



Inspection Manual for Public Funds (for researchers)

Meiji University
April 2017

Table of Contents

Inspection Manual for Public Funds (for researchers)

Purpose	1
Expenses for which all items (including books) are subject to inspection	1
Expenses for which all books, and items other than books that are JPY 30,000 or more, are subject to inspection	6
Expenses not subject to inspection	7
Items subject to inspection	8
About inspection	8
About Meiji University's prescribed acceptance inspection	9
Flow from order to delivery	10
1. When ordering from a supplier	10
2. When purchasing at a store (excluding Meidai Mart)	12
3. When purchasing at Meidai Mart	14
About ordering	15
Addresses for invoices or delivery slips	18
About items delivered by parcel delivery service	19
About delivery	20
1. When a supplier delivers directly via the Inspection Office	20
2. When a supplier delivers to the Inspection Office by using a parcel delivery service	21
3. When delivery is made directly to the laboratory, or when a purchase is made directly at a store, etc.	21
4. When a purchase is made at Meidai Mart	22
About inspections for printed items, results of duty commission, and repairs	
About exceptional inspections	22
Contact information for the divisions or offices in charge	26
Opening hours of the Inspection Office, etc.	26

[Purpose]

In February 2007, “Guidelines on Managing and Supervising Public Research Expenses at Research Organizations (Practice Standard)” (decided by the Minister of Education, Culture, Sports, Science and Technology) were stipulated, and with the cooperation of faculty members and researchers Meiji University has been conducting acceptance inspections for all books, materials, and items of JPY 30,000 or more that are subject to research expenses, excluding specific individual research expenses.

However, in May 2012 the Board of Audit conducted a field examination related to public funds and pointed out that delivery confirmation (inspection) should be conducted for all items purchased with public funds, irrespective of the amount.

As a result, in April 2013 Meiji University has newly created an Inspection Office to inspect all items purchased with public funds, irrespective of the amount.

In June 2014 the aforementioned guidelines were revised, and in order to appropriately operate and manage research expenses it is necessary to create a more effective acceptance inspection system as a measure to prevent abuse and reduce risks.

We apologize for any inconvenience to faculty members or researchers, but we request your understanding and cooperation.

[Expenses for which all items (including books) are subject to inspection]

	Type of main public funds	Abbreviation of research expenses, etc.	Division or Office in charge
(1)	Grants-in-Aid for Scientific Research (Ministry of Education, Culture, Sports, Science and Technology) (Japan Society for the Promotion of Science)	KAKENHI + item name	Surugadai: <ul style="list-style-type: none"> Research Promotion and Intellectual Property Office Izumi: <ul style="list-style-type: none"> Research Promotion and Intellectual Property Office (Izumi branch)
(2)	Research Support Expenses (university)	Kenkyu-shien	Ikuta: <ul style="list-style-type: none"> Ikuta Research Promotion and Intellectual Property Office Nakano: <ul style="list-style-type: none"> Nakano Research and Educational Support Office
(3)	Project to promote improvement of private university research/ Large-scale research (Ministry of Education, Culture, Sports, Science and Technology)	Oh-gata kennkyu	

(4)	Trend Survey of Academic Research (Japan Society for the Promotion of Science) (JSPS)	JSPS Research Study	<p>Surugadai:</p> <ul style="list-style-type: none"> • Research Promotion and Intellectual Property Office <p>Izumi:</p> <ul style="list-style-type: none"> • Research Promotion and Intellectual Property Office (Izumi branch) <p>Ikuta:</p> <ul style="list-style-type: none"> • Ikuta Research Promotion and Intellectual Property Office <p>Nakano:</p> <ul style="list-style-type: none"> • Nakano Research and Educational Support Office
(5)	HIRAMEKI ☆ TOKIMEKI Science (Japan Society for the Promotion of Science)	Hiratoki	
(6)	Strategic Basic Research Programs (Japan Science and Technology Agency (JST))	SAKIGAKE CREST ERATO ALCA RISTEX ACCEL	
(7)	Adaptable and Seamless Technology Transfer Program through Targetdriven R&D (Japan Science and Technology Agency (JST))	A-STEP COI	
(8)	Center of Innovation Science and Technology based Radical Innovation and Entrepreneurship Program (Japan Science and Technology Agency (JST))	SIP	
(9)	Health and Labour Science Research Grants (Ministry of Health, Labour and Welfare)	Kourou Kaken-hi	
(10)	Commissioned / Collaborative Research with Public Sectors	Sponsored or joint + organization name, etc. Ex: Commissioned / XX Prefecture	
(11)	Funds for the Fundamental Research Institutes /	Institutes abbreviation + item name	

	KENKYUJO Research Funds (university)	Ex:SHAKEN/individual research	
(12)	Collaboration Research with Graduate School	Daigakuinn-kyodou	Surugadai: • Research Promotion and Intellectual Property Office
(13)	Research for Creation New Areas and Research by Young Researcher (university, Organization for the Strategic Coordination of Research and Intellectual Property)	Shin-ryo iki Wakate	Izumi: • Research Promotion and Intellectual Property Office (Izumi branch) Ikuta: • Ikuta Research Promotion and Intellectual Property Office
(14)	Research cluster International Collaborative Research Promotion Project (university, Organization for the Strategic Coordination of Research and Intellectual Property)	Cluster International Collaborative	Nakano: • Nakano Research and Educational Support Office
(15)	Promoting Development of Methane Hydrate (Sponsored research project by the National Institute of Advanced Industrial Science and Technology)	AIST project	
(16)	Environment Research and Technology Development Fund (Ministry of the Environment)	Environmental development fund	
(17)	Program for Promotion of Basic and Applied Researches for Innovations in Bio-oriented Industry (National Agriculture and Food Research Organization)	BRAIN promotion Project	

