 19 of 2011)
  - (7) Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules: Supplementary Conditions “科学研究費助成事業－科研費-科学研究費補助金研究者使用ルール（補助条件）”, Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules (Grant-in-Aid for Specially promoted Research): Supplementary Conditions “科学研究費助成事業－科研費－科学研究費補助金（特別推進研究）研究者使用ルール（補助条件）”, Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules: Supplementary Conditions (JSPS Fellows) “科学研究費助成事業－科研費－科学研究費補助金研究者使用ルール（補助条件）（「特別研究員奨励費」（特別研究員））”, Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules: Supplementary Conditions (Foreign JSPS Fellow) “科学研究費助成事業－科研費－科学研究費補助金研究者使用ルール（補助条件）（「特別研究員奨励費」（外国人特別研究員））”, Grants-in-Aid for Scientific Research -KAKENHI- administrative tasks for research organizations “科学研究費助成事業-科研費-科学研究費補助金の使用について各研究機関が行うべき事務等”
  - (8) Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules: Funding Conditions “科学研究費助成事業－科研費-学術研究助成基金助成金研究者使用ルール(交付条件)”, Grants-in-Aid for Scientific Research -KAKENHI-administrative tasks for research organizations r 科学研究費助成事業－科研費-学術研究助成基金助成金の使用について各研究機関が行うべき事務等”
  - (9) Grants-in-Aid for Scientific Research -KAKENHI- Spending Rules (Scientific Research (B)/Young

Scientists (A) adopted between 2012 and 2014 fiscal year): Funding Conditions “科学研究費助成事業－科研費－（基盤研究（B），若手研究（A））（平成24年度から平成26年度に採択された研究課題）研究者使用ルール（交付条件）”，Grants-in-Aid for Scientific Research-KAKENHI-administrative tasks for research organizations “科学研究費助成事業－科研費－（基盤研究（B），若手研究（A））（平成24年度から平成26年度に採択された研究課題）の使用について各研究機関が行うべき事務等”

(Budget Execution)

## **Article 2**

The University must appropriately execute the budget for KAKENHI received from promotion of research activities by researchers or development of academic research (research based on researchers' free ideas).

(People Responsible)

## **Article 3**

The University President shall be responsible for the management of KAKENHI, and the Manager of the Research Promotion and Intellectual Property Office, the Manager of the Ikuta Research Promotion and Intellectual Property Office, and the Manager of the Large-scale Projects Research Promotion Office shall be responsible for the management of the administrative work related to KAKENHI.

(Responsibilities of Research Representatives, etc.)

## **Article 4**

1. Research representatives and co-researchers must keep in mind that KAKENHI are taxes, etc. collected from the nation's citizens, and must strive to conduct their relevant duties in good faith according to the purpose of provision of the KAKENHI.
2. Research representatives and co-researchers shall be responsible for making relevant explanations for use of direct expenses (expenses necessary for carrying out assistance duties and expenses for putting together research results) from among the KAKENHI.

(Confirmation of Qualifications for Applying)

## **Article 5**

1. The University must confirm that research representatives and co-researchers who try to apply for KAKENHI are people who at the time of application have the application qualifications stipulated in the recruitment outline and the application qualifications stipulated by the University.
2. When people doing research abroad (including people who plan to do research abroad) have applied, they will be deemed qualified after conditions are granted separately.

(Office Work)

## **Article 6**

The University must perform the office work below for grants (direct expenses and indirect expenses (expenses necessary for management, etc. for research organizations pursuant to carrying out assistance duties)) received by researchers.

(1) Management of direct expenses

(2) Various procedures related to direct expenses and indirect expenses

(3) Having researchers who purchased equipment or fixtures stipulated in Article 9..1.(1) and (2) by direct expenses contribute such goods to the University,, if such researchers belong to another research

organization, the goods should be returned to such researchers on request.

- (4) Having researchers who received indirect expenses transfer such indirect expenses to the University, conducting office work for such indirect expenses and, if such researchers belong to another research organization, the indirect expenses of an amount equivalent to 30% of the remaining amount of direct expenses should be returned to such researchers.

(Management of Expenses)

#### **Article 7**

Management of income and expenditure for direct expenses and indirect expenses will be appropriately conducted by the Financial Division.

