

Usage Manual for Research Funds at Meiji University (Fiscal 2012)

Meiji University Division of Research Advancement
Revised in April 2012

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, etc. 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)

Introduction

In order to effectively further research, it is essential more than anything else that research funds are used satisfyingly and effectively. If they are, it is expected that research's breadth will expand, even better results will be produced, and research will develop in even better directions based on these effects.

For satisfying use of research funds it is the best for Researchers and faculty members to consult with the Division of Research Advancement each time such funds are used. Every year we prepare this manual to keep on hand, and we hope that you will use it as a reference. In recent years it has been pointed out that the usage rules and required documents, etc. for research funds are difficult to understand, and so this fiscal year we tried to create a usage manual in a form that is easier to understand.

In recent years the environment surrounding universities has been changing drastically. One of those changes is that taxpayers' ways of looking at the research expenditures of universities that are operated by allotment of large amounts of tax money have become extremely strict. The Board of Audit recently entered a certain famous private university and demanded explanations about individual invoices, as to such things as whether they were used according to the rules, whether there was a valid reason for their necessity, and how they were useful for research. An order to return expenditures was issued for things that could not be clearly explained. In order to avoid this kind of situation, it is necessary to not only use research funds appropriately and according to the rules, but also to maintain and save documents that will serve as evidence and, depending on the circumstances, it is also sometimes requested that the Division of Research Advancement ascertain the reasons, etc. for the necessity of expenditures.

Although these matters may cause some inconvenience, we ask for your understanding and cooperation. We hope that this manual will be utilized for the further development of research activities.

We review and revise this manual every fiscal year. If there are any changes or inadequacies found in it during the year, we will revise it. To check the most recent edition, please access the following URL.

<http://www.meiji.ac.jp/research/staff/index.html>

Contact Information

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

Forms related to expenditure of research funds and examples of how to fill them out can be downloaded from the URL below. Please prepare forms by referring to the posted examples of how to fill them out.

<http://www.meiji.ac.jp/research/tlo/osri/faculty/format.html>

Inquiries about this manual can be made to the following offices.

Division of Research Advancement

Office of Research Advancement and Intellectual Property

(03-3296-4361, 4476) Surugadai Campus Academy Common, 7F

Office of Research Advancement and Intellectual Property, Izumi Branch

(03-5300-1451, 1452) Izumi Campus Liaison Building, 2F

Office of Research Advancement and Intellectual Property at Ikuta

Main Changes for Fiscal 2012

Please note that starting in fiscal 2012 changes have been made concerning the items below. For details, please check the pages for each item.

1. “Research support expenses” were newly established (refer to page 7).
2. Instructor use of indirect expenses was abolished (refer to page 7).
3. It became possible to purchase iPads without a “statement of reason” if they are necessary for carrying out research (refer to page 16).
4. It became necessary to get the approval seal of the accepting researcher, etc. when a research promoter, etc. submits an application for travel expenses for a research business trip (refer to page 34).
5. It became possible to make expenditures for transportation allowances for people carrying out part-time work (refer to page 37).

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Points to be Noted When Using Research Funds

1. Although this manual states methods of use, procedures, etc. for research funds at Meiji University, when there are separate restrictions for official research funds, etc. those restrictions will prevail.
2. The scope of expenditures that can be made as research funds is limited to expenses that are directly required in order to carry out the relevant research and expenses that are required in order to summarize the results of the relevant research.

In other words, it is limited to things that can be explained as follows:

In order to carry out research on the research task (for the research itself),

I will use ○○, and therefore I will purchase it.

I will research △△, and therefore I will take a business trip.

I will employ a part-time worker in order to have him or her do work.

This does not mean that if the expenses are listed for each item it is possible to purchase all of them.

For that reason, please understand that the Division of Research Advancement sometimes checks the purposes for which purchases, etc. are to be made. On such an occasion, please provide us with such information.

3. The scope in which expenditures can be made as research funds is limited to things that will be purchased or delivered, and used, in the current fiscal year (and also from the day of adoption onward). For things for which the minimum purchase unit straddles two fiscal years, please consult with us in advance.
4. Please use research funds according to the research 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 period of use for the purchased items, and it is possible that the expenditure will not be authorized.
5. **In principle, research funds cannot be used by combining them with other research funds** (ex: combining research institute research funds with specific individual research funds and using them to purchase a single item).
6. With the exception of things that are particularly specified (scientific research fund aid projects, funded or joint research, academic research incentive donations, research aid, etc.), it is not possible to carry research funds over into the next fiscal year. As for funded or joint research, academic research incentive donations, 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 academic research incentive donations, 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.
7. 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.
8. Please do not accumulate home electronics mass retailers' points or airplane mileage.

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.

- (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 task (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 task
- (5) Things for which expenditures of direct expenses can be made for a research task for which indirect expenses were set.

List of Research Funds

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

Main Types of Research Funds	Details of System	Relationship between Research Funds and Subsidies (Tax)
Scientific Research Aid Projects	Official research funds of the Ministry of Education, Culture, Sports, Science and Technology	The entire amount of the research funds is a subsidy from the national government.
Funds for Strategic Promotion of Science and Technology		
Global COE Program		
Projects to promote strategic creation and research	Official research funds allocated by an independent administrative institution under the jurisdiction of the Ministry of Education, Culture, Sports, Science and Technology	
Projects to develop research results		
Special Projects for Earthquake Disaster Mitigation in Tokyo Metropolitan Area	Official open-to-the-public research funds of the Ministry of Education, Culture, Sports, Science and Technology	Because the research funds are treated as university education research expenses, they are allocated to calculation of current expense subsidies (general subsidies). In addition, private university aid is received from the national government for a portion of the research funds.
<u>Strategic Research Foundation Grant-aided Project for Private Universities</u> (including projects promoting the upgrading of academic research at private universities)		
Ministry of Health, Labour and Welfare Sciences Research Grants	Official research funds of the Ministry of Health, Labour and Welfare	The entire amount of the research funds is a subsidy from the national government.
Program of Basic Research Activities for Creation of Innovation	Official research funds of the National Agriculture and Food Research Organization (NARO)	
Research and development projects for application in promoting new policy of agriculture, forestry, and fisheries	Official research funds of the Ministry of Agriculture, Forestry and Fisheries	
Pioneering Industrial Technology Generation Program (grants for research by young people)	Official research funds of the New Energy and Industrial Technology Development Organization (NEDO)	
Grant for Practical Application of University R&D Results		
Basic Research Promotion System in the Transport Field	Official research funds of the Japan Railway Construction, Transport and Technology Agency (JRTT)	
Projects to aid development of trailblazing technologies	Subsidies from the Ministry of Land, Infrastructure, Transport and Tourism	

related to housing and architecture		research expenses, they are allocated to calculation of current expense subsidies (general subsidies). In addition, subsidies are received from the national government for a portion of the research funds.
Chiyoda-Gaku	Subsidies from Chiyoda-ku	Because the research funds are treated as university education research expenses, they are allocated to calculation of current expense subsidies (general subsidies). In addition, subsidies are received from Chiyoda-ku for a portion of the research funds.
Funded research and joint research	Funded research commissioned by corporations, etc. that is carried out upon conclusion of a contract with the university. Collaborative research that involves accepting researchers, research funds, etc. from a corporation, etc. and is carried out upon conclusion of a contract with the university.	Because the research funds are treated as university education research expenses, they are allocated to calculation of current expense subsidies (general subsidies).
Academic research incentive donations	Donations to the university that designate a Researcher	
Research institute research funds	General research, collaborative research, focused research, individual research, and special research for which Researchers are recruited by Research Institute of Social Sciences, Research Institute of Humanities, and Research Institute of Science and Technology	Because the research funds are treated as university education research expenses, they are allocated to calculation of current expense subsidies (general subsidies). In addition, private university aid is received from the national government for a portion of the research funds.
Joint research funds with the graduate school research course	Research course collaborative research for which Researchers are recruited by the graduate school	Because the research funds are treated as university education research expenses, they are allocated to calculation of current expense subsidies (general subsidies).
Research on creating new areas and research by young researchers	Research on creating new areas, and research by young researchers, for which Researchers are recruited by Organization for the Strategic Coordination of Research and Intellectual Property	
Specific individual research funds	Research funds to aid academic research conducted individually by full-time faculty members. The annual amount is 350,000 yen.	
Research subsidies	Subsidies from various aid foundations	
		If management at the university is necessary, the research funds will be treated as money in the custody of the university.

Definitions of Researchers

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

Class	Role
Research Representative	Refers to the Researcher who is responsible for everything in relation to carrying out the relevant research (including summarizing research results). One person.
Co-Researcher	Refers to a Researcher who takes partial responsibility for carrying out the relevant research and conducts research activities jointly with the Research Representative.
Partner Researcher	Refers to a Researcher who, under the responsibility of the Research Representative and the Co-Researchers, has a researcher number for a scientific research fund aid project and participates in planning research as a member of the research organization. This corresponds only to the scientific research fund aid projects.
Research Collaborator	Refers to a Researcher, other than a Research Representative, Co-Researcher, 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.

* In principle, the Research Representative, Co-Researchers, and Partner Researchers cannot receive remuneration from research funds.

About Things for Which the University Will Place Orders

The University will place orders for the things listed below.

If a purchase is to be made of something that will be ordered by the University, please propose such purchase to the Division of Research Advancement by the end of December.

Item Name		Covered Monetary Amounts
Goods	PCs, fixtures such as laboratory equipment	(1) Things over 200,000 yen (2) 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 is 600,000 yen or more.
	Work desks and work chairs for the research office, laboratory tables and laboratory 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 <u>Division of Research Advancement</u> .
	Books, magazines	The amount for 1 book or 1 set is 500,000 yen or more.
Others	Printing and book-binding	Things that exceed 300,000 yen
	Commission of work	(1) Things that exceed 300,000 yen (2) Things that are 300,000 yen or less, if it is necessary to conclude a contract, etc. with the party to be commissioned
	Rental	Things that exceed 300,000 yen

Documents Required for Expenditure of Research Funds (Invoices and Receipts)

When applying for expenditure of research funds, please fill in the necessary items on an “Application for Research Fund Expenditure” or an “Application for Specific Individual Research Funds”, attach the documents listed below, and submit the application and documents to the Division of Research Advancement. Please make such submission of documents promptly and without delay.

Documents to be submitted Method of payment		1	2	3	4	5	6	7
		Written estimate (if possible)	Statement of delivery (delivery date required)	Invoice (date and company seal required)	Specifications or copy of screen for Web order of the screen *1	Receipt (date and company seal required) *2	Credit card statement (original copy)	Slip from transfer using an ATM
“Vendor payment”	Vendor payment using invoice	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>				
“Payment on behalf of the University”	Cash 【Debit card *7】	Within Japan			<input type="radio"/>	<input type="radio"/>		
		Outside Japan			<input type="radio"/>	<input type="radio"/> *3		
	Credit card *4 【Refer to page 81】	Within Japan			<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Outside Japan			<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/> *5, 6	
	Transfer using an ATM, etc.				<input type="checkbox"/>	<input type="checkbox"/>		<input type="radio"/>
		<input type="radio"/> Required document	<input type="checkbox"/> One of these is required	<input type="checkbox"/> To the extent possible				

*1 Please submit a document that states details such as item names, individual monetary amounts, etc. It is not necessary to submit this document if the details are stated on the receipt.