	(NARO))		
(18)	Scientific Technique Research Promotion Program for Agriculture, Forestry, Fisheries and Food Industry (Ministry of Agriculture, Forestry and Fisheries)	Ministry of Agriculture, Forestry and Fisheries + stage name abbreviation Ex: Ministry of Agriculture, Forestry and Fisheries practical technology development stage	Surugadai: • Research Promotion and Intellectual Property Office Izumi: • Research Promotion and Intellectual Property Office (Izumi branch) Ikuta: • Ikuta Research Promotion and Intellectual Property Office
(19)	MAFF Commissioned research project	Ministry of Agriculture, Forestry and Fisheries + project research name abbreviation Ex: Ministry of Agriculture, Forestry and Fisheries radioactivity project	Nakano: • Nakano Research and Educational Support Office
(20)	METI Commissioned research project	Ministry of Economy, Trade and Industry + sponsored project name abbreviation Ex: Ministry of Economy, Trade and Industry international standardization	
(21)	NEDO Commissioned research project	NEDO + sponsored project name abbreviation Ex: NEDO solar energy	
(22)	JAEA Commissioned research project	JAEA + sponsored project name	
(23)	Japan Agency for Medical Research and Development	AMED	
(24)	Top Global University Project (Ministry of Education,	Super global university creation	Academic Strategy and Planning Office

	Culture, Sports, Science and Technology)	support	Division for promoting globalization of other SGU promotion funds
(25)	Re-Inventing Japan Project – Support for the Formation of Collaborative Programs with ASEAN Universities (Ministry of Education, Culture, Sports, Science and Technology)	Heisei 28 development power	International Collaboration Office
(26)	Chiyoda-gaku (Chiyoda-ku)	Chiyoda-gaku	Community Relations office
(27)	African Business Education Initiative for the Youth (Japan International Cooperation Agency (JICA))	ABE initiative	Professional Graduate School Office
(28)	The Project for Human Resource Development Scholarship (JDS) Special Program (Japan International Cooperation Center)	JDS new method	Professional Graduate School Office
(29)	The Project for Human Resource Development Scholarship (JDS) College Education Collateral Lecture (Japan International Cooperation Center)	JDS old method	Professional Graduate School Office
(30)	Project for collaboration among three universities in Tama Ward	Tama Ward three university collaboration project	Ikuta Campus Office

* Meiji University handles all of the above expenses as public funds (including expenses managed as equivalent to public funds).

* Even if they are university budget expenses, expenses that are included in the “(24) Top Global University Project” SGU promotion funds (separate notice of these has been made) will be handled as public funds.

* Aid and commissioned projects, etc. from the national government, local public organizations, or independent administrative agencies, etc. other than those above will be handled in the same way (including expenses managed as equivalent to public

funds).

[Expenses for which all books, and items other than books that are JPY 30,000 or more, are subject to inspection]

Type of main research expenses, etc.	Abbreviation of research expenses, etc.	Division or Office in charge
Commissioned / Collaborative Research with Private Sectors	Commissioned or joint + name of private sector, etc. Ex: Commissioned / XX pharmaceutical	Surugadai: • Research Promotion and Intellectual Property Office
Donations for Academic Research	Donation + name of private sector, etc. Ex: Donation / XX Trading	Izumi: • Research Promotion and Intellectual Property Office (Izumi branch)
Research Aid	Research aid + name of foundation Ex: Research aid / XX Foundation	Ikuta: • Ikuta Research Promotion and Intellectual Property Office Nakano: • Nakano Research and Educational Support Office

[Expenses not subject to inspection]

Type of main research expenses, etc.	Abbreviation of research expenses, etc.	Division or Office in charge
Specific Individual Research Funds	Specific individual	<p>Surugadai:</p> <ul style="list-style-type: none"> • Research Promotion and Intellectual Property Office <p>Izumi:</p> <ul style="list-style-type: none"> • Research Promotion and Intellectual Property Office (Izumi branch) <p>Ikuta:</p> <ul style="list-style-type: none"> • Ikuta Research Promotion and Intellectual Property Office <p>Nakano:</p> <ul style="list-style-type: none"> • Nakano Campus Office
Science equipment expenses	Science equipment	<p>Ikuta:</p> <ul style="list-style-type: none"> • Faculty of Science and Technology Office, Faculty of Agriculture Office <p>Nakano:</p> <ul style="list-style-type: none"> • Nakano Campus Office
Experiment and training expenses	Training expenses	<p>Ikuta:</p> <ul style="list-style-type: none"> • Faculty of Science and Technology Office, Faculty of Agriculture Office <p>Nakano:</p> <ul style="list-style-type: none"> • Nakano Campus Office

* The Finance Division will conduct acceptance inspections even on expenses not subject to inspection, based on the “Meiji University Educational Foundation Procurement Regulations.” (Refer to Page 8-9)

[Items subject to inspection]

Things that will be inspected by the Inspection Office are goods and things that have deliverables. Goods refer to equipment such as computers, computer-related consumables,

computer software (including downloaded versions), experiment materials, pharmaceuticals for experiments, experimental organisms, software, books (including electronic books), serialized printed publications, audio-visual materials (CDs, DVDs, records, etc.), maps, and office supplies, etc.