(Direct Expenses)

#### **Article 8**

1. Research representatives and co-researchers must strive to use direct expenses fairly and efficiently.
2. Direct expenses are to be classified into the four expense items “expenses for goods,” “travel expenses,” “remuneration, etc.” and “other.”
3. Direct expenses may not be used for the expenses below.
  - (1) Expenses related to facilities for buildings, etc. (excluding expenses for minor installation that becomes necessary due to introduction of goods purchased using direct expenses)
  - (2) Expenses for handling accidents or disasters that occur while carrying out duties related to KAKENHI
  - (3) Salaries and remuneration for research representatives and co-researchers
  - (4) Other expenses for which it would be appropriate to use indirect expenses

(Types and Quantities of Articles Purchased)

#### **Article 9**

1. The types and quantities of goods purchased through direct costs shall be as follows:
  - (1) Equipment and fixtures cost JPY 200,000 with 1 year or more service life “設備備品”: Under the stipulations of Article 29.1(d) of the Accounting Provisions of Meiji University Incorporated “学校法人明治大学経理規定” (hereinafter referred to as the “Accounting Provisions”), equipment or apparatuses for research or education, or single books or sets of books, amounting to 30,000 yen or over.
  - (2) Equipment cost JPY 50,000 or more but less than 200,000 yen with 1 year or more service life “準備品”: Provisions stipulated under Article 20 of the Fixed Assets Administration Provisions of Meiji University Incorporated “学校法人明治大学固定資産・物品管理” (hereinafter referred to as the “Fixed Assets Administration Provisions”).
  - (3) Consumable Goods: Goods other than those stipulated in the Article 9.1.(1) and (2).
2. If the equipment or fixtures for research or education under Article 9.1.(1) are purchased, the purchase shall be made in accordance with the Procurement Provisions of Meiji University Incorporated (hereinafter referred to as the “Procurement Provisions”).
3. Purchase can be made within the scope of equipment stipulated in Article 9.1.(2) and consumables stipulated in Article 9.1.(3), when a researcher, etc. who lives overseas will use expenses for goods for direct expenses.

(Scope of Procurement)

#### **Article 10**

1. Procurement of items can be made within the scope of what is delegated based on the provisions of Article 6 of the Meiji University Procurement Regulations.
2. Procurement can be made, within the scope of consumables, when a researcher, etc. who lives overseas will use expenses for goods for direct expenses, or within the scope in which it is not necessary to conclude an agreement, etc. with a business, when an expense item other than goods expenses will be used.

(Asset Registration)

#### **Article 11**

If the equipment and fixtures stipulated in Article 9.1(1) and books are purchased, such purchases shall be registered as assets under Article 9 of the Management Provisions and Article 12 of the Book Management Provisions of Meiji University Library “明治大学図書館図書管理規程”.

(Management of Provisions)

#### **Article 12**

The management of the provisions stipulated in Article 9.1(2) shall conform with the stipulations of Articles 21, 22, and 23 of the Fixed Assets Administration Provisions.

(Expenditure of Direct Expenses)

#### **Article 13**

When a research representative and a co-researcher make expenditure of direct expenses, he or she must get the relevant documents and make an application to the department with jurisdiction, based on the “Usage Manual for Research Funds at Meiji University.”

(Transfer of Indirect Expenses)

#### **Article 14**

If principal investigators or co-investigators incur or receive payment of indirect costs, they shall promptly assign the indirect costs to the University.

(Expenditure of Indirect Expenses)

#### **Article 15**

Execution of indirect expenses must be done based on the separately stipulated “Internal Regulations for Handling of Indirect Expenses at Meiji University.”

(Transfer of Interest)

#### **Article 16**

Research representatives and co-researchers must transfer to the University any interest generated from direct expenses managed by the University.

(Revision or Cancellation of Arrangements)

#### **Article 17**

Revision or cancelation of these agreements shall be made through deliberations by the Research Planning and Promotion Headquarters.

(Other)

#### **Article 18**

For matters not stipulated in these arrangements, work will be carried out according to the laws, etc.



stipulated in Article 1.2.

**Supplementary Provision**

These arrangements are effective beginning August 29, 2005, and will be applied beginning April 1, 2005.

**Supplementary Provision**

These arrangements are effective beginning June 14, 2010, and will be applied beginning April 1, 2010.