*2 If it is not possible to submit an official receipt affixed with the company’s seal, it is acceptable to submit a receipt issued by a cash register, if it has wording such as “paid” or “receipt,” by which it can be confirmed that payment was made. However, **in the case of a receipt from a mass-market home appliance store please submit the receipt without cutting it**, and do not request issuance of an official receipt.

*3 Please also submit a chart showing the exchange rates at the time you exchanged currency. If it is not possible to submit this, conversion into Japanese yen will be made at the exchange rate of the day the receipt was issued (Bank of Tokyo-Mitsubishi UFJ Exchange Quotations (T.T.S.)).

*4 When a credit card has been used, this is limited to things for which a one-time charge is made using a credit card issued in the name of the person making the payment.

*5 **As for credit cards, please make a Meiji University credit card and use it for research funds, separately from credit cards you use for personal use (refer to page 81).**

- *6 Even when a receipt is submitted, a copy will be necessary to use as confirmation of the monetary amount debited.
- *7 Only when payment was made using a debit card outside Japan, a copy of the passbook (the pages stating the bank name, the cardholder's name, and the monetary amount debited) will also be necessary. When a debit card with a cash-back function has been used, expenditure cannot be made.

【Items to note】

1. **Except in the case of unavoidable circumstances, please use “payment to vendor” based on an “invoice.”**
2. It is possible to use “payment on behalf of the University” in cases in which “payment to vendor” is inconvenient, such as at home electronics mass retailers or for arranging airline tickets.
3. Please have “invoices” and “receipts” addressed to “Name of purchaser, Department, etc. to which he or she belongs, Meiji University.”
4. For documents to be submitted for 3, 5, 6, and 7, print-outs or copies of Web screens or PDF files are invalid.
5. In principle, expenditure is not possible for transactions between individuals.
6. Expenditures cannot be made for portions that used electronic money such as Suica, Edy, etc., points for mass-market home electronics stores, etc., mileage, bookstore gift certificates, or gift certificates, etc. Please do not collect points or mileage.

Simplified Chart of the Main Things for which Research Funds Can Be Used

(For specific individual research funds, please also check the Scope of Use, Etc. of Specific Individual Research Funds Broken Down by Item on page 16.)

Type		Price, Amount, Etc.			
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		
			50,000 yen or more but less than 200,000 yen	Total of amounts for 1 order is over 600,000 yen	
				Total of amounts for 1 order is 600,000 yen or less	
			Less than 50,000 yen	Total of amounts for 1 order is over 600,000 yen	
	Total of amounts for 1 order is 600,000 yen or less				
	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		
			Total of amounts for 1 order is 600,000 yen or less		
	Work desks and work chairs for the research office, laboratory tables and laboratory 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. 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 Division of Research Advancement.		
	Books and magazines	Fixed assets	Over 50,000 yen	1 copy or 1 set	
			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.)			
Stamps and postcards		(Purchase the required amount whenever they will be used. Do not keep them in stock.)			
Travel Expenses	Business trips within Japan	Short distance	Less than 31km	Travel expenses (daily allowance)	
		Long distance	31km or more	Transportation expenses (express fares, etc.), accommodation expenses, daily allowance	
	Business trips outside Japan		Transportation expenses, etc., accommodation expenses, daily allowance		
	Invitation of people from within Japan		Transportation expenses (express fares, etc.), accommodation expenses		
	Invitation of people from outside Japan		Transportation expenses, etc., accommodation expenses		
Personnel Costs and Remuneration	Research promoters and research assistants	Corporate employment	Salary and social insurance premiums (portion borne by the corporation) appropriated from the research funds		
	Part-time workers		Maximum hourly wage of 950 yen (ordinary worker); maximum hourly wage of 1,300 yen (specialist)		
	Remuneration for participation in surveys or experiments, fees for revision of English texts, fees for translation, provision of specialized knowledge, remuneration for lectures, fees for using various databases, design fees	Vendor	Taxes not withheld from income source		
		Individual	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%. The tax withholding rate for non-residents is 20%.		
Other	Printing and book-binding		Exceeding 300,000 yen		
			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		Exceeding 300,000 yen		
			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				
	Equipment rental, leasing, rental of meeting rooms	Exceeding 300,000 yen		Rental or lease contracts	
		Other than those listed above			
	Repair of equipment	Exceeding 300,000 yen		Expected expenses	
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.)			
Annual fees for academic associations		Please refer to page 48 for research expenses for which expenditures are possible.			

	Method of Ordering	Relevant Page	Name of Expense Item	Relevant Form
	University (Procurement Division)	Page 18	Equipment and fixtures for research on education	“Request for Procurement,” “Notice of Equipment or Fixture Donation” (only for the kakenhi)
	University (Procurement Division)	Page 18	Reserve stock	“Request for Procurement”
	University (Procurement Division)	Page 18	Other disposables	“Request for Procurement”
	University (Procurement Division)	Page 18		“Request for Procurement”
		Page 18	Equipment and fixtures for research on education, or reserve stock	“Request for Procurement” (if necessary)
	Procured by the University	Page 25	Books	
		Page 25		
		Page 25	Other disposables	
		Page 41	Printing and book-binding expenses	
		Page 44	Postal expenses	
		Page 27	Travel expenses and transportation expenses	“Application for Short-Distance Transportation Expenses”
		Page 27		“Application for Research Business Trip Travel Expenses,” “Research Business Trip Report”
		Page 27		“Application for Research Business Trip Travel Expenses,” “Research Business Trip Report”
		Page 27		“Application for Travel Expenses for Invited Researcher,” “Invited Researcher Report”
		Page 36	Personnel expenses for staff members with additional posts	“Application for Travel Expenses for Invited Researcher,” “Invited Researcher Report”
		Page 36		“Employment Application,” “Reference Statement,” “Resume,” “Daily Report of Research Pursued”
		Page 39		“Report on Results of Service / Invoice”
		Page 39	Service charges for payment	“Request for Payment of Remuneration/Service Charges”
	University (Procurement Division)	Page 41	Printing and book-binding expenses	“Request for Procurement”
	University (Procurement Division)	Page 43	Expenses for commissioning work	“Request for Procurement”
		Page 44	Transport expenses	
	University (Procurement Division)	Page 45	Rental fees	“Request for Procurement”
	University (Procurement Division)	Page 46	Expenses for repairs	“Request for Procurement”
		Page 47	Expenses for meetings	“Application for Expenses for Meetings”
		Page 47	Other	

Scope of Use, Etc. of Specific Individual Research Funds Broken Down by Item

Specific individual research funds are research funds for the purpose of aiding academic research with a task specified individually by a faculty member. Therefore, expenditures cannot be made for educational purposes such as expenses necessary for teaching students, or educational materials, etc. for classes.

Use that is not directly related to carrying out the specific research task is not allowed.

Expenditure Class	Scope of Use	Required Documents, Etc.	Examples of Things for which Expenditure Cannot be Made (*1)	Notes
<p>Expenses for equipment and fixtures for research 200,000 yen or more; Service life of 1 year or more</p> <p>Expenses for reserve stock 50,000 yen or more but less than 200,000 yen; Service life of 1 year or more</p>	<p><Equipment to be put in the research office></p> <ul style="list-style-type: none"> ○PCs ○Printers ○Digital cameras directly required for research ○iPads directly required for research ○Other things directly required for research (not general-purpose things) 	<p><Payment of invoice></p> <ul style="list-style-type: none"> ○1 copy each of the invoice and the statement of delivery ○Write the bank name for payment transfer to vendor ○Write the “faculty member name, department, Meiji University” in the address section ○If the name of the good is a code or symbol, specify the name of the good <p><Payment on behalf of the University></p> <ul style="list-style-type: none"> ○Receipt with the stamp of the vendor to which payment was made (with an itemized statement attached) ○Write the “faculty member name, department, Meiji University” in the address section 	<ul style="list-style-type: none"> ○Computers, etc. to be kept at home ○IC recorders ○Copy machines ○Video equipment ○DVD players ○DVD recorders ○Digital video cameras ○TVs ○Radios ○Electronic organizers ○Calculators ○Fax machines ○Electronic dictionaries ○Desktop book-binding machines ○Mobile phones ○Furniture and fittings ○i-Phones ○Shredders ○Separately sold cases, bags, etc. 	<ul style="list-style-type: none"> ○For equipment and fixtures, be sure to make purchases via the office. ○To be recorded and managed as reserve stock of disposables
Other expenses for disposables (books, materials)	<ul style="list-style-type: none"> ○Books, materials, and electronic books directly required for research ○Expenses for academic journals (annual fees for academic societies) ○Costs for materials related to academic societies (research paper collections, lecture summaries) ○Encyclopedias and dictionaries directly required for research 	<ul style="list-style-type: none"> ○In the case of a receipt for a small amount, affix it to a separate piece of paper and write down the name of the goods and the name of the faculty member. ○For books and software, attach an itemized statement of purchase. ○If books or materials are purchased directly from outside Japan, payment is to be made on behalf of the University (specify the rate and the amount converted at the time of payment) 	<ul style="list-style-type: none"> ○Newspapers ○Magazines other than academic specialist journals ○General subject books and dictionaries (including software) 	
Other expenses for disposables	<ul style="list-style-type: none"> ○Materials, chemicals, etc. for experiments and research ○Software for research (CDs, LDs, DVDs, cassette tapes, video tapes, computers) ○Floppy discs ○Ink cartridges ○Scanners ○Film for photographs ○CDs, video tapes, etc. ○OHP film sheets 	<ul style="list-style-type: none"> ○General stationery items ○Paper ○Envelopes ○Clothing ○Sporting equipment ○Batteries ○Business cards 		
Postal expenses Transport expenses	<ul style="list-style-type: none"> ○Sending, sending a return, or returning survey materials to an education research organization, etc. 			

Printing and book-binding expenses	<input type="checkbox"/> Charges for copying documents <input type="checkbox"/> Charges for separate printing of research papers (those that are necessary for research)			
Personnel expenses for staff members with additional posts	<input type="checkbox"/> Fees for part-time work directly required for research or surveys *General work assisting research: Hourly wage of 950 yen or less *Work assisting research involving technology or skills related to specialized fields: Hourly wage of 1,300 yen or less *8 hours or less per day It is necessary to fill out and affix a seal to the specified application.			<input type="checkbox"/> Refer to page 38 for tax withheld at the income source.
Service charges for payment	<input type="checkbox"/> Fees for using large-scale computers <input type="checkbox"/> Fees for interpretation <input type="checkbox"/> Fees for using databases (telephone fees will not be allowed)		<input type="checkbox"/> Fees for using the Internet	
Travel expenses and transportation expenses	<input type="checkbox"/> Business trips for research and surveys –According to provisions for travel expenses–	(Within Japan) Application for Business Trip Travel Expenses Airfare receipt (Outside Japan) Application for Overseas Business Trip Travel Expenses Airfare receipt Receipt for accommodation expenses *Submit a copy of passport later. (Short distance) Application for Short Distance Transportation Expenses	<input type="checkbox"/> Academic conference business trip travel expenses <input type="checkbox"/> Fuel costs for automobiles <input type="checkbox"/> Expressway tolls	
Other	<input type="checkbox"/> Treatment of researchers who reside outside Japan: Payment will not be made in advance, but instead settled later after payment is first made on behalf of the University (write down the rate and the amount converted at the time of payment). Service charges for money transfers are not allowed. <input type="checkbox"/> Expenses for social gatherings related to participation in academic societies are not allowed. <input type="checkbox"/> Repairs for equipment and fixtures are to be handled after consultation with the procurement section.			