In addition, printed items (printed items, etc. consigned to a supplier), results of duty commission (audiotyping, consigned analysis, etc.), and repairs (repairs, etc. of items) will also be inspected by the Inspection Office.

If you cannot determine whether an item is subject to inspection, please contact the division or office in charge (refer to page 25-26).

[About inspection]

Inspection by the Inspection Office is to confirm whether or not there are any discrepancies between what is stated in the “delivery slip” and “invoice” (or “receipt”), and in the names and quantities of the goods or deliverables delivered. And also to confirm whether the goods or deliverables have been delivered without mistake. For that reason, please also submit the “detailed statement” prepared by suppliers. If the invoice, delivery slip, or receipt also serve as the detailed statement, it is not necessary to submit it separately. Even in the case of a hand-written receipt, etc. it is necessary to include details of the item’s or deliverables’ name, model number, and quantity. Please also understand that, in general, we will open the outer case or parcel.

Moreover, performance, operation, specifications, etc. of goods and deliverables will not be confirmed by the Inspection Office.

Books, etc. that are subject to inspection will be stamped with Meiji University’s prescribed inspection stamp whenever possible.

No judgments whatsoever will be made by the Inspection Office about whether or not expenditures can be made for purchase funds. For that reason, in some cases expenditures may not be accepted even for things that have been inspected. Please conduct consultations about whether or not expenditures are possible with the division or office in charge before you make an order.

The Inspection Office also does not confirm whether or not there is anything wrong with documents required for expenditure procedures. The division or office in charge conducts final confirmation of documents required for expenditure procedures, so please also conduct consultations about required documents with the division or office in charge.

[About Meiji University’s prescribed acceptance inspection]

The Finance Division will conduct acceptance inspections for the items below, based on the “Meiji University Educational Foundation Procurement Regulations.” Please

understand that, for this reason, even if they are expenses subject to inspection, the items below will not be inspected in the Inspection Office.