**Supplementary Provision**

These arrangements are effective beginning October 11, 2011, and will be applied beginning April 28, 2011.

**Supplementary Provision**

These arrangements shall come into effect from October 1, 2015, and related stipulations after these alterations have been implemented shall apply from April 1 of the same year.

**Provisions Related to Employment, etc. of Meiji University Research Promoters  
and Research Supporters**

Formulated March 30, 2006

Fiscal 2005 Provision No. 29

(Intent)

**Article 1**

1. These provisions stipulate, with the purpose of striving to promote research activities at Meiji University (hereinafter referred to as the “University”), necessary matters in relation to employment, etc. of research promoters and research supporters required for carrying out research.
2. These provisions shall apply to research using the scientific research fund subsidies, joint research with various external organizations, and commissioned research from outside the University, as well as other research authorized by the University.

(Definitions)

**Article 2**

1. In these provisions, “research promoter” refers to a person engaged, as a research staff member and for a certain period, in work carrying out research authorized by the University. Such persons are as follows.
    - (1) Senior researchers
    - (2) Postdoctoral researchers
    - (3) Researchers in the Global COE doctoral course
    - (4) Researchers
    - (5) Visiting Researchers
  2. In these provisions, “research supporter” refers to a person engaged, as an assistant to research staff members and for a certain period, in work carrying out research for which a University full-time faculty member is the research representative. Such persons are as follows.
    - (1) Research assistants (for projects) (hereinafter referred to as “RA”)
    - (2) Research technicians
    - (3) Assistant researchers
- (Qualifications of research promoters)

**Article 3**

1. People who can be senior researchers shall be people who have obtained a doctorate degree and who are engaged in work requiring advanced and specialist knowledge and abilities as well as expert techniques, etc. in order to support research for University research projects.
2. People who can be postdoctoral researchers shall be people who have finished a doctorate course and obtained a doctorate degree (in the fields of social sciences and humanities, this includes people who have abilities equivalent to people who have obtained a doctorate degree), and who are engaged in research by sharing a certain position related to the relevant research.
3. People who can be researchers in the Global COE doctoral course shall be people enrolled in the Meiji University graduate school doctoral course and engaged in global COE research.

4. People who can be researchers shall be people who have obtained a master's degree in natural sciences and who are recognized as having abilities equivalent to those who have obtained a doctorate degree, and who are engaged in work requiring advanced and specialist knowledge and abilities as well as expert techniques, etc. in order to support research for University research projects.
5. People who can be visiting researchers shall be people who fall under any of the items below, and for which an employment contract is not necessary for participation in the relevant research.
  - (1) People who have obtained a doctorate degree, or people who have produced research results that are at least equivalent to obtaining a doctorate degree
  - (2) Researchers that the University accepts from external organizations, such as special researchers from the Japan Society for the Promotion of Science (hereinafter referred to as "JSPS Special Researchers")
6. Of Article 3.4(2), people who can be visiting researchers at the University as JSPS Special Researchers are limited to special researcher PDs, special researcher SPDs and special researcher RPDs.  
(Qualifications for Research Supporters)

#### **Article 4**

1. People who can be RAs are people who have the qualifications stipulated in the Meiji University Provisions for Employment of RAs, TAs, and Education Assistant Lecturers.
2. People who can be research technicians are people who will engage in work that requires special techniques or expert techniques for operation, etc. of large-scale equipment, special equipment, etc. in order to support research for University research projects.
3. People who can be assistant researchers are people involved in supplementary work necessary for the implementation of University research projects, etc., and who have the abilities necessary for carrying out this work.  
(Procedures for Employment, etc.)

#### **Article 5**

1. When a Research Representative wants to employ a research promoter or research supporter, the Research Representative shall submit the application documents listed below pertaining to the candidate to the head of the Organization for the Strategic Coordination of Research and Intellectual Properties (hereinafter referred to as the "Organization Head"), by going through the division in charge of the relevant research.
  - (1) Employment Application
  - (2) Resume
  - (3) Letter of Recommendation
  - (4) Other necessary documents
2. Irrespective of the provisions of Article 5.1, when applying to accept a visiting researcher, the application documents listed below pertaining to the candidate shall be submitted.
  - (1) Application for Acceptance
  - (2) Other necessary documents
3. Employment, etc. involving the applications of Article 5.1 and 5.2 will be discussed by the Council of the Organization for Strategic Coordination of Research and Intellectual Properties, and its approval will be obtained.  
(Employment Contracts, Period of Employment, etc.)