*1 As for the listed examples of things for which expenditure cannot be made, if they are necessary in order to carry out research, please submit in advance a written statement that specifically gives, in an easy-to-understand manner, the reason why the item that you want to purchase is necessary in order to carry out research. If that reason is acknowledged as being valid (the item is necessary in order to carry out research), expenditure is possible. (Refer to page 48.)

*2 When purchasing an Kindle, or iPod Touch, please submit in advance a written reason that clearly and specifically states why the purchase is necessary for carrying out research.

*3 For anything else that is unclear, please consult in advance with the person in charge.

Details of Use of Research Funds

I. Purchase and Management of Goods

1. Purchase of Goods

* When purchasing goods as specific individual research funds, please be sure to check that they are goods that can be purchased under the “Scope of Use, Etc. of Specific Individual Research Funds Broken Down by Item” (page 16).

Monetary Amount for 1 Item or 1 Set	Name of Expense Item (Within the University)	Name of Expense Item (Kakenhi)	Documents to be Submitted	
200,000 yen or more Procured by the University	Equipment and fixtures for education research [Note (2)]	Expense for goods (equipment and fixtures)	(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	Reserve stock * For instruments and equipment for education and research and reserve stock, it is not possible to make purchases by combining the remaining balance of research funds with personal funds.	Expense for goods (disposables)	When the total of amounts for 1 order is more than 600,000 yen Procured by the University	(i) “Request for Procurement” (ii) Product catalog (iii) Written estimate
			When the total of amounts for 1 order is 600,000 yen or less [Note (4)]	[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, specifications (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.
Less than 50,000 yen	Other disposables	Expense for goods (disposables)	When the total of amounts for 1 order is more than 600,000 yen Procured by the University	(i) “Request for Procurement” (ii) Product catalog (iii) Written estimate
			When the total of amounts for 1 order is 600,000 yen or less [Note (4)]	[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, specifications (ii) Written estimates from at least 2 companies (if the total of amounts for 1 order is more than 200,000 yen)
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[Points to note]

- (1) Please submit receipts, invoices, statements of delivery, and written estimates that state the names of the goods and the individual monetary amounts.
- (2) Disposables such as materials for experiments, chemicals for experiments, laboratory animals, and software will be treated as “Other disposables (within the university)” and as “Expense for goods (disposables)” for the Kakenhi, even if the monetary amount for 1 item or 1 set is 200,000 yen or more. (Databases and content such as video and music data, etc. will be treated the same as books.)
- (3) **Procured by the University** The University will select a vendor based on submitted documents and place the order. Expenditure of research funds will be made according to the invoice from the University’s prescribed form. If incidental work will be done for equipment and fixtures for education research, please state that fact in the “Request for Procurement.” Please note that when the University procures something, the purchase cannot be made by payment in advance (delivery of product after payment is received). Please be careful about this when getting an estimate.
- (4) 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.
- (5) When the remaining amount of research funds will be combined with personal funds to make a purchase, purchases of “equipment and fixtures” or “reserve stock” cannot be made.
- (6) 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 Division of Research Advancement at the beginning of the fiscal year.

Purchases of Computers and Software

- Obligatory Items -

■ 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. When a computer owned or managed by the university is purchased using research funds or when software is purchased, please send the documents below to the Information and Media Department System Planning Office (Surugadai) (ext. 4454) (items less than 200,000 yen and purchased using research funds, Ministry of Health, Labour and Welfare research funds, or research aid funds are excluded).

- ① Computers Copy of the warranty
- ② Software Sticker that states the serial number, copy of the user registration, copy of the license agreement, etc.

* Please keep the originals.

-Use of Network and Software -

■ Use of the university network (MIND)

Method	Overview
<p>When connecting to an information outlet in a research office, laboratory, etc.</p>	<p>Use of “MIND continuous fixed connection service”</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.</p> <p>* For details, please visit http://www.meiji.ac.jp/mind/lan-service/</p>
<p>When connecting to a mobile information outlet, VPN, or wireless LAN access point</p>	<p>Use of “MIND mobile connection service”</p> <p>This is a method of use by temporarily connecting to the university network (MIND). When connection is made, use is made possible by authentication using a “shared authentication system account” (the 6-digit number stated on your instructor ID and a password).</p> <p>- Method of use</p> <ul style="list-style-type: none"> ● If you already have a “shared authentication system account”: You can use it without following any special procedures. ● If you do not have a “shared authentication system account” (mainly research promoters, research supporters, and invited researchers): <ul style="list-style-type: none"> ○ Research promoters and research supporters: Please consult with the Division of Research Advancement. ○ Invited researchers: Please consult with the department office, graduate school office, or professional graduate school office to which you belong. ● If you are unsure of your password for the “shared authentication system account”: Please consult with the department office, graduate school office, professional graduate school office, etc. to which you belong. <p>* For details, please visit http://www.meiji.ac.jp/mind/mobile/</p>
<p>Inquiries: The support desk of each campus</p>	

■ Use of additional software

Method	Method of Use

<p>When using Microsoft products</p>	<p>The University has concluded a campus agreement 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 expenses and are owned or managed by the University are provided with software <u>free of charge</u> via the network.</p> <p>The main software is Windows 7 Enterprise Upgrade, Visual Studio 2010 Pro, Forefront Endpoint Protection 2010, Office Professional Plus 2010, Office Mac 2011, Core CAL, etc.</p> <p>- Method of use <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 the campus agreement” and submit it to the System Planning Office.</p> <p>* For details, please visit http://www.meiji.ac.jp/isc/msca/</p>
<p>When using Adobe products</p>	<p>The University has concluded a contract with Adobe for sales program CLP licenses intended for educational organizations. All Adobe software to be installed in computers that were purchased with research expenses 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 <u>It is necessary to submit an application.</u></p> <p>When you want to make a purchase using research expenses, please submit a “Request for Procurement” and an “Adobe CLP license management slip” (issued by Meidai Mart) to the Division of Research Advancement.</p> <p>* For details, please inquire with the System Planning Office.</p>
<p>Inquiries: Information and Media Department System Planning Office (Surugadai) (ext. 4454)</p>	
<p>* When a campus agreement will be applied to a computer that cost less than 200,000 yen and purchased using research funds, Ministry of Health, Labour and Welfare research funds, or research aid funds, it is necessary to follow donation procedures at the Division of Research Advancement.</p>	

2. Inspection of Delivered Goods and Confirmation of Actual Goods (Excluding Specific Individual Research Funds)

Confirmation of actual goods will be conducted at the various offices of the Division of Research Advancement for all goods of 30,000 yen or more. (For disposables of 30,000 yen or less, although sampling is conducted, please try to have them inspected if possible.)

Goods of more than 800,000 yen will also be inspected separately, in addition to this confirmation of actual goods, by the Izumi/Ikuta campus section or the finance division, based on the “Meiji University Procurement Provisions” (hereinafter referred to as the “Procurement Provisions”).

(1) Places on each campus where confirmation of actual goods will be conducted (You can have goods confirmed on any of the three campuses.)

Campus	Name of Department	Place
Surugadai	Office of Research Advancement and Intellectual Property	Academy Common, 7F
Izumi	Office of Research Advancement and Intellectual Property, Izumi Branch	Liaison Building, 2F
Ikuta	Office of Research Advancement and Intellectual Property at Ikuta	Central Building, 2F

(2) Flow of inspections and confirmation of actual goods

(i) When a vendor makes delivery (Please have goods delivered to the respective campus office of the Division of Research Advancement.)

- A. The vendor brings the goods, the statement of delivery, and the invoice to the Division of Research Advancement. (*)
 - B. The person handling the matter at the Division of Research Advancement verifies the goods against the statement of delivery and the invoice, and affixes an inspection seal to the statement of delivery and the invoice.
- * If delivery has been made directly to the Researcher by parcel delivery service, postal mail, etc., the Researcher should bring the goods to the Division of Research Advancement. If it is not possible to bring the goods to the Division of Research Advancement because the goods are too large or for another reason, the Researcher should contact the Division of Research Advancement when the goods are received. The person in charge of handling the matter at the Division of Research Advancement will go to the location of the goods and conduct confirmation of actual goods. (For goods of more than 800,000 yen, a separate inspection is required in addition to confirmation of actual goods, based on the procurement provisions of the Izumi/Ikuta campus section or the finance division. We will consult with you separately regarding inspection date, place, method, etc.)

(ii) When purchased by payment on behalf of the University

- A. The Researcher brings the goods and the receipt (something showing itemized details) to the Division of Research Advancement. (* above)
- B. The person handling the matter at the Division of Research Advancement verifies the goods against the receipt, and affixes an inspection seal to the receipt.

3. Management of Goods

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

However, for situations in which there are separate provisions, such as for the Kakenhi or other official research funds, etc., please place priority on those provisions.

(1) Goods registered in the University management ledger

Name of Expense Item	Equipment and Fixtures for Education Research Kakenhi Name: Expense for Goods (Equipment and Fixtures)	Reserve Stock Kakenhi Name: Expense for Goods (Disposables)
Purchase amount	200,000 yen or more	50,000 yen or more but less than 200,000 yen
Method of management	Affix an “equipment and fixtures sticker.”	Affix a “reserve stock sticker.”
Method of disposal	Write the reason for disposal on an “Application for Disposal of Equipment and Fixtures” (because this is a University Form, please get it from the office), affix an “equipment and fixing sticker” or a “reserve stock sticker” to the goods, 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 and Media Division (ext. 4454). (Refer to page 24.)	
Method of relocation	Follow the procedures for relocating to the University.	
Kakenhi rules	For goods purchased with the Kakenhi, take the procedures for donation to the University.	In principle, treat them as goods expenses (disposables), without donating them to the University. If a donation has been made to the university, register it as reserve stock and attach an equipment sticker.

[Points to Note]

- (i) After completion of the inspection based on the procurement provisions (by the Division of Research Advancement, Izumi/Ikuta campus section, or finance division, depending on the monetary amount), please promptly affix to the relevant goods the “reserve stock sticker” or “equipment and fixtures sticker” that will be sent from the finance division asset management section.
- (ii) For reserve stock (50,000 yen or more but less than 200,000 yen), please let the Division of Research Advancement know where it will be placed.
- (iii) Goods that have been issued an “equipment and fixtures sticker” or a “reserve stock sticker” cannot be disposed of unless an application to the University has been made using an Application Form for Disposing of Equipment and Fixtures. Please also note that it is necessary to return them to the University when you leave your research position. If necessary, please make copies of data from personal computers, digital cameras, etc., then delete the data and return the equipment. However, goods that were purchased with the Kakenhi (direct expense) and donated to the University will be returned to the Researcher if he or she so would like them returned.