Acceptance inspection subjects

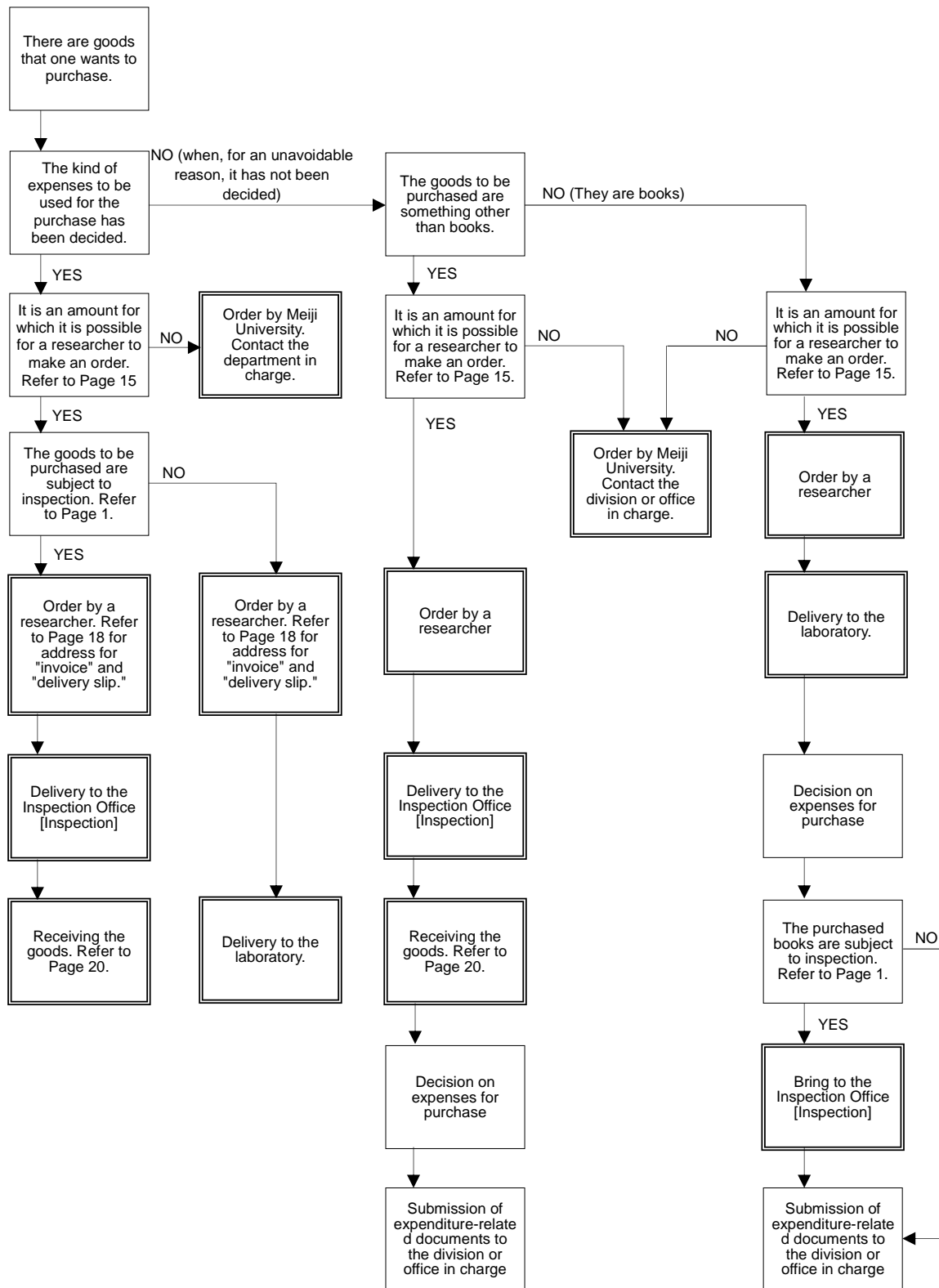
Surugadai campus and distant locations

(Kurokawa Field Science Center, Center for Obsidian and Lithic Studies, ASEAN Center, etc.): Over JPY 800,000

Izumi campus, Ikuta campus, Nakano campus: Over JPY 1,000,000

[Flow from order to delivery]

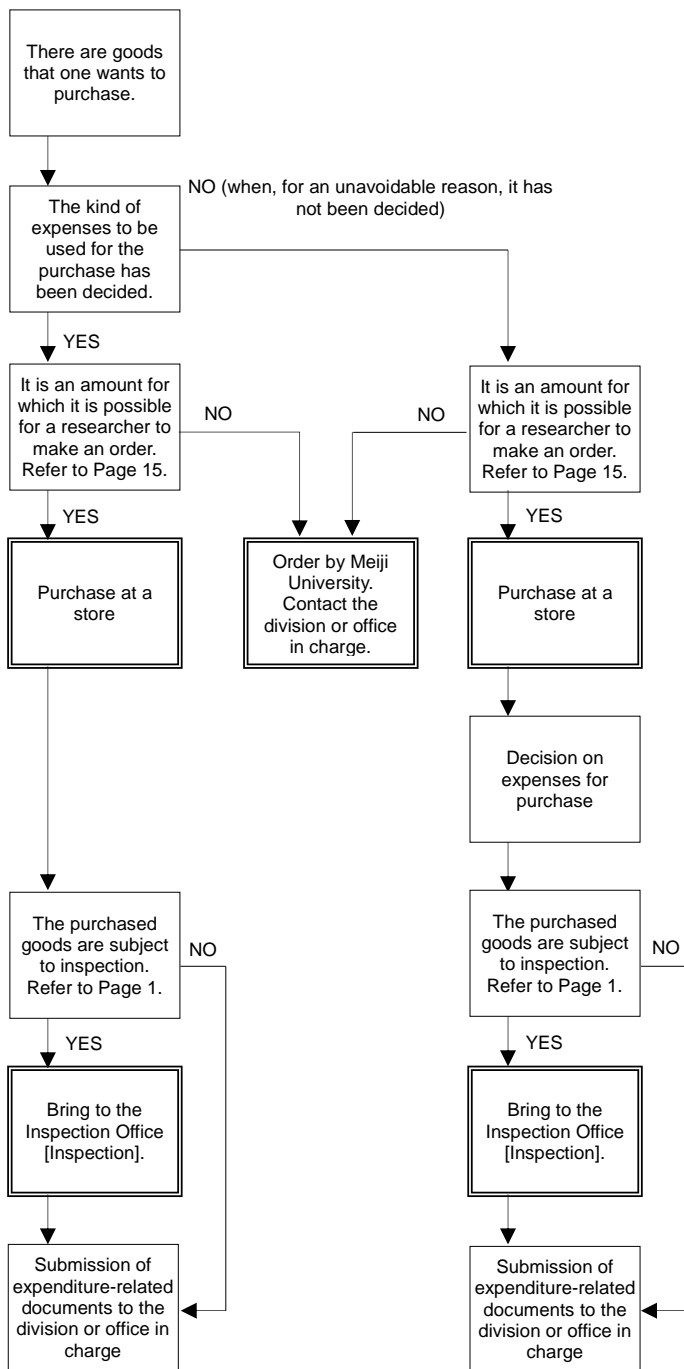
1. When ordering from a supplier



* For printed items, results of duty commission, or repairs, please contact division or office in charge.

* In general, books that require inspection will be stamped with an inspection stamp. For this reason, books for which expenses have not been determined cannot be inspected.