## **Article 6**

1. Research promoters (excluding visiting researchers) and research supporters shall conclude employment contracts with the university corporation Meiji University (hereinafter referred to as the “Corporation”), and the period of employment shall be stipulated in the contract as a period of one (1) year or less.
2. Employment contracts shall be made each fiscal year.
3. Employment contracts can be renewed, limited to the time until the relevant research is finished. Provided, however, that renewals for senior researchers, postdoctoral researchers, researchers, RAs, research technicians, and assistant researchers will be limited to five (5) years, and renewals for researchers in the Global COE doctoral course will be limited to three (3) years, calculated from the first date of employment.
4. Except in a case in which an employment agreement will be renewed under the provisions of Article 6.3, the University’s, postdoctoral researchers, researchers in the Global COE doctoral course, and RAs cannot be hired again for the same job after the relevant employment agreement ends.
5. The University’s senior researchers, researchers, research technicians and assistant researchers, whose employment agreements have ended due to a period of five (5) years having lapsed calculated from the first date of employment, may be hired again in the same position for the purpose of carrying out other research, but only in cases where at least six (6) months have passed since the relevant employment agreement ended. The provisions of Article 6.1 through Article 6.3 shall apply mutatis mutandis to employment agreements in this instance.

(Period of Acceptance)

## **Article 7**

The period of acceptance for visiting researchers shall be within the period of carrying out the relevant research, and shall be stipulated on an individual basis.

(Salary, etc.)

## **Article 8**

1. Salaries and commutation allowances (hereinafter referred to as “Salary, etc.”) and working hours for research promoters (excluding visiting researchers; the same shall apply for Article 8.2) and research supporters shall be stipulated in the individual employment contracts.
2. Payment of Salary, etc. to research promoters and research supporters shall be done by the Corporation, and the amount paid for such Salary, etc. and the various insurance premiums (the portion borne by the Corporation) must be allocated to the research funds granted for the relevant research.
3. Irrespective of the provisions of Article 8.2, from among the postdoctoral researchers stipulated in Article 2.1(2), the Corporation shall provide the Salary etc. for a postdoctoral researchers proved by a meeting of the department heads and by the Board of Trustees, based on the fundamental policies for faculty personnel given by the University president, and for researchers in the Global COE doctoral course stipulated in Article 2.1(3).
4. The Salary, etc. of the postdoctoral researchers and researchers in the Global COE doctoral course stipulated in Article 8.3 and shall be stipulated separately.

(Loss of Position)

## **Article 9**

When a situation corresponding to any of the following has arisen, the research promoter or research supporter shall lose his or her position.

- (1) When the period of employment or period of acceptance has expired
  - (2) When the person who concluded the employment contract has stated an intention to leave the position, and the employment contract has been cancelled
  - (3) When a visiting researcher has stated an intention to stop participating in the relevant research, and the Research Representative has accepted the offer
  - (4) When the relevant research has finished or been cancelled
  - (5) When performance of duties is difficult or found to be improper, due to a mental or physical problem
  - (6) When work performance is remarkably poor, and the person is found to be unsuited to carrying out his or her duties
  - (7) When he or she has caused the University grave damages or done something to tarnish its honor
- (Affiliation)

#### **Article 10**

Research promoters and research supporters shall belong to the Organization for the Strategic Coordination of Research and Intellectual Properties.

(Designation)

#### **Article 11**

Designations for research promoters and research supporters shall be the relevant name given in Article 2, with the name Meiji University added to it. Provided, however, that the name of the relevant research or its abbreviation can be added in parentheses when necessary.

(Issuance of Certificates)

#### **Article 12**

Research promoters and research supporters can be issued certificates in relation to their identity and the history of their employment or acceptance.

(Use of the University's Facilities)

#### **Article 13**

Research promoters and research supporters can use the University's education research facilities and equipment when necessary. In such cases, research promoters and research supporters shall obtain from the manager of such facilities and equipment permission, pursuant to University regulations.

(Intellectual Property Rights)

#### **Article 14**

Intellectual property rights that arise as a result of research conducted with research promoters and research supporters shall be as stipulated in provisions related to Meiji University inventions, etc.