(2) For goods other than (1), please use your own judgment and manage them appropriately.

☆ **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, etc. 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 and Media Division has, as a measure to prevent information leaks, equipment to completely erase information recorded in hard discs, floppy discs, video tapes, and magnetic media 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 faulty hardware that cannot be eliminated with software can be eliminated with this equipment.

Recorded video tapes with images that cannot be disclosed outside the university, recorded tapes, etc. can also be eliminated in the same way in approximately fifteen seconds.

Matters to Note

1. For hard discs, 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 disc by creating partitions, format processing, etc. Therefore, **this cannot be used on equipment for which there is an obligation to “return it after returning it to its initial state,” 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 discs and magnetic tapes cannot be re-used. Please note that in some cases they cannot be used after information has been erased, even if format processing is conducted.
3. **Information cannot be erased** for USB memories, SD memories, memory cards, MOs (magnet optical discs), CDs, DVDs, SSDs, mobile phones, etc.

Inquiries: Information and Media Division, System Planning Office (ext. 4454)

II. Books, Magazines, and Materials

Please use the moderately-priced bookstores, etc. on the three campuses of the University and try to use research funds efficiently.

1. Specific Individual Research Funds (Confirmation of actual goods will not be conducted.)

Documents to be Submitted	Books, Magazines, and Materials that Cannot be Purchased with Specific Individual Research Funds
[Payment to vendor] (i) Written estimate (ii) Statement of delivery (iii) Invoice [Payment on behalf of the University] (i) Receipt	<ul style="list-style-type: none"> • Magazines other than academic specialist journals (things that are not directly necessary in order to carry out the research task) • Newspapers (things that are not directly necessary in order to carry out the research task) • Ordinary dictionaries (including CD-Rs, etc.) • Guidebooks • Things to be used other than for research, such as for things for classes • Things to be used for self-development

[Points to Note]

- (1) Please submit receipts, invoices, statements of delivery, and written estimates that state the names of the books, and the individual monetary amounts.
- (2) For details about documents to be submitted, please refer to page 12.

2. Research Funds Other than Specific Individual Research Funds

Amount for 1 Copy or 1 Set	Name of Expense Item		Documents to be Submitted	Confirmation of Actual Goods by the Division of Research Advancement
	Within the University	Kakenhi		
Things that are more than 500,000 yen <u>Procured by the University</u>	Books Registration numbers will be given and they will be registered as a fixed asset.	Expense for goods (equipment and fixtures)	(i) Product catalog (ii) Written estimate (iii) Certification of value (only for old books) For things that are 1,000,000 yen or more, please contact the office at the beginning of the fiscal year.	<u>Confirmation of actual goods will be conducted for all books.</u> Place of confirmation of actual goods <Surugadai> Office of Research Advancement and Intellectual Property, Academy Common, 7F <Izumi> Office of Research Advancement and Intellectual Property (Izumi Branch), Liaison Building, 2F
From 30,000 yen to 500,000 yen	*Purchases made on commission, jointly, or with a monetary donation will be treated as other disposables.		[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 (ii) Purchased books	<Ikuta> Office of Research Advancement and Intellectual Property at Ikuta, Central Building, 2F ○ If it is difficult to bring the books to an inspection place, please consult us.
	A seal of receipt will be affixed and they will be managed as unrecorded assets.			

[Points to Note]

- (1) Please submit receipts, invoices, statements of delivery, and written estimates that state the names of the books and the individual monetary amounts.
- (2) When purchasing goods by combining remaining amounts of research expenses with personal funds, books or facilities and fixtures (Kakenhi) cannot be purchased.
- (3) Because books and facilities and fixtures (Kakenhi) will be registered as fixed assets, they cannot be disposed of. Please be careful about this.
- (4) Because books that are other disposables or disposables (Kakenhi) are managed as unrecorded assets, in the situations below please return them to the University.
 - (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
- (5) Books and documents purchased with Kakenhi (direct expenses) can be returned to the researcher when he or she leaves his or her position, if the researcher so requests.

III. Travel Expenses for Research Business Trips

1. Scope for which it is Possible to Apply for Travel Expenses

Area of Business Trip		Area Within Japan and Less Than 31km Away	Area Within Japan and 31km or More Away	Outside Japan	
		Research Funds			
Specific Individual Research Fund (only in the case of the Researcher himself)		×	○(*1)	○(*1)	
Other Than Specific Individual Research Fund	Research Representative	○	○	○	
	Co-Researcher	○	○	○	
	Partner Researcher	○	○	○	
	Research Collaborator	○	○	○	
	Research Assistant	Graduate student	○	*3	*5
		Other than the above	○	*4	×
	Invited Researcher (Application for Travel Expenses for Invited Researcher)	○	○	○	

- *1 If the purpose of the business trip is “academic conference trip only,” expenditure cannot be made from a specific individual research fund. However, if the purpose of the business trip is “academic conference trip and collection of materials” or similar, and combined with research, expenditure is possible.
- *2 When participating in an academic conference, etc., expenditure of conference participation expenses and business trip travel expenses must be made from the same research funds.
- *3 In principle, one of the Research Representative, Co-Researchers, or Partner Researchers will accompany the research assistant. However, it is acceptable if the research assistant is not accompanied by one of the above, only in a case in which the Research Representative’s approval has been obtained.
- *4 The principle is that one of the Research Representative, Co-Researchers, or Partner Researchers will accompany the research assistant.
- *5 A trip outside Japan is possible only in a case in which the Research Representative’s approval has been obtained. In such a case, the principle is that one of the Research Representative, Co-Researchers, or Partner Researchers will accompany the research assistant.

2. Transportation Expenses and Accommodation Expenses

- (1) Transportation expenses will be calculated and provided according to the most economical ordinary route and means of transportation, using the place of departure as a base. For JR fares, a round-trip discount will be applied.
- (2) When a package tour is used, the set price of transportation expenses and accommodation expenses will be provided only in situations in which the accommodations used can be stayed at for under the maximum amount stipulated by the University as accommodation expenses for one night. Plans with additional sightseeing or tours, even if the Researcher does not participate in them, or plans that include souvenirs, etc., cannot be used.
- (3) If meal costs separate from accommodation expenses are spent, expenditure cannot be made for the meal

costs. However, if meal costs are included in the accommodation expenses, expenditure is possible.

- (4) Expenditures from research funds cannot be made for cancellation or change charges incurred due to the Researcher's circumstances (including illness).
- (5) When applying for the University's academic conference business trip expenses, or the University graduate school's academic conference presentation aid, please state in the research business trip travel expense application that you are receiving aid for a portion of the business trip expenses. Expenditure will be provided for the amount after such aid is subtracted.
- (6) When taking a business trip by combining expenses for which combined use is allowed, combined use is possible only when the burden classification for costs is clear, as in examples 1 and 2 below.

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

Research for (A) Costs (4 days)		Research for (B) Costs (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 specific individual research funds (A) will be conducted during the first 3 days and the last 2 days, and research using research institute research funds (B) will be conducted on 1 day.

Research for (A) Costs (3 days)		Research for (B) Costs (1 day)	Research for (A) Costs (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)

3. Expenditure Criteria and Documents to be Submitted for Transportation Expenses and Accommodation Expenses

(1) Within Japan, Less Than 31 Kilometers

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

(2) Within Japan, 31 Kilometers or More

Transportation Expenses	Accommodation Expenses (Per Night)
(1) Transportation fares (excluding the zone in which commuter pass can be used) * For JR fares, a round-trip discount is applied.	Maximum of 12,000 yen
(2) Reserved seat special express fare * It is possible to make an expenditure when taking the same express train	For accommodation expenses, please fill in the amount at the time you made the reservation or the

<p>for 80km or more or the same shinkansen for 100km or more.</p> <p>* When taking the shinkansen for 600km or more without changing trains, it is possible to make an expenditure for green car fare. Please mention this when you make an application.</p> <p>(3) Express fare / reserved seat fare</p> <p>(4) For use of airplanes, actual expenses for economy class</p> <p>*It is possible to make expenditures for business trips to the Hokkaido, Shikoku, Kyushu, or Okinawa regions or when it is more economical to go by airplane rather than by train.</p> <p>*For ship fare, it is possible to make expenditures for classes equivalent to first class if the distance traveled by ship is 600km or more.</p>	<p>amount you found by searching on the Internet, etc.</p>
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(3) Overseas Business Trips

Transportation Expenses	Accommodation Expenses (Per Night)
<p>(1) Transportation fares from a place within Japan to (from) the airport (excluding the zone in which commuter pass can be used)</p> <p>(2) Actual expenses for airfares (in principle, actual expenses for economy class) (*1) (including taxes and service charges imposed by the governments of each country or airports, special fees for air travel insurance, and special additional fuel charges)</p> <p>(3) Actual expenses for ship and rail fares (*2)</p>	<p>Provision of actual expenses up to a limit of 22,500 yen</p>

*1 For professors and associate professors, expenditure is possible for the class one beneath the highest class (business class) 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 one section of the flight (refers to the flight leg from the place where the plane was boarded to the place where you change planes or to the final destination)
- (ii) You have contacted, by e-mail or in writing, the department handling the relevant research funds and let them know the airfare for the tickets you plan to purchase, and obtained the department's approval, in advance.
- (iii) You will purchase the tickets for a moderate price after selecting them by an economical and reasonable method, such as using Meiji University Support or an airline's discount service.

*2 When the different classes are divided into 2 classes, actual expenses will be for the class equivalent to the higher class. When they are divided into 3 or more classes, actual expenses will be for the class equivalent to the class one beneath the highest class.

(4) Use of Rental Cars and Taxis

Expenditure is possible only in cases when there was an unavoidable reason for use. Please consult in advance and submit a written statement of the reason. As for the system for securing amounts exempt from automobile and property damage (CDW), please note that there are cases in which expenditures cannot be

made due to the type of public research funds (GCOE, etc.).

(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 planned amount of time. etc.

4. Criteria for Daily Allowance Expenditures

- (1) Expenditures for daily allowances will be made as expenses for allocating funds for such things as meal costs at the destination and transportation expenses for getting around at the destination.
- (2) Expenditures from research funds (direct expenses) cannot be made for daily allowances on days when research is not conducted (days off, etc.)

Area of Business Trip	Daily Allowance (Per Day)
(1) Within Japan, less than 31km away	Provision in the same way as that for trips within Japan and 31km or more away, only if the trip is on a day off.
(2) Within Japan, 31km or more away	[Professor, Associate professor] 3,800 yen [Full-time lecturer, Assistant professor] 3,300 yen [Research Assistant] 3,000 yen *For daily allowances for people other than the above, refer to the table “Daily Allowances for People Other Than Full-Time Faculty Members.”
(3) Outside Japan	[Professor, Associate professor] 7,200 yen [Full-time lecturer, Assistant professor] 6,700 yen [Research Assistant] 6,200 yen *For daily allowances for people other than the above, refer to the table “Daily Allowances for People Other Than Full-Time Faculty Members.”
* When research is being conducted abroad, (2) above will be applied for business trips within the country where such research is being conducted.	