2. When purchasing at a store (excluding Meidai Mart)



* Matters to note

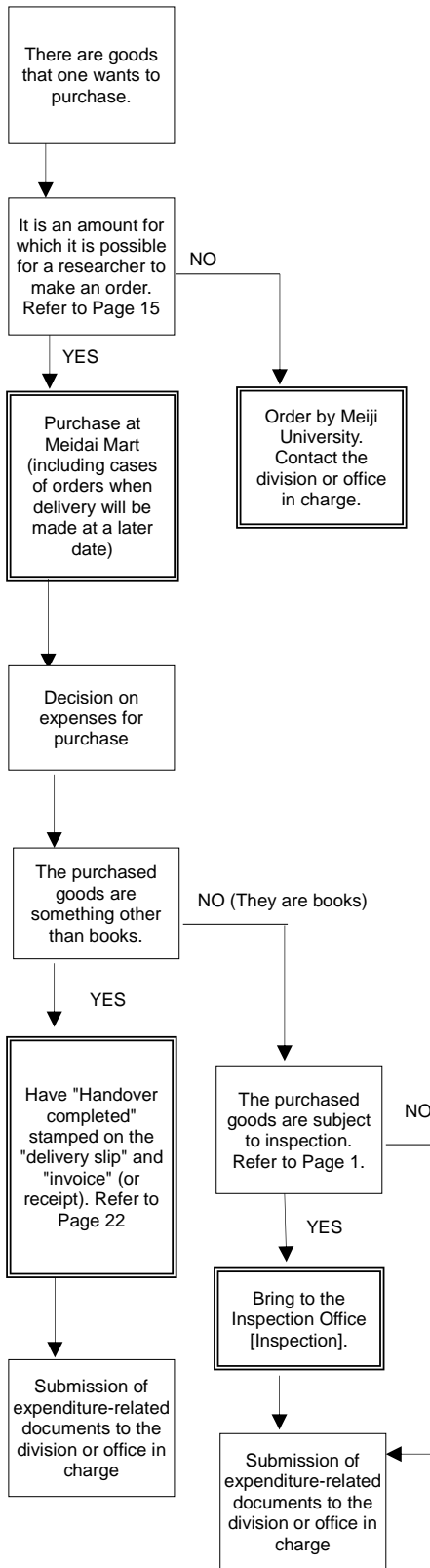
When you receive a receipt, please be sure to check that the content below is stated.

- ① Meiji University, the name of the academic department or organization to which you belong, and the name of the person who made the purchase
- ② The name of the item
- ③ The quantity

- ④ The unit price (* If the quantity is stated, it is not necessary to state the unit price.)
- ⑤ The date of issuance
- ⑥ The company seal or the seal of the person in charge

If items ① through ⑥ above are not stated, inspection cannot be conducted. Please ask the store where you made the purchase to replace the receipt.

3. When purchasing at Meidai Mart



[About ordering]

The amounts that can be ordered by faculty members and researchers are as follows. Things that exceed the amounts below will be ordered by Meiji University. Please contact the division or office in charge.

Abbreviation of research expenses, etc. Refer to the list of funds on (Pages 1-7)	Division or office in charge	Computers, experiment implements, and other equipment	Consumables (experiment materials, software, computer-related consumables, etc.)	Books, magazines
KAKENHI – AMED (Pages 1-4 (1) – (23)) Commissioned / Collaborative Research with Private Sectors , etc. – Research aid (Page 6)	Research Promotion Division Nakano Research and Educational Support Office	Things for which the order amount for 1 item or 1 set is less than JPY 200,000, and the total amount for 1 order is JPY 600,000 or less (Orders that exceed JPY 200,000 require estimates from at least 2 companies.)	Things for which the total amount for 1 order is JPY 600,000 or less (Orders that exceed JPY 200,000 require estimates from at least 2 companies.)	Things for which the amount for 1 copy of 1 set is JPY 500,000 or less
Top Global University Project: JDS old method (Pages 4–5 (24)–(29))	Academic Strategy and Planning Office* International Collaboration Office Community Relations Office	Things for which the amount for 1 item or 1 set is less than JPY 200,000 and the total amount for 1 order is less than JPY 200,000	Things for which the total amount for 1 order is less than JPY 200,000	Things for which the amount for 1 copy of 1 set is JPY 500,000 or less

	Professional Graduate School Office			
Specific individual research expenses (Page 7)	Research Promotion Division Nakano Campus Office	Things for which the order amount for 1 item or 1 set is less than JPY 200,000, and the total amount for 1 order is JPY 350,000 or less (Orders that exceed JPY 200,000 require estimates from at least 2 companies.)	Things for which the total amount for 1 order is JPY 350,000 or less (Orders that exceed JPY 200,000 require estimates from at least 2 companies.)	Things for which the amount for 1 copy of 1 set is JPY 350,000 or less
Science equipment expenses (Page 7)	Faculty of Science and Technology Office Faculty of Agriculture Office Nakano Campus Office	All will be ordered by the Procurement Division	In principle, not possible.	In principle, not possible.
Experiment and training expenses	Faculty of Science and Technology	Refer to the implementation instructions and	Refer to the implementation instructions and	Refer to the implementation instructions and

(Page 7)	Office Faculty of Agriculture Office Nakano Campus Office	guide prepared by each school.	guide prepared by each school.	guide prepared by each school.
----------	--	-----------------------------------	-----------------------------------	-----------------------------------

* In relation to Top Global University Project, the Division for promoting globalization of other SGU promotion funds

* For printed items, results of duty commission, and repairs, the university will make orders for things for which the amount for one incident exceeds JPY 300,000 or for things for which it is necessary to conclude an agreement, irrespective of the amount.

