

AY2020 Plan for the Prevention of Fraudulent Activities

1. Thorough Implementation of Appropriate Management of Research Funds

Background:

We have observed rules for appropriate management of research funds, and have implemented the management properly. In light of the "Incidents of Fraudulent Use at Research Institutions" that the Ministry of Education, Culture, Sports, Science and Technology (MEXT) published on its website, we will further strengthen the management. Specifically, the prevention of "fraudulent salaries," "fraudulent business trips," "fraudulent claims for travel expenses," and proper management of University's items shall be reinforced.

Measures:

- 1) For the prevention of "fraudulent salaries" and other misconducts, temporary staff including student part-timers, who are occasionally employed on expenses of *Kakenhi* (Grant-in-Aid for Scientific Research) or other public research funds, are requested to bring their completed form of attendance report (attendance record) with them to the office.
Hereafter, when hiring the temporary staff for the first time, we will try to explain face-to-face, whenever possible, about the terms and conditions of employment as well as the prevention of fraudulent uses and misconducts. We shall also request their submission of a written pledge to prevent fraud.
- 2) As for the prevention of "fraudulent business trips," rules for *Kakenhi* obliges to submit a "business trip report". However, as for the other external research funds, it had not necessarily required submissions of reports. Hereafter, we will oblige to submit a "travel report" for any kind of research funds.
- 3) University's items have been ordered and inspected properly. However, we have not identified their locations after purchase in the past few years. We will randomly select out a certain number of items centered on the following, and will identify each location; highly realizable assets and items, and University's equipment costing between 100,000 yen and 200,000 yen that are under the responsibility of Center for Research Planning and Support.

2. Thorough Research Ethics Education

Background:

MEXT prescribed "Guidelines for Responding to Misconduct in Research" (stipulated on August 26, 2014), and since AY2015, Research Ethics Education for all the researchers and research supporters of Research Institutes has been strongly required. In line with the stream, we had conducted workshops and comprehension surveys for faculty members since AY2015. Afterward, the English version of an e-Learning Course on Research Ethics (eL CoRE) was developed by Japan Society for the Promotion of Science (JSPS). Thus, since then, we have been encouraging our faculty members to take the e-learning course, instead of conducting the workshops (the last workshop was held in September 2017).

Measures:

- 1) Research Ethics Education must be attended regularly. The AY2018 Plan for the Prevention of Fraudulent Activities set forth that those who had attended the lectures five or more years ago would be obliged to take the JSPS e-learning course. As five years have passed since Research Ethics Education was fully implemented at the University in 2015, we will request that those who fall under the criteria should take e-learning courses.
- 2) In AY 2018 and AY 2019, students in the doctoral course had been encouraged to take the JSPS e-learning course. In AY2020, all the Graduate School students (i.e., students in both master course and doctoral course) will be obliged to take it. As an e-learning course for graduate students has been newly created, hereafter, they will be encouraged to take it.
- 3) An inquiry counter concerning rules for the use of competitive funds, etc. from inside and outside the University as well as a report liaison office for fraudulent activities in research are listed on the ICU official website.

We will widely inform all the faculty members and research supporters of this matter.