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

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, lecturer)
3. Lecturer serving simultaneous posts	
4. Collaborative researcher, post-doctor	Provided equivalent to that for full-time lecturer and assistant professors.
5. Special researcher from the Japan Society for the Promotion of Science (SPD, PD, RPD)	
6. Researcher in the Global COE doctoral course	
7. Research supporter	Provided equivalent to that for a research assistant.
8. Special researcher from the Japan Society for the Promotion of Science (DC2, DC1)	

9. RA	
10. Person belonging to another university	The University's qualifications will be applied and provision made in accordance with the qualifications of the other university.
11. Person who does not fall under any of the above 1 through 10.	Provided equivalent to the qualifications to which a Research Representative or a Co-Researcher considers as being comparable.
12. Other	If a case arises in which a person holds multiple positions and the criteria for provision differ, provision will be made equivalent to the qualification for the highest amount.

[Points to Note]

- (i) Of research promoters and research assistants, those who have concluded an employment contract with the University under which salary is in the form of hourly wages will be provided either daily allowances or salary. When daily allowances are provided, please write "business trip" in the service hours section of the Daily Report of Research Pursued.
- (ii) When a part-time job payment is provided instead of daily allowances, please state that fact in the Application for Research Business Trip Travel Expenses.
- (iii) If the daily allowance is reduced or unnecessary, please state that fact in the section for comments and write the amount of the reduction in the monetary amount section.

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

Please consult us in advance when a researcher will be invited for the duty of a lecture or as a panelist, etc. In the event that remuneration will be paid to an invited person (refer to page 39), if transportation expenses and accommodation expenses are paid directly to the invited person those amounts will also be subject to withholding tax. To the extent possible, please make arrangements through a travel agency, etc. and make the expenditure as "payment to a vendor." If cooperation with research is requested on a temporary basis, an application for business trip travel expenses will be made for the researcher as a "Research Collaborator."

Invited from:	Criteria for Expenditure of Transportation Expenses	Actual Accommodation Expenses (Per Night)
Within Japan	(1) Fares * For JR fares, a round-trip discount will be applied. (2) Reserved seat special express fare * It is possible to make an expenditure when taking the same express train for 80km or more or the same shinkansen for 100km or more. * When taking the shinkansen for 600km or more without changing trains, it is possible to make expenditures for green car fare. Please mention this when you make an	Actual expenses up to a maximum of 15,000 yen

	<p>application.</p> <p>(3) Express fare / reserved seat fare</p> <p>(4) For use of airplanes, actual expenses for economy class</p> <p>*It is possible to make expenditures for business trips to the Hokkaido, Shikoku, Kyushu, or Okinawa regions or when it is more economical to go by airplane rather than by train.</p> <p>*For ship fare, it is possible to make expenditures for classes equivalent to first class if the distance traveled by ship is 600km or more.</p>	
Outside Japan	<p>(1) Fare from (to) the airport</p> <p>(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 special additional fuel charges)</p>	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) 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 one section of the flight (refers to the flight leg from the place where the plane was boarded to the place where you change planes or to the final destination)
- (ii) You have contacted, by e-mail or in writing, the department handling the relevant research funds and let them know the airfare for the tickets you plan to purchase, and obtained the department's approval, in advance.
- (iii) You will purchase the tickets for a moderate price after selecting them 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 be sure to clearly write "Meiji University, your academic department, etc., and the name of the purchaser" as the address for invoices, delivery			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	N o t e s				
			Application for a Short-Distance Business Trip	Application for Research Business Trip Travel Expenses	Application for Research Business Trip Travel Expenses	Application for Invited Travel Expenses	Program from academic conference, etc. (a copy is okay)	Notice about holding the academic conference, etc. (a	Research Business Trip Report	Invited Report	Certificate of Use of Facilities	Document proving arrival at location	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	Receipt for accommodation expenses, breakdown of	Invoice for train fare, statement of delivery, estimate	Receipt for train fare, breakdown of expenses	Statement of reason to the University president					
Business Trip by a University Researcher (Legend) ◎: Necessary for all research expenses ○: Necessary for research expenses other than specified individual research expenses □: Necessary for any research expenses for other than the specified individual △: One of the documents is necessary for all research expenses																											
Short distance (Less than 31km)	Business trip for a survey, etc.		Before the trip	◎																			Short-distance business trips are only those in which the person returns the same day.				
			After the trip																								
	Presentation made		Before the trip	○			○																				
			After the trip																								
	No presentation made		Before the trip	○				○																			
			After the trip																								
W i t h i n	O v e r n i g h t	Business trip for a survey, etc.	Before the trip	◎									△	△	*1								*1 If the itinerary is not listed in 11 or 12, 13 is necessary.				
			After the trip						○							◎											
		Presentation made		Before the trip	○			○						△	△	*1											
				After the trip						○							○										
		No presentation made		Before the trip	○				○					△	△	*1											
				After the trip						○							○										
	J a p a n	Business trip for a survey, etc.	Before the trip	◎										△	△	*1									*2 16 or 17 can be submitted after the trip. *3 If transportation by railroad or bus is used at the location outside Japan, 18 or 19 will be necessary.		
			After the trip						○							◎											
		Presentation made		Before the trip	○			○						△	△	*1											
				After the trip						○							○										
		No presentation made		Before the trip	○				○					△	△	*1											
				After the trip						○							○										
O u t s i d e J a p a n	Business trip for a survey, etc.	Before the trip		◎									△	△	*1			*2	*2								
		After the trip						○							◎	◎				*3	*3						
	Presentation made		Before the trip		○		○						△	△	*1				*2	*2							
			After the trip						○							○	○					*3	*3				
	No presentation made		Before the trip		○			○					△	△	*1				*2	*2							
			After the trip						○							○	○					*3	*3				

<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Please be sure to clearly write "Meiji University, your academic department, etc., and the name of the purchaser" as the address for invoices, delivery statements and receipts.</p> </div>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	N o t e s
	Application for a Short-Distance Business Trip	Application for Research Business Trip Travel Expenses (Within Japan)	Application for Research Business Trip Travel Expenses (Outside Japan)	Application for Invited Travel Expenses	Program from academic conference, etc. (a copy is okay)	Notice about holding the academic conference, etc. (a copy is okay)	Research Business Trip Report	Invited Report	Certificate of Use of Facilities	Document proving arrival at location	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,	Receipt for accommodation expenses, breakdown of expenses	Invoice for train fare, statement of delivery, estimate	Receipt for train fare, breakdown of expenses	Statement of reason to the University president	

Invited Researcher (Legend) ●: Necessary for all research expenses ○: Necessary for research expenses other than specified individual research expenses △: One of the documents is necessary for all research expenses

W i t h i n J a p a n	h o u s i n g	Airplane	Before the trip																			*4 This will be necessary when separately paying remuneration or fees for lectures, etc. to invited researchers. Please contact the Division of Research Advancement in advance.		
			After the trip																					
	R a i l r o a d o r b u s		Before the trip																					
			After the trip																					
o u t s i d e	h o u s i n g	Airplane	Before the trip																					
			After the trip																					
	R a i l r o a d o r b u s		Before the trip																					
			After the trip																					
J a p a n	o u t s i d e	Airplane	Before the trip																					
			After the trip																					

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

Taxi	Before the trip																						*5	*5 Please submit 20, 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).
	After the trip																							
Rental car	Before the trip																						*5	
	After the trip																							

【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)

If you are a University full-time faculty member, specially-appointed faculty member, or visiting faculty member, please submit an application to the appropriate place in your department, etc. in advance, and then submit it to the Division of Research Advancement after it has been approved by the head of your department. If you are not one of these kinds of faculty members, please get the approval seal of the research representative in advance, and then submit it to the Division of Research Advancement. If you are the research representative, hold an additional position as a lecturer, or are a research promoter or guest researcher who belongs to the Organization for the Strategic Coordination of Research and intellectual Property, or a special researcher of the Japan Society for the Promotion of Science, please get the approval seal of the host researcher or the representative for the research funds where you are employed and then submit it to the Division of Research Advancement. For accommodation expenses within Japan, please fill in the amount at the time a reservation was made or when an Internet search was conducted, etc.

10. Document proving arrival at location

Please submit a receipt that states the name of the destination and the date, and a limited express ticket, train ticket, etc. 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, etc.

When the University is to pay a vendor, approximately three weeks will be necessary. 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, it is acceptable to submit one for only the outward trip.

15. Copy of passport

Please submit the portions with your facial photograph and the entry and exit immigration stamps. In the case of an invitation, it is acceptable to submit only the portions with your facial photograph and the entry immigration stamp.

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.

20. Statement of reason to the University president

Please submit a statement that gives the business trip's purpose, time period, destination, names of people taking the trip, and reason.

IV-1. Rates for Part-Time Work

Type of Work	Maximum Hourly Wage	Documents to be Submitted
General work assisting research	950 yen	(1) Report on Results of Work Record / Invoice
Work assisting research involving technology or skills related to specialized fields	1,300 yen	(2) Confirmation of content (filled out by the person who will do the part-time work)

[Things that must be confirmed before using a part-time employee]

(i) When using a part-time employee, it is necessary that all of the conditions of A. and B. below are met. In any other case a work contract will be necessary, so please refer to expenditure of remuneration (page 39).

A. A Researcher will direct and supervise the individual tasks involved in carrying out work.

B. A Researcher will prepare the materials and work implements.

(ii) Every fiscal year, before using the person who will do part-time work, please bring him or her to the Division of Research Advancement. We will explain the “Points to Note in Doing Part-Time Work” and have him or her fill out a “Confirmation of Content.” If for some unavoidable reason the person is unable to come (for example, he or she lives in a distant place), please contact the Division of Research Advancement and let us know the person’s contact information. We will send the person a document that lists the points to note.

<Excerpts of the Points to Note>

- The employer is Meiji University.
- Please do your work with a distinction between purposes, so that you do not confuse it with other research or classes, or assistance with seminars.
- Payment transfer of salary can only be made to the bank account of the person who did the part-time work.
- Aside from break hours during the period of working hours, please include hours other than those for work assisting with the designated research, such as hours attending classes, hours required for personal reasons, etc., in the number of excluded hours.

(iii) Expenditures of part-time job wages cannot be made for full-time faculty members of the University (including assistant professors and research assistants).

(iv) For people serving at the University as lecturers serving simultaneous posts, post-doctors, RAs, TAs, education assistant lecturers, or short-term contract employees, etc., it is not possible to make expenditures for part-time job wages that overlap their normal service in those service hours. If expenditure is to be made for part-time job wages, please write “Report on Work Record / Invoice” in the occupation section.

(v) 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 above the minimum wage.

<Reference>: Revised October 2011 (Tokyo: 837 yen, Kanagawa Prefecture: 836 yen)

<http://www2.mhlw.go.jp/topics/seido/kijunkyoku/minimum/minimum-02.htm#01>

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

- The Researcher should give sufficient consideration so that the part-time worker does not work on a

tight schedule or for long hours.