[Addresses for invoices or delivery slips]

For faculty members and researchers, when you place an order, please ask the supplier to send the “invoice,” “delivery slip,” “estimate,” and “receipt” addressed as below. In addition, when you order goods that are subject to inspection, please ask that they be delivered after they are inspected by the Inspection Office.

Meiji University, Faculty of XX Researcher’s Name (Abbreviation of research expenses, etc.)

Since the things that are subject to inspection by the Inspection Office change according to the purchase fund it belongs to, please refer to the information below and ask supplier to state “abbreviation of research expenses, etc.” as shown below. Please refer to Pages 1-7 for the “abbreviation of research expenses, etc.”

Also, if you are participating in multiple research tasks, please refer to the information below and clarify which research task the purchase is for.

Ex. 1: In the case of basic research (C) as a research representative for KAKENHI and receiving contribution payments as a research contributor for another university
Basic research (C):

Meiji University, Faculty of XX, Your Name (KAKENHI, basic research (C))

Contribution payments:

Meiji University, Faculty of XX, Your Name (KAKENHI, contribution payments (XX University))

Ex. 2: Easily mistaken example

Laboratory research expenses and specific individual research expenses

Laboratory research expenses:

Meiji University, Faculty of XX, Your Name (SHAKEN/individual research)

Specific individual research expenses:

Meiji University, Faculty of XX, Your Name (specific individual)

Research for young researchers and KAKENHI/Research for young researchers (B)

Research for young researchers:

Meiji University, Faculty of XX, Your Name (WAKATE)

KAKENHI/Research for young researchers (B):

Meiji University, Faculty of XX, Your Name (KAKENHI/WAKATE (B))

Ex. 3: Portion of fund use by a person other than affiliated with Meiji University

For example, if part of the fund was used by Jiro Nakano, a research member for large-scale research other than affiliated with Meiji University, please mention as below.

Meiji University, Faculty of XX, Your Name (large-scale research) (Fund used by Jiro Nakano)

[About items delivered by parcel delivery service]

When placing an order for goods subject to inspection by the Inspection Office and that will be delivered by a parcel delivery service such as Amazon, please make the delivery address as follows.

Surugadai Campus:

1-1 Kanda-Surugadai, Chiyoda-ku 101-8301

To: Inspection Office, 3F, Surugadai Campus Faculty Office Building, Meiji University

Faculty of XX, Your Name (Abbreviation name of research expenses, etc.)

Izumi Campus:

1-9-1 Eifuku, Suginami-ku 168-8555

To: Inspection Office, 1F, Izumi Campus Faculty Office Building, Meiji University Faculty of XX, Your Name (Abbreviation name of research expenses, etc.)

Ikuta Campus:

1-1-1 Higashi-Mita, Tama-ku, Kawasaki-city 214-8571

To: Inspection Office, 2F, Ikuta Campus Administration Building East, Meiji University

Faculty of XX, Your Name (Abbreviation name of research expenses, etc.)

Nakano Campus:

4-21-1 Nakano, Nakano-ku 164-8525

To: Nakano Campus Office (person in charge of inspection), 3F, Nakano Campus Low-Rise Wing, Meiji University

Faculty of XX, Your Name (Abbreviation name of research expenses, etc.)

If you place an order as stated above, we will deliver the goods that have been inspected by the Inspection Office to the faculty member's mailbox in principle (except for Ikuta and Nakano Campuses). For goods that do not fit in a mailbox or for heavy

goods, electronic devices, etc., we will notify you of delivery by posting a memo to the mailbox or by e-mail or telephone. In such a case, please come to the Inspection Office to pick them up.

As for the Ikuta Campus, inspected goods will be delivered either to the laboratory or to the faculty member's mailbox in principle.

Nakano Campus does not have mailboxes, and therefore things delivered by parcel service will be kept in the Nakano Campus Office. After they have been inspected, the Inspection Office staff will contact the person who ordered them, so please pick them up from the Nakano Campus Office.

For people who do not have a laboratory, such as post-doctorates and visiting researchers, we will notify you of delivery by e-mail, so please come to the Inspection Office within 2 weeks to pick it up. Please understand in advance those things that have not been picked up after two weeks will be sent to your home by cash on delivery.

[About delivery]

1. When a supplier delivers directly via the Inspection Office

(1) [Surugadai, Izumi (when the order was made by designating purchase expenses)]

The supplier will bring the inspected goods and a copy of the "invoice" or the "delivery slip" to the laboratory or the mailbox. Please confirm whether or not there are any problems with the goods. The Inspection Office will submit the original of "delivery slip" and the "invoice" (or the "receipt") to the division or office in charge.

The Inspection Office will inspect books and audio-visual materials (CDs, DVDs, records, etc.) that are JPY 30,000 or more, and after their library registration is completed by the division in charge they will be delivered to the laboratory or the mailbox.

(2) [Surugadai, Izumi (when, due to an unavoidable reason, the order was made without designating purchase expenses)], [Ikuta, Nakano]

The supplier will bring the inspected goods and the "delivery slip" and "invoice" (or "receipt") stamped with the Inspection Office stamp to the laboratory or the mailbox. Please confirm whether or not there are any problems with the goods, prepare a "request for expenditure of research expenses," and submit it together with the "delivery slip" and "invoice" (or "receipt") to the division or office in charge.