(Detailed Regulations of Implementation)

#### **Article 15**

In addition to the matters stipulated herein, matters required in relation to treatment of research promoters and research supporters and matters in relation to implementing these provisions can be stipulated separately, based on the guidelines of implementing the relevant research, the commission contract, etc.

**Supplementary Provision** (Fiscal 2005 Provision No. 29)

(Effective Date)

1. These provisions are effective beginning April 1, 2006.

(Abolition of Outline)

2. The Outline in Relation to Meiji University Research Supporters (Fiscal 2003 Provision No. 7) shall be abolished.

(Official Notice No. 1448)

**Supplementary Provision** (Fiscal 2008 Provision No. 34)

These provisions are effective beginning October 2, 2008.

(Official Notice No. 1739) (Note: Revised pursuant to the new establishment of researcher in the Global COE doctoral course)

**Supplementary Provision** (Fiscal 2013 Provision No. 22)

These provisions are effective beginning March 20, 2014, and provisions after revision apply beginning April 1, 2013.

(Official Notice No. 2238) (Note: Revised pursuant to changes, etc. of the hiring period for research promoters and research supporters)

**Supplementary Provision** (Fiscal 2016 Provision No. 8)

These provisions are effective beginning October 1, 2016; provided, however, that the aggregate period of employment contracts, periods of employment, etc. of research promoters prescribed in revised Article 2.1(1) and Article 2.1(2) shall be calculated from the first date of employment pertaining to the qualification before each name change.

(Official Notice No. 2414) (Note: Revised pursuant to the new establishment of researcher and to changes in the names of qualifications and employment qualifications, etc.)

**Provisional Criteria Related to Provision of Remuneration and Travel Expenses  
for Lectures, etc. Hosted by the Research Institute**

(Intent)

1. These criteria set forth provisional stipulations for remuneration and travel expenses for lecturers, moderators, and interpreters at public lectures, international symposiums, etc. (hereinafter referred to as the “Lectures, etc.”) hosted by the Institute of Social Sciences, the Institute of Humanities, and the Institute of Science and Technology.

(Provision of Remuneration and Travel Expenses)

2. Remuneration and travel expenses shall be provided directly to the recipient. Provided, however, that travel expenses under these criteria shall not be provided to University full-time faculty members.

(Types of Remuneration and Travel Expenses)

3. The types of remuneration and travel expenses shall be as follows.

(1) There shall be 3 types of remuneration: lecture fees, remuneration for moderator, and remuneration for interpretation.

(2) There shall be two types of travel expenses: transportation expenses and expenses for stay.

(Provided Amounts)

4. The provided amounts for remuneration and travel expenses shall be as follows.

(1) Remuneration

With the exception of remuneration for interpretation, remuneration amounts shall include tax, and the amounts shall be as follows.

A. Lecture Fees (with 2 hours as a standard; half a day or less)

(a) University full-time faculty member: 40,000 yen or less

(b) People other than (a) above: 70,000 yen or less

Provided, however, that when the lecture is held for more than half a day, the amount shall be 100,000 or less.

B. Remuneration for Moderator

(a) Half a day or less: 6,000 yen

(b) More than half a day: 10,000 yen

C. Remuneration for Interpretation (with 2 hours as a standard; half a day or less)

(a) University full-time faculty member: 40,000 yen or less

(b) Person other than (a) above: 50,000 yen or less

Provided, however, that when the lecture is held for more than half a day, the amount shall be 80,000 or less.

(2) Travel Expenses

Travel expenses shall be as follows.

A. Transportation Expenses

(a) Non-Japanese lecturer: Round-trip airfare from the lecturer’s place of residence to Tokyo (economy class, in principle)

(b) Japanese lecturer: For a person who is 101km or more away from Tokyo, the

equivalent of the provisions for travel expenses for Meiji University  
full-time faculty members

B. Expenses for Stay

(a) Non-Japanese lecturer: 20,000 yen or less per night; limited to 5 nights

(b) Japanese lecturer: 15,000 yen or less; only when particularly necessary

Supplementary Provision

These criteria are effective beginning April 1, 1984.