- If the number of hours actually worked in a day exceeds 6 hours, please give the part-time worker 1 hour of break time (that 1 hour will be unpaid).
- If a part-time worker is used, he or she cannot be made to work in excess of 40 hours (excluding break hours) in one week. Please also give him or her at least one day off every week.
- Please do not let the number of hours actually worked in a day exceed 8 hours. If, **for an unavoidable reason**, the number of hours actually worked in a day exceeds 8 hours, additional pay (for work hours in excess of 8 hours: 1.25 times the hourly rate; amounts less than 1 yen will be rounded off) will be provided.
- Please do not have the part-time worker work later than 10pm. If, **for an unavoidable reason**, he or she had to work later than 10pm, additional pay (for work hours after 10pm: 1.25 times the hourly rate; amounts less than 1 yen will be rounded off) will be provided.

If you have a lecturer serving simultaneous posts, a post-doctor, an RA, a TA, an education assistant lecturer, or a short-term contract employee, etc. do part-time work, the previously mentioned service hours and breaks will be treated as hours combining that person's service hours with the service hours of the part-time work.

- (vii) The University withholds a specified tax rate for income tax, irrespective of the duration of use of the part-time worker.
- (viii) Beginning in fiscal 2012, it is possible to make a separate expenditure for commutation allowance for a person doing part-time work. Provided, however, that this excludes people who are provided with money for a commuter pass, people enrolled in the university (they can receive it if their place of work differs from the university building where they attend classes), etc.
- (ix) Expenditures of remaining research expenses combined with personal funds cannot be made.

[Preparing a Report on Work Record / Invoice]

- (i) The person who did part-timework should fill this out every day after work is finished. For the content of research assistance duties performed, he or she should write the specific content of work so that it can be understood that it was assistance work related to the relevant research task. (Bad examples: research assistance duties, assistance with experiments, organization of materials, document collection and examination, same as above, etc.)
- (ii) The Researcher should check that there are no errors in any of the content filled out for item (i) above, and if there are errors please have the part-time worker correct them.
- (iii) Every month, after the last work is finished, the Researcher should check that there are no errors in any of the content, and then the person who did part-time work and the Researcher should write their names **by hand** and affix their seals in red ink.
- (iv) Expenditures for part-time work wages will be made based on the "Report on Work Record / Invoice." Please take care that there are no errors in entering the work record. In addition, please try to take research notes as materials to substantiate the work record.

[When having a foreign exchange student from outside the University do part-time work]

- (i) Please instruct the foreign exchange student to go to the immigration bureau and follow the procedures to apply for permission to conduct activities outside his or her status of residence. However, it is not necessary to obtain such permission for temporary activities that are not done as work, even if the student receives remuneration for such activities (remuneration, etc. for speeches, lectures, debates, or other similar activities).

[Submission]

- (i) Please submit it to the Division of Research Advancement every month promptly after the last work is finished. (Please consult the Division of Research Advancement in advance concerning work for March.)

IV-2. Employment of Research Promoters and Research Assistants

The University employs research promoters (collaborative researchers, post-doctors) and research assistants (RA, research technicians, assistant researchers) required for carrying out research. Such employment is done as a corporation, by appropriating all research funds for amounts paid for salaries, etc. and for social insurance premiums (the portion borne by the corporation). For details, please refer to “Provisions Related to Employment, Etc. of Meiji University Research Promoters and Research Assistants” on page 70.

If you would like to employ a research promoter or research assistant:

Please submit an application at least a month and a half before employing them.

If a research promoter or research assistant quits:

Be sure to let us know at least 2 weeks before the person’s employment will end.

V. Expenditure of Remuneration (For Lectures, Provision of Specialized Knowledge, Revision of English Text, Translation, Etc.)

Paid to:	Percentage of Withholding Tax	Documents to be Submitted
Individual (residing within Japan) * residing for 1 year or more	10%	(1) Request for Payment of Remuneration and Service Charges (2) Receipt (only when payment is made to an individual who does not have a bank account in Japan, or when payment is made on behalf of the University for an unavoidable reason)
Individual (non-resident)	20%	
Group	0%	(1) Request for Payment of Remuneration and Service Charges (2) Receipt (only when payment is made to a group that does not have a bank account in Japan, or when payment is made on behalf of the University for an unavoidable reason)
Vendor / Organization		(1) 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.

[Points to Note]

- (i) 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.
- (ii) For standard monetary amounts for lecture fees, remuneration for chairpersons, and remuneration for interpretation, please refer to page 75.
- (iii) For other remuneration (provision of specialized knowledge, etc.), please take the content into consideration, and make the remuneration an amount considered appropriate by social standards. Please make the basis of calculation something that can be explained at the time of an audit.
- (iv) If you need clarification as to what corresponds to monetary amount settings, remuneration, fees, etc., or if you want to make an expenditure for a remuneration gift (bookstore gift certificate, QUO card, etc.), please be sure to consult with us in advance.
 - (Ex.) Things that do not correspond to the remuneration, fees, etc. stipulated in Article 204 of the Income Tax Law
 - It is not necessary to withhold tax for things such as remuneration for replying to a questionnaire, or remuneration for test subjects.
- (v) Research assistants at the University cannot do work that is subject to service charges for payment, etc.
- (vi) When asking a foreign exchange student from outside the University to do work, please instruct the foreign exchange student to follow the procedures at the immigration bureau to apply for permission to conduct activities outside the status of his or her visa. However, it is not necessary to obtain such permission for temporary activities that are not done as work, even if the student receives remuneration for such activities (remuneration, etc. for speeches, lectures, debates, or other similar activities).
- (vii) In principle, the Research Representative, Co-Researchers, and Partner Researchers cannot receive

remuneration from research funds.

(viii) Expenditures cannot be made by combining remaining amounts of research expenses with personal funds.

(ix) For English text checking, etc., there is assistance provided by the Committee Supporting Transmission of Research Results to Overseas. For details, please make an inquiry to the Committee Supporting Transmission of Research Results to Overseas in the Office of Research Advancement and Intellectual Property (ext. 4282).

(x) Members of the Institute of Science and Technology are providing aid with checking English text (once per fiscal year). For details, please make an inquiry with the Ikuta Office of Research Advancement and Intellectual Property (ext. 7613).

(xi) Please note that if remuneration that includes transportation expenses is provided, the transportation expenses will be subject to taxation even if they are actual expenses.

VI. Copying of Materials, and Printing and Binding of Reports, Etc.

Monetary Amount, Etc. for One Instance or One Set	Documents to be Submitted
Purchase of the University's prepaid copy card for education research [Purchase Place] Surugadai: University Hall, 4F (Finance Section) Izumi: Building 1, 1F (Izumi Campus Section); Research Wing 1, 1F (reception desk) Ikuta: Central Building, 1F (Ikuta Campus Section) *When purchasing a copy card, please bring your seal (rubber seals and stamps, etc. cannot be used) to the purchase place.	(1) Application for Issue of Prepaid Copy Card for Education Research / Request for Research Expenditure (placed at the purchase places listed on the left), or a receipt
Exceeding 300,000 yen The University will procure.	(1) Request for Procurement (2) Sample (manuscript) (3) Written estimate
Things for which it is necessary to conclude a contract with the vendor, even if they are 300,000 yen or less The University will procure	(4) Completed report, etc. (only in the case of printing and book-binding a report, etc.; after it has been completed)
Things that are 300,000 yen or less and a contract does not have to be concluded with the vendor	(1) Written estimate, statement of delivery, and invoice; or receipt (2) Completed report, etc. (only in the case of printing and book-binding a report, etc.; after it has been completed) *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.

[Points to Note]

- (i) Please submit a receipt, invoice, statement of delivery, or written estimate that states the name of the printed item (in the case of copies, what was copied), the number of copies printed, etc.
- (ii) For copy cards, expenditure is possible only for the portion used within the relevant fiscal year. (For official research funds, etc. in particular, please keep a record of actual use and save the record.) Please also ascertain which research funds purchases were made from, and use copy cards according to their respective purposes.
- (iii) There are some official research funds for which the purchase of copy cards is not allowed. Please be careful about this point.
- (iv) If the price for one incident exceeds 300,000 yen, or if it is necessary to conclude a contract with the vendor even if the price is 300,000 yen or less, the Researcher cannot place an order directly with the vendor.
 The University will refer to the "Request for Procurement" (filled in with such things as size, number of copies, expected number of pages, whether or not there is color), the sample, and the written estimate, select a vendor, and place the order.
- (v) If the price for one incident is 300,000 yen or less and a contract does not have to be concluded with the vendor, when selecting a vendor, please try to use research funds efficiently and do not make an arbitrary selection.
- (vi) For matters where there is a possibility of secondary use (when there is a possibility of secondary use of a

map, design, logo, prose, etc. taken from a poster, flyer, pamphlet, etc. that has already been created), be sure to consult with us in advance because problems may arise concerning issues related to copyrights.

(vii) Expenditures cannot be made for publication costs of books to be sold commercially.

VII. Commissioning Work to Vendors (Measurement, Component Analysis, Data Entry, Commission of Surveys, Etc.)

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

Monetary Amount for One Instance	Documents to be Submitted
Exceeding 300,000 yen <u>The University will procure</u>	(1) Request for Procurement (2) Written estimate (3) Specifications (something from which details such as the content of work, duration, deliverables, etc. can be understood) <u>*When the monetary amount for one incident is more than 800,000 yen, in addition to the documents of (1) through (3) above, after commission is finished a statement of delivery, the deliverables, and a report, etc. will be necessary in order to undergo an inspection based on the procurement provisions of the Izumi/Ikuta campus section or the finance division.</u>
Things that are 300,000 yen or less and that require conclusion of a contract <u>The University will procure</u>	(1) Written estimates (from at least 2 companies) [Note (iii)] (2) Statement of delivery and invoice (or receipt) (3) Document such as specifications, etc. by which the content of work commission can be understood (4) Deliverables (report on measurement, analysis, etc.)
Things that are 300,000 yen or less and that do not require conclusion of a contract	(1) Written estimates (from at least 2 companies) [Note (iii)] (2) Statement of delivery and invoice (or receipt) (3) Document such as specifications, etc. by which the content of work commission can be understood (4) Deliverables (report on measurement, analysis, etc.)

[Points to Note]

- (i) Please submit a receipt, invoice, statement of delivery, or written estimate that states the content of work commission, such as details of work, duration, deliverables, etc.
- (ii) If the price for one incident exceeds 300,000 yen, or if it is necessary to conclude a work commission contract even if the price is 300,000 yen or less, the procurement section will refer to the submitted documents, select a vendor, and place the order. The Researcher cannot place an order directly with the vendor. If it is necessary to specially assign details of work, duration, deliverables, or vendor, please fill in completely the reasons, etc. for that necessity in the “Request for Procurement” and the “Specifications” and then submit the documents.
- (iii) If it is necessary to specially assign a certain vendor, please submit a statement of the reason for the special assignment (free format) and a written estimate from the specially assigned vendor. When selecting a vendor, please try to use research funds efficiently and do not make an arbitrary selection.
- (iv) If the price for one incident is more than 800,000 yen, an inspection will be made based on the procurement provisions of the Izumi/Ikuta campus section or the finance division.