In the case of books for which purchase expenses have not been designated, books that have not been inspected and a "delivery slip" and "invoice" (or "receipt") will be delivered. After purchase expenses have been determined, please bring the books that require inspection and the "delivery slip" and "invoice" (or "receipt") to the Inspection Office. (Refer to Page 10.)

2. When a supplier delivers to the Inspection Office by using a parcel delivery service

(1) [Surugadai, Izumi (when the order was made by designating purchase expenses)]

As a rule, the inspected goods and a copy of the “invoice” or “delivery slip” will be delivered from the Inspection Office to the mailbox. If the goods do not fit in the mailbox, we will notify you by memo, e-mail, telephone, etc. Please pick up the goods from the Inspection Office and confirm whether or not there are any problems with them. The Inspection Office will submit the original of “delivery slip” and the “invoice” (or the “receipt”) to the division or office in charge.

(2) [Surugadai, Izumi (when, due to an unavoidable reason, the order was made without designating purchase expenses)], [Ikuta, Nakano]

A. Goods other than books

As a rule, the inspected goods, the “delivery slip,” and the “invoice” (or “receipt”) with the Inspection stamp will be delivered from the Inspection Office to the mailbox (except for Ikuta and Nakano Campuses). Please confirm whether or not there are any problems with the goods, prepare a “request for expenditure of research expenses,” and submit it together with the “delivery slip” and “invoice” (or “receipt”) to the division or office in charge. For goods that do not fit in the mailbox or for heavy goods, electronic devices, etc., we will notify you by memo, e-mail, telephone, etc. In such a case, please pick them up from the Inspection Office.

As for the Ikuta Campus, inspected goods will be delivered either to the laboratory or to the faculty member’s mailbox in principle.

On the Nakano Campus, after the goods have been inspected the person in charge of inspection will contact the person who ordered them, so please pick them up from the Nakano Campus Office.

B. Books

For books for which purchase expenses have not been determined, please do not order them addressed as “To: Inspection Office.” Because of handling books that do not require inspection, such as specific individual research expenses, etc. books for which purchase expenses are not clear cannot be inspected.

3. When delivery is made directly to the laboratory, or when a purchase is made directly at a store, etc.

In general, please bring the unused goods, “delivery slip,” and “invoice” (or “receipt”) to the Inspection Office, prepare a “request for expenditure of research expenses,” and have the goods inspected.

* If it is not possible to bring them to the Inspection Office because they are large or heavy, etc., please contact the Inspection Office. A staff member from the Inspection

Office will come to conduct an inspection.

4. When a purchase is made at Meidai Mart

When you receive the “delivery slip” and “invoice” (or “receipt”), please request that they be stamped with a handed-over stamp. Being stamped with the handed-over stamp will replace inspection, and therefore it is not necessary to have them inspected again in the Inspection Office. (This includes cases in which the goods are delivered at a later date after being ordered.)

However, as for books that were purchased with expenses subject to inspection at Meidai Mart, please have them inspected in the Inspection Office.

About inspections for printed items, results of duty commission, and repairs

Printed items (printing and bookbinding for written reports, etc.)

For printed items that are JPY 300,000 or less, inspection will be conducted in the Inspection Office, based on the “printed item,” the “delivery slip,” and the “invoice.” If there is a large quantity of “printed items,” please contact the Inspection Office after they are directly delivered to the laboratory, etc. A staff member from the Inspection Office will go to inspect them. In addition, at the time of inspection, please submit one copy of the “printed item” for inspection by the division or office in charge. If submission is difficult, please ask consignee to prepare copies or photographs (approximately three pages of the portions that show the title, table of contents, and their content) for submission.

For printed items that exceed JPY 300,000, the division or office in charge of procurement will handle it instead of the Inspection Office.

Copies of materials do not require inspection by the Inspection Office.

Results of duty commission (audiotyping, consigned analysis, etc.)

Inspection will be conducted by the Inspection Office, based on “deliverables such as written reports for measurement and analysis,” the “written report of work completion,” the “delivery slip,” and the “invoice or receipt.” In case the content of the duty commission is not clear at the time of the inspection, please also prepare a “specifications (which states the details of the work completed, period of duty, deliverables, etc.)” for confirmation.

Repairs (repairs, etc. of items)

Inspection will be conducted by the Inspection Office, based on the “written report of completion of repairs,” the “delivery slip,” and the “invoice or receipt.”

[About exceptional inspections]

Handling during off-campus research, delivery to remote locations

During off-campus research or when goods will be delivered to a place other than Surugadai, Izumi, Ikuta, or Nakano, please take a photograph (a clear photograph in which the letters and numbers of the item name and the model number can be seen) in which it is possible to confirm the name and model number, etc. and the content of the “delivery slip” (or the “receipt”). The photograph will be subject to inspection.

* For books, at a later date we will send a sticker of the Inspection stamp. Please affix it to the books.

Large-quantity goods, large goods, heavy goods

When a large quantity of goods will be purchased at once or when large or heavy goods that are difficult to carry will be purchased, please order them for delivery directly to the laboratory, etc. instead of to the Inspection Office, and contact the Inspection Office after delivery. A staff member from the Inspection Office will conduct the inspection.