## **Arrangements for the Appropriate Management of Articles of High Exchange Value Purchased Using Meiji University Research Funds**

(Outline)

### **Article 1**

These arrangements stipulate the necessary matters for the appropriate management of goods of high exchange value under the Guidelines for the Management and Audit of Public Research Funds in Research Institutions (implementation standards) (February 15, 2007; amended on February 18, 2014; determined by the Minister of Education, Culture, Sports, Science and Technology), where implementation is required.

(Scope)

### **Article 2**

For the purpose of these arrangements, “goods of high exchange value” shall refer to the equipment or fixtures used for research or education stipulated in Article 29.1(d) of the Accounting Provisions of Meiji University Incorporated “学校法人明治大学経理規程”, and the equipment “準備品” Article 20 of the Fixed Assets Administration Provisions of Meiji University Incorporated “学校法人明治大学固定資産・物品管理” (hereinafter referred to as the “Fixed Assets Administration Provisions”) purchased using research funds.

(Management)

### **Article 3**

The management of articles of high exchange value shall conform to Article 2 and 3 of the Fixed Assets Administration Provisions.

(Obligations)

### **Article 4**

The Research Promotion Division shall bear the obligations relating to these arrangements.

(Revision and Elimination of Arrangements)

### **Article 5**

Revisions or deletions to these agreements must be determined through deliberations by the Research Planning and Promotion Headquarters.

Supplementary Provision

These provisions shall come into effect from October 1, 2015 and shall apply from April 1 of the same year.

## **Internal Regulations for the Period of Retention of Research Data, Meiji University**

(Purpose)

### **Article 1**

Based on Article 3.1 of the Provisions Related to Proper Management of Research Funds at Meiji University (Fiscal 2007 Provision No. 41), these internal regulations stipulate the requirements for the period of retention of research data at Meiji University.

(Definitions)

### **Article 2**

For the purpose of these internal regulations, “research data” shall refer to the following: documentation serving as the basis of research findings of theses and reports (documents, numerical data, and images); specimens (experiment specimens and samples); and equipment requiring third-party verification.

(Retention and Disclosure of Research Data)

### **Article 3**

1. In conducting research activities, with experiments and observations first and foremost, researchers shall be responsible for recording the research process in the form of experiment notes. Researchers shall also retain these notes as primary information records of their research activities.
2. Researchers shall retain their research data in an appropriate form fit for use and verification at a later date and so that it can be disclosed to a third party whenever necessary. In retaining such data, researchers shall ensure the availability of metadata and its searchability and traceability to secure the data’s future usability and reference accessibility.

(Period of Retention of Research Data)

### **Article 4**

1. The retention period of materials (documents, numerical data, and images) shall, as a rule, be ten years from the publication of the relevant thesis or study. However, in cases where unavoidable material circumstances arise, such as storage space limitations, this may be separately stipulated in accordance with the particular characteristics of the concerned research field.
2. Material objects such as specimens (experiment specimens, samples) and equipment shall, as a rule, be retained for five years from the publication of the relevant thesis or other publication. However, this stipulation shall not necessarily apply in cases where the object is unsuitable for storage and management (e.g., insecure materials, samples consumed in the course of experimentation) or where storage involves an inordinate expense. These matters also may be separately stipulated in accordance with the particular characteristics of the concerned research field.
3. The retention of research data in cases where legal restrictions are applicable to personal information and its management, or where ethical concerns are involved, shall be conducted in accordance with the various relevant regulations and guidelines.
4. Articles other than the above, and the management of deliverables related to special research projects, shall follow the provisions of the applicable contract in cases in which there is a separate agreement with the funding organization.

(Responsibility for the Retention of Research Data)

### **Article 5**

1. The primary responsibility for the retention of research data shall be borne by the researchers who produced these data.

2. When researchers in a group transfer or retire, research representatives shall be responsible for taking the necessary measures to retain these researchers' data related to relevant research activities, either by backing it up or by securing their whereabouts and traceability.
3. If research representatives transfer or retire, Division Managers shall follow the same procedure mutatis mutandis.

(Administration)

**Article 6**

Office work for these internal regulations shall be undertaken by the Research Promotion Division.

(Revision or Deletion)

**Article 7**

Revisions or deletions in these internal regulations must be conducted through deliberations by the Research Ethical Review Board.

Supplementary Provision

These internal regulations shall come into effect on March 8, 2016.

Supplementary Provision

These internal regulations shall come into effect on March 9, 2017.

March 8, 2016