VIII. Expenditure for Costs Related to Mailing Documents, Etc. and Transporting Packages

Content	Documents to be Submitted
Mailing documents, materials, etc. necessary for carrying out research	(1) Invoice or receipt (2) Document from which the address and the content can be understood (not necessary for specific individual research funds)

[Points to Note]

- (i) Whenever stamps or postcards are to be used for mailing, please purchase the number that will be used. Expenditures from research funds are limited to the amount used for the relevant research task. They cannot be used for mailing goods that are not directly related to research, stamps for congratulatory or condolence correspondence, New Year's postcards, etc. It is also not possible to keep leftover stamps or postcards as stock and use them in the next fiscal year or afterward.
- (ii) In principle, mail is to be sent from and to the research office. You cannot send mail from the research office to your home, or from outside Japan (including while on a business trip) to your home.

Content	Documents to be Submitted
Transporting, etc. documents, materials, etc. necessary for carrying out research	(1) Invoice or receipt (2) Document from which the address and the content can be understood (not necessary for specific individual research funds)

[Points to Note]

- (i) Expenditures from research funds for transport costs are limited to transport necessary for the relevant research task. Please note that expenditures cannot be used for transport of goods, etc. that are not directly related to research.
- (ii) In principle, transport is to be made from and to the research office. You cannot have things transported from the research office to your home, or from outside Japan (including while on a business trip) to your home.

IX. Expenditures Related to Equipment Rental, Rental of Rooms for Meetings, Etc.

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	(1) Request for Procurement (2) Product Catalog (3) Written Estimate
Things for which a lease contract is to be concluded	
Things other than the above	(1) Written estimate, statement of delivery, invoice [Note (ii)]
When a room for a meeting is to be rented within the University	Submission of a separate application form is necessary. [Note (iii)]

[Points to Note]

- (i) In the case of rental of equipment that does not involve a contract and for which the annual amount exceeds 300,000 yen, or for things for which a lease contract is to be concluded, the procurement section will refer to the submitted documents, select a vendor, and place the order. Please note that the Researcher cannot place an order directly with the vendor. Please also note that when a lease contract is concluded it cannot be terminated during the term of the contract.
- (ii) In cases other than (i), when selecting a vendor, please try to use research funds efficiently and do not make an arbitrary selection. For equipment rental that costs more than 200,000 yen, please get “written estimates” from at least 2 companies and submit them. (If it is necessary to specially assign a certain vendor, please submit a statement explaining the reason why and a written estimate from the specially assigned vendor.)
- (iii) When renting a room for a meeting within the University is to be rented for the purpose of holding a research seminar, or research presentation, etc. in relation to the research task, please consult with us in advance. If fees for participation, etc. will not be charged, it is possible to use a room at no charge. Please submit a notice about the event, or a poster, etc.
- (iv) If the price for rental or lease of equipment that does not involve a contract is more than 800,000 yen for one incident, an inspection will be made based on the procurement provisions of the Izumi/Ikuta campus section or the finance division.

X. Repair of Equipment (excluding specific individual research funds)

Monetary Amount	Documents to be Submitted
Exceeding 300,000 yen [Note (ii)]	(1) Request for Procurement
300,000 yen or less [Note (iii)]	(1) Written estimate, statement of delivery, invoice (or receipt) (2) Document by which the name of the repaired item can be understood

[Points to Note]

- (i) Expenditures from specific individual research funds cannot be made for repair expenses. Please consult with us if you want to repair equipment that was purchased using specific individual research expenses.
- (ii) If repair expenses will exceed 300,000 yen, the Procurement section or the Izumi/Ikuta campus section will refer to the submitted documents, select a vendor, and place the order. The Researcher cannot place an order directly with the vendor.
- (iii) If repair expenses will be 300,000 yen or less, please select a vendor and have repairs made. When selecting a vendor, please try to use research funds efficiently and do not make an arbitrary selection.

XI. Other (Expenditures that Do Not Fall Under I. Through X.)

1. Expenses for Meetings (Expenditures for costs of light refreshments and boxed meals for meetings, etc. required for carrying out research)

Content	Documents to be Submitted
Costs of light refreshments and boxed meals for meetings, etc. required for carrying out research	(1) Application for Expenses for Meetings (2) Statement of delivery, invoice or receipt, and statement of details

[Points to Note]

- (i) Expenditures cannot be made from specific individual research funds or research institution research funds.
- (ii) When using expenses for meetings, please try to use research funds efficiently and make expenditures considered appropriate by social standards.

2. Fixtures Needed for Maintaining a Research Base

(Only for projects supporting formation of a private university strategic research base)

Name of Expense Item (within the University)	Content	Documents to be Submitted
Equipment and fixtures for education research Reserve stock Other disposables	Fixtures needed for maintaining a research base [Note (i)]	/

[Points to Note]

- (i) When fixtures are necessary, please be sure to consult with us in advance. Purchase is possible only if, after checking the stock within the University, it is found that the fixtures are not in stock.
- (ii) There are cases in which purchases can be made using research support expenses, commissioned or collaborative research donations from corporations, or academic research promotion donations. For details, please make an inquiry to the Division of Research Advancement.

3. Fees for Participating and Registering in Academic Conferences

Content	Documents to be Submitted
Fees for participating and registering in academic conferences	(1) Invoice or receipt (certificate of receipt of money transfer is acceptable) (2) Notice about the event that states the schedule and the fees for participation and registration [Note (i)]

[Points to Note]

- (i) Please be sure to submit not only an invoice or a receipt, but also a document from which the breakdown of expenses for participating in the academic conference can be understood (an invoice with details, a notice that states the participation fees, etc.).
- (ii) If, in addition to fees for participating in the academic conference, expenditure is made for expenses for social gatherings, costs for lunch, etc., expenditure will be made only for the participation fees with these other expenses excluded.

(iii) Expenditures for travel expenses and participation fees for academic conference trips must be made from the same research funds.

4. Annual Fees for Academic Societies (Only for specific individual research funds, research support expenses)

Content	Documents to be Submitted
Annual fees for academic societies that the Researcher belongs to [Note (i)]	(1) Invoice or receipt (2) Notification from the academic society in relation to collection of its annual fees, or a substitute document [Note (iii)]

[Points to Note]

- (i) In principle, annual fees will be expenditures for expenses incurred in the current fiscal year. However, only for specific individual research expenses, even if the period straddles two academic years (ex: 1/1 – 12/31), expenditures can be made if it is necessary to make payment during the relevant fiscal year (this applies only to people who will still be employed by the university in the next fiscal year). Please consult with us in advance about research support expenses.
- (ii) For annual fees for the following fiscal year (the term begins on or after 4/1) for which the payment date is designated for within the current fiscal year, for specific individual research funds only, expenditure is possible for people who will still hold a position at the University in the following fiscal year.
- (iii) Please be sure to submit not only an invoice or a receipt, but also a document from which the breakdown of expenses for the academic society can be understood (an invoice with details, a notice that states the annual fees, etc.).
- (iv) If academic society fees have been paid for multiple fiscal years, please submit a document 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.
- (v) There are cases in which purchases can be made using indirect expenses, commissioned or collaborative research donations from corporations, or academic research promotion donations. For details, please make an inquiry to the Division of Research Advancement.

5. Other Cases When Expenditures are to be Made for Expenses Necessary for Conducting Research

Content	Documents to be Submitted
Expenses necessary for conducting research	(1) Statement of Reason [Note (i)]

[Points to Note]

- (i) Please be sure to submit, in advance, a “Statement of Reason” by which it can be understood that the expenses are necessary for conducting research. 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” (page 50).

(ii) Expenditure is possible only when expenditure from the relevant research fund has been approved based on the Statement of Reason.

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, such as Grants-in-Aid for Scientific Research of Ministry of Education, Culture, Sports, Science and Technology, or by local public organizations, etc., research funds from outside the University for funded 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.

(Responsibilities of Researchers, Etc.)

Article 3

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.

(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 (1971 Provision No. 39) and the Meiji University Provisions for Full-Time Employee Trip Expenses (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 Chief Administrator shall be assigned by the University president.
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 Overall Manager shall be assigned by the vice president designated by the University president.
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 be responsible for the management and operation of research funds at each of the organizations of the University.
2. Organization Managers shall be assigned by the heads of the Headquarters for Research Planning and Advancement, the Intellectual Property Headquarters for the Utilization of Research, the Research Institute of Social Sciences, the Research Institute of Humanities, and the Research Institute of Science and Technology.
3. Organization Managers shall conduct monitoring of the state of use of research funds by Researchers, etc. in each organization. When necessary, Organization Managers shall report the results of such monitoring to the Overall Manager, and strive to promote the plans to prevent impropriety as stipulated in Article 8.
(Plans to Prevent Impropriety)

Article 8

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.
(Audits)

Article 9

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.
(Establishment of a Liaison for Notifications and Consultations)

Article 10

1. The Chief Administrator shall establish a liaison in the Division of Research Advancement, in order to receive reports and consultations from within and outside the University in relation to improper conduct in research activities, such as improper use of research funds, etc.
2. Reports and consultations for improper conduct in research activities as stipulated in Article 10.1 shall be handled according to provisions related to the handling of reports on improper conduct in research activities (Fiscal 2007 Provision No. 42).
(Training, Etc.)

Article 11

In order to have Researchers, etc. be aware of the importance of their responsibilities, strive to increase their consciousness of it, and prevent improper conduct in research activities, such as improper use of research funds, the Chief Administrator shall conduct necessary training, etc.
(Clerical Work)

Article 12

Clerical work related to these provisions shall be done by the Division of Research Advancement.
(Revision or Elimination of Provisions)

Article 13

If these revisions are to be revised or eliminated, such revision or elimination must be discussed at the Council of the Organization for the Strategic Coordination of Research and Intellectual Property.

Supplementary Provision (Fiscal 2007 Provision No. 41)

These provisions are effective beginning November 8, 2007.
(Official Notice No. 1606)

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 2011 Provision No. 3)

These provisions are effective beginning May 26, 2011.

(Official Notice No. 2015) (Note: Revised pursuant to a name change of the Intellectual Property Headquarters for the Promotion of Social Collaboration.)

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

Formulated November 7, 2007

Fiscal 2007 Provision No. 42

(Purpose)

Article 1

The purpose of these provisions is, in relation to improper conduct in research activities at Meiji University (hereinafter referred to as the “University”), to stipulate appropriate ways of handling reports from both within and outside the University, thereby striving to discover improper conduct as soon as possible and rectify it, which will contribute to promotion of trouble-free 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) Dishonest use of research funds: Conduct that uses a fictitious transaction to cause a vendor, etc. to manage money held, conduct of using a false application in order to expend research funds for remuneration or salary, expenses for goods, travel expenses, etc.
- (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 and manipulating research materials, research equipment, or the research process
- (4) Plagiarism: In relation to use of another researcher’s idea, sample, method of analysis or observation, research results, research paper, or terminology, conduct of misappropriating it without receiving such researcher’s consent or making appropriate indication

(Place for Receiving Reports, Etc.)