Software

If the software you will purchase is a type that is installed by downloading, or if the license for software previously purchased will be renewed, please print out the screen of the software being started up (the screen that displays the software name or the serial number). The print-out of the screen will be subject to inspection.

Electronic books

We will have you bring electronic books to the Inspection Office, where we will inspect them by confirming the cover and the copyright page on the screen. If output is possible, the output cover and copyright page will be subject to inspection. If they are JPY 30,000 or more, book registration at the division or office in charge will be necessary, in the same way as for books.

Subscriptions

If you will subscribe to a publication that is necessary for carrying out research, please consult with the division or office in charge in advance. Inspection will be conducted based on the subscription.

Contributed books

If a book that summarizes research results will be distributed to researchers at other universities, etc. and contributed to get opinions in order to conduct future research, please consult with the division or office in charge in advance. Inspection will be conducted based on the delivery slip and invoice (or receipt or detailed statement), as well as a statement of the reason for contributing the book and a list of places it will be

distributed.

Loose-leaf books

If a supplier will bind or unbind a book, please have it inspected by the Inspection Office beforehand.

Gas for experiments

Gas canisters, etc. to be inspected will be confirmed and then delivered to and installed in the laboratory after inspection. However, if only gas will be filled in the laboratory, a staff member from the Inspection Office will be present to confirm the filling work.

Experimental organisms

The Inspection Office will conduct an inspection by confirming the types and quantities of experimental organisms and taking photographs for records. If inspection in the Inspection Office is not possible, a staff member from the Inspection Office will be present in the laboratory at the time of delivery and conduct the inspection described above. If neither method is possible, the photographs that were taken will be subject to inspection. Please take photographs from which it is possible to determine the types and quantities of experimental organisms, and submit them to the Inspection Office along with the delivery slip. If any other special handling is necessary, please consult the division or office in charge in advance concerning the method of inspection.

Pharmaceuticals and samples for experiments

The Inspection Office will conduct an inspection by confirming types, quantities, etc. If inspection by the Inspection Office is not possible, a staff member from the Inspection Office will be present in the laboratory at the time of delivery and conduct the inspection described above. If any other special handling is necessary, please consult the division or office in charge in advance concerning the method of inspection.

Purchases while on a business trip

If you have purchased goods while on a business trip, they will be inspected in the Inspection Office after the business trip.

For things that will be used and will run out during the business trip, before using them please take a photograph (a clear photograph in which the letters and numbers of the item name and the model number can be seen clearly) in which it is possible to confirm the name and model number, etc. and the content of the “delivery slip” (or the “receipt”). The photograph will be subject to inspection.

“Liquid nitrogen” to be filled from the CE tank in front of the Ikuta Campus Administration Building East

Because the staff member in charge or a TA will be present to watch the filling, and keeping a record that states the date and amount filled will replace inspection, this will not be subject to inspection by the Inspection Office.

Delivery when the Inspection Office is closed

Inspection will be conducted by the Inspection Office at a later date.

For things that must be used in order to carry out research and that will run out, before using them please take a photograph (a clear photograph in which the letters and numbers of the item name and the model number can be seen) in which it is possible to confirm the name and model number, etc. and the content of the “delivery slip” (or the “receipt”). The photograph will be subject to inspection.

Other

If anything is unclear concerning methods of inspection, etc. for things other than what is stated in this manual, please consult the division or office in charge.

[Contact information for the divisions or offices in charge]

Surugadai Campus

Research Promotion and Intellectual Property Office: 03-3296-4281, 4476

Academic Strategy and Planning Office: 03-3296-4271

International Collaboration Office: 03-3296-4191

Community Relations Office: 03-3296-4539

Professional Graduate School Office: 03-3296-2397

Izumi Campus

Research Promotion and Intellectual Property Office (Izumi branch): 03-5300-1451, 1452

Ikuta Campus

Ikuta Research Promotion and Intellectual Property Office: 044-934-7613, 7614

Faculty of Science and Technology Office

*For experiment and training expenses, please confirm the implementation instructions that will be sent to you separately.

Faculty of Agriculture Office

*For experiment and training expenses, please confirm the guide that will be sent to you separately.

Nakano Campus

Nakano Research and Educational Support Office: 03-5343-8056

Nakano Campus Office: 03-5343-8012

[Opening hours of the Inspection Office, etc.]

Opening hours: 9:00 – 17:00 (Mon. – Fri.), 8:30 – 12:00 (Sat.)

* The Office is closed on Sundays, national holidays, the commemorative date of the anniversary of Meiji University's founding (Nov. 1), the anniversary of Meiji University's founding (Jan. 17), during the simultaneous summer break (Aug. 10 – 16), and during winter holidays (Dec. 26 – Jan. 7).

* During summer holidays (Aug. 1 – Sept. 19), the Office will be open from 9:30 – 16:00 (Mon. – Fri.). It will be closed on Saturdays.

Surugadai Campus, Faculty Office Building, 3rd floor (03-3296-4643)

Izumi Campus, Faculty Office Building, 1st floor (03-5300-1028)

Ikuta Campus, Administration Building East, 2nd floor (044-934-7177)

Nakano Campus, Low-Rise Wing, 3rd floor (03-5343-8121)