

International Christian University Plan for Prevention of Fraudulent Activities
concerning Public Research Funds, etc.

Revised: March 1, 2023

1. Ensuring proper management of research expenses

Background:

Regarding the proper management of public research funds, ICU complies with the rules and manages funds appropriately, however, in light of the "Cases of Research Fund Misuse at Research Institutions" published on the MEXT's website, we focus on efforts that need to be strengthened at this point in time. Specifically, we will focus on proper management of goods, prevention of "fake research travels and false claims for travel expenses," and prevention of "fraudulent honoraria and employment.

Specific initiatives:

Item	Specific effort	Note
Planned budget execution	Budget execution status and plans of the fiscal year are confirmed in fall each year.	Encourage execution as planned and prevent concentration of expenditures at the end of the fiscal year.
Equipment & consumables	All items shall be inspected promptly after purchase. In the case of orders placed by administrative departments, a person other than the person in charge of placing the order shall also inspect the items.	Prevent the formalization of inspection and do not execute budget for uninspected items.
Equipment & consumables	Orders for items over a certain amount should be placed by the administrative department, not by the researchers.	Confirm authority of placing orders.
Equipment & consumables	The administrative department will confirm with the researcher the relevance of the research project as necessary.	Prevention of research fund use for purposes other than the research project.
Equipment & consumables	Once a year, a certain number of items, mainly those considered "highly liquid," are selected and their whereabouts are verified.	Prevention of resale, etc.
Equipment & consumables	Require vendors with transactions over a certain amount to submit a written pledge that they will not commit fraud.	Prevention of misuse through collusion between researchers and vendors.
Travel	Ensure that travel applications are submitted prior to departure.	Ensure that it is a planned research travel.
Travel	If the traveler used an airplane, the boarding pass must be submitted, and if lodging is involved, proof of lodging or a receipt issued by the hotel must be submitted.	Prevention of fake research travels and false claim for travel expenses.
Travel	In the research travel report to be submitted after the trip, specific details are requested.	Prevention of fake research travels and false claim for travel expenses.
Personnel & honoraria	Submission of an employment application is required before hiring.	Employ staff according to research plans and confirm working

		conditions, etc. in advance.
Personnel & honoraria	In principle, work reports shall be submitted by the employees themselves.	Prevention of fraudulent honoraria and employment.
Personnel & honoraria	Inform employed students and others about the proper use of research funds, and ask them to pledge that they understand the content and will not be involved in any wrongdoing.	Confirmation that the payment is for work related to the research project.
Written pledge regarding the use of research funds	All members involved in the operation and management of public research funds, etc., pledge to use research funds appropriately and to refrain from misconduct.	Raising awareness and spreading awareness among concerned parties.

2. Conducting thorough Research Ethics Education and Compliance Education

Background:

The MEXT has established the "Guidelines for Dealing with Misconduct in Research Activities" (decided by the Minister of Education, Culture, Sports, Science and Technology on August 26, 2014), which strongly requires the implementation of research ethics education for researchers and research assistants in research institutions from FY2015. ICU has also required completion of research ethics education and compliance education through workshops and surveys since FY2015, and subsequently through e-learning courses.

Specific initiatives:

- (1) Since the course is required to be taken on a regular basis, faculty members who have taken the course more than five years since the last time they took it will be required to take it again.
- (2) Students enrolled in the master's course and doctoral course of graduate school will also be required to take the research ethics e-learning course.
- (3) All researchers and staff involved in the operation and management of public research funds, etc. will be required to take the compliance education course, in order to raise the awareness and penetration of the appropriate execution and management of research funds among the members.
- (4) The contents of research ethics and compliance education will also be reviewed periodically. In addition, educational activities for the prevention of misconduct will be conducted in conjunction.