Article 3

A liaison shall be established in the Division of Research Advancement, in order to handle reports and accusations from both within and outside the University in relation to improper conduct in research activities at the University (hereinafter referred to as “Reports, etc.”) and consultations about Reports, etc.

(Reception of Reports, etc.)

Article 4

1. Reports, etc. shall be received by telephone, document, facsimile, e-mail, or meeting, etc.
2. A person who has received a Report, etc. at the liaison shall confirm 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 research activity improper conduct, and rational reasons, etc. why such

conduct is alleged to be improper

3. In principle, Reports, etc. for which the matters stipulated in the items of Article 4.2 cannot be confirmed will not be accepted. However, this shall not apply if making an anonymous Report, etc. is found to be appropriate at the liaison.
4. When a Report, etc. has been accepted at the liaison, the head of the Division of Research Advancement must promptly report it to the University president.
(Prevention of Reports, etc. based on Malicious Intent)

Article 5

In order to prevent false Reports, etc. based on malicious intent, a person who has received a Report, etc. at the liaison shall inform the Reporter of the following matters.

- (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. In principle, the University president shall designate the head of the division to which the Accused belongs as the person responsible for carrying out the preliminary investigation stipulated in Article 6.1 (hereinafter referred to as the "Preliminary Investigator").
3. In carrying out the preliminary investigation, the Preliminary Investigator can request the cooperation of the Reporter, the Accused, and other relevant people.
4. A Reporter or other person whose cooperation has 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.
5. 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 6.5 the University president will promptly decide whether or not to carry out an actual investigation of the Report, etc. in question.

2. When the University president has decided, based on the provision of Article 7.1, to carry out an actual investigation, he must promptly notify the Reporter and the Accused and report to the Board of Trustees.
3. When the University president has decided, based on the provision of Article 7.1, not to carry out an actual investigation, he must notify the Reporter and the Accused (as for the Accused, only if he or she was asked to cooperate in the investigation under the provision of Article 6.3) of such decision as well as the reason.
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 Accused.
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) People designated by the University president from among the heads of departments and the head of the graduate school: Up to 2 people
 - (3) Person designated by the University president from among the members of the Council of the Organization for the Strategic Coordination of Research and Intellectual Property (hereinafter referred to as the “Organization Council”): 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 2 people
3. People who have a direct interest in the Reporter or the Accused cannot become members 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. The Investigation Committee will investigate and make findings as to whether or not the Accused did improper conduct in research activities, based on questioning, etc. of the Reporter, the Accused, and other related parties.
2. For conducting the actual investigation, the Investigation Committee can ask the Reporter, the Accused, or other related parties for necessary cooperation, such as the submission of relevant materials.
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 Investigation)

Article 10

1. During the period from the date of deciding to conduct the actual investigation until a report is received from the Investigation Committee on the investigation results, the University president can cease expenditure of research funds for the Accused for the research for which there was a Report, etc.
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. When there has been a motion of Article 13.1, the University president shall carefully review the content of the motion, and if necessary order the Investigation Committee to conduct a new investigation.
3. The provisions of Article 12 shall apply correspondingly to a new investigation of Article 13.2.

(Public Announcement and Disciplinary Action for Improper Conduct)

Article 14

If as a result of the actual investigation the University president judges that there was improper conduct in research activities, he shall publicly announce it and, after taking the necessary procedures based on University regulations such as the Meiji University Faculty Provisions and the Meiji University Faculty Member and Administrative Staff Employment Provisions, apply to the Board of Trustees for necessary disciplinary action.

(Corrective Measures)

Article 15

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 16

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 17

Faculty members, etc. conducting work related to these provisions must not divulge to any other parties information learned in their duties. Such faculty members, etc. shall continue to have this obligation even after leaving their position.

(Clerical Work)

Article 18

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

(Revision or Elimination of Provisions)

Article 19

If these revisions are to be revised or eliminated, such revision or elimination must be discussed at the Council of the Organization for the Strategic Coordination of Research and Intellectual Property.

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.)

Meiji University Social Collaboration 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 “social collaboration” 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 social collaboration activities, the University hereby stipulates the “Meiji University Social Collaboration 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 social collaboration 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

Social collaboration 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 social collaboration 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 motivation for ideas and research that are abundant with the freedom and ingenuity of faculty members, etc. Accordingly, faculty members, etc. who carry out social collaboration 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 social collaboration activities are not hindered.

Further, information will be provided on the University's social collaboration 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 social collaboration 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 Social Collaboration Policy, the University positions “social collaboration” 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 social collaboration activities, which are considered the third mission of the University, firmly establish society's trust and opinion of the University that have been cultivated thus far, and work together cooperatively.

On the other hand, promoting social collaboration 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 social collaboration 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 social collaboration 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 social collaboration 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 social collaboration 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 property

- 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 social collaboration 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 social collaboration 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 social collaboration 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 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 scientific research aid projects, 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 and Intellectual Property Office of the Research Promotion Division, and the plan will be put to deliberation by a meeting of the Organization for the Strategic Coordination of Research and Intellectual Property (hereinafter referred to as an “Organization Meeting”) 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 Office of Research Advancement and Intellectual Property (in the next item referred to as the “Research and Intellectual Property Office Director”) must report the results of use of indirect expenses for the previous year at an Organization Meeting by the last day of June each accounting year.
2. After making the report of Article 9.1, the Research 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 9.2, 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 Division of Research Advancement 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 Meeting.

Supplementary Provision (Approved at a meeting held on June 26, 2009 by the Organization for the Strategic Coordination of Research and Intellectual Property)

These internal regulations are effective beginning June 27, 2009.

Supplementary Provision (Approved at a meeting held on March 7, 2011 by the Organization for the Strategic Coordination of Research and Intellectual Property)

These internal regulations are effective beginning March 8, 2011.

Supplementary Provision (Approved at a meeting held on February 27, 2012 by the Organization for the Strategic Coordination of Research and Intellectual Property)

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 scientific research fund aid projects 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.
2. These arrangements are based on the laws, etc. below, and research representatives and people handling portions of research 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 to Enforce the Act on Regulation of Execution of Budgets Pertaining to Subsidies, etc. (Government Order No. 255 of 1955)
 - (3) Regulations for Handling Grants-in-Aid for Science Research (Ministry of Education Notice No. 110 of 1965)
 - (4) Outline for Handling Grants-in-Aid for Science Research (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) Main Points for Handling Science Research Fund Aid Projects (Academic Research Aid Fund Grants) (Regulation No. 19 of 2011)
 - (7) Office work, etc. that should be conducted by individual research organizations for using scientific research fund subsidies, office work, etc. that should be conducted by individual research organizations for using scientific research fund aid projects (academic research aid fund grants), rules for using Ministry of Education, Culture, Sports, Science and Technology researchers (supplementary conditions), rules for using Japan Society for the Promotion of Science researchers (supplementary conditions), and rules for using scientific research fund aid project (academic research aid fund grant) researchers (grant conditions)

(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 the person responsible for handling Kakenhi, and heads of the Research and Intellectual Property Office and the Ikuta Research and Intellectual Property Office shall be responsible for management of office work related to Kakenhi.

(Responsibilities of Research Representatives, etc.)

Article 4

1. Research representatives and people handling a portion of research 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 people handling a portion of research 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 people handling portions of research 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 or indirect expenses
- (3) Receiving donations from researchers of facilities, equipment, or books (hereinafter referred to as "Facilities, etc.") that such researchers purchased using direct expenses and, if such researchers belong to another research organization, they should be returned to such researchers if so requested
- (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 finance division.

(Direct Expenses)

Article 8

1. Research representatives and people handling a portion of research 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 people handling a portion of research
- (4) Other expenses for which it would be appropriate to use indirect expenses

(Scope of Facility and Equipment Expenses)

Article 9

1. Of expenses for goods for indirect expenses (facility and equipment expenses, expenses for consumables), facility and equipment expenses refer to the tangible fixed assets stipulated in Article 28.2 of the Meiji University Accounting Regulations and books for which the price of one book or one set is JPY 30,000 or more. All things other than facility and equipment expenses will be considered expenses for consumables.

2. When a person intends to purchase a tangible fixed asset stipulated in Article 9.1, such purchase shall be made based on the Meiji University Procurement Regulations.

(Asset Registration)

Article 10

When the facilities and equipment or books stipulated in Article 9 have been purchased, they are to be registered as assets according to the provisions of Article 9 of the Meiji University Regulations on Managing Fixed Assets and Goods and Article 9 of the Meiji University Regulations on Managing Library Books.

(Expenditure of Direct Expenses)

Article 11

When a research representative or a person handling a portion of research makes an 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 12

After receiving a grant, the research representative must immediately transfer indirect expenses to the University.

(Expenditure of Indirect Expenses)

Article 13

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

(Transfer of Interest)

Article 14

Research representatives and people handling a portion of research must transfer to the University any interest generated from direct expenses managed by the University.

(Other)

Article 15

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.

**Provisions Related to Employment, Etc. of Meiji University Research Promoters
and Research Assistants**

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 assistants required for carrying out research.
2. These provisions shall apply to research using the Grants-in-Aid for Scientific Research, collaborative research with various external organizations, and funded research commissioned 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) Collaborative researchers
 - (2) Post-doctors
 - (3) Researcher in the Global COE doctoral course
 - (4) Visiting researchers
2. In these provisions, “research assistant” 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 collaborative researchers shall be people who have obtained a doctorate degree and are 35 years of age or older at the time of employment, or people who have the advanced and specialist knowledge and abilities required for carrying out the relevant research.
2. People who can be post-doctors shall be people who have finished a doctorate course and obtained a doctorate degree (in the fields of social science 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, and at the time of employment are less than 35 years of age.
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 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”)

5. Of Article 3.4(2), people who can be visiting researchers at the University as JSPS Special Researchers are limited to special researcher PDs and special researcher SPDs.

(Qualifications for Research Assistants)

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, etc., and who are 35 years of age or older at the time of employment.

3. People who can be assistant researchers are people who have the abilities required for assisting with the relevant research.

(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 Property (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 involving the applications of Article 5.1 and 5.2 shall be discussed by the Council of the Organization for the Strategic Coordination of Research and Intellectual Property, and the Organization Head shall put the matter to a meeting of the department heads and obtain approval for it.

(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 post-doctors and RAs shall be limited to five (5) years or less from the first date of employment, and renewals for researchers in the Global COE doctoral course shall be limited to three (3) years or less from the first date of employment.
(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 post-doctors stipulated in Article 2.1(2), the Corporation shall provide the Salary etc. for post-doctors approved 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 post-doctors 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 Property.
(Designation)

Article 11

Designations for research promoters and research supporters shall be the relevant designation 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)

**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 interpretation 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.

Internet Inquiries about the State of Research Expenditures Being Carried Out

Internet inquiries can be made about the state of research expenditures being carried out (only by University full-time faculty and lecturers holding other posts).

The state of research expenditures being carried out reflects expenditures for which the division responsible has entered and processed slips. Therefore, please understand in advance that the numbers may be changed when there are revisions to the slips.

In addition, please understand in advance that pursuant to University procurement provisions, for things that are being requested for procurement, expended monetary amounts are changed at each stage from the procurement request until delivery.

[Operation Procedures for Internet Inquiries]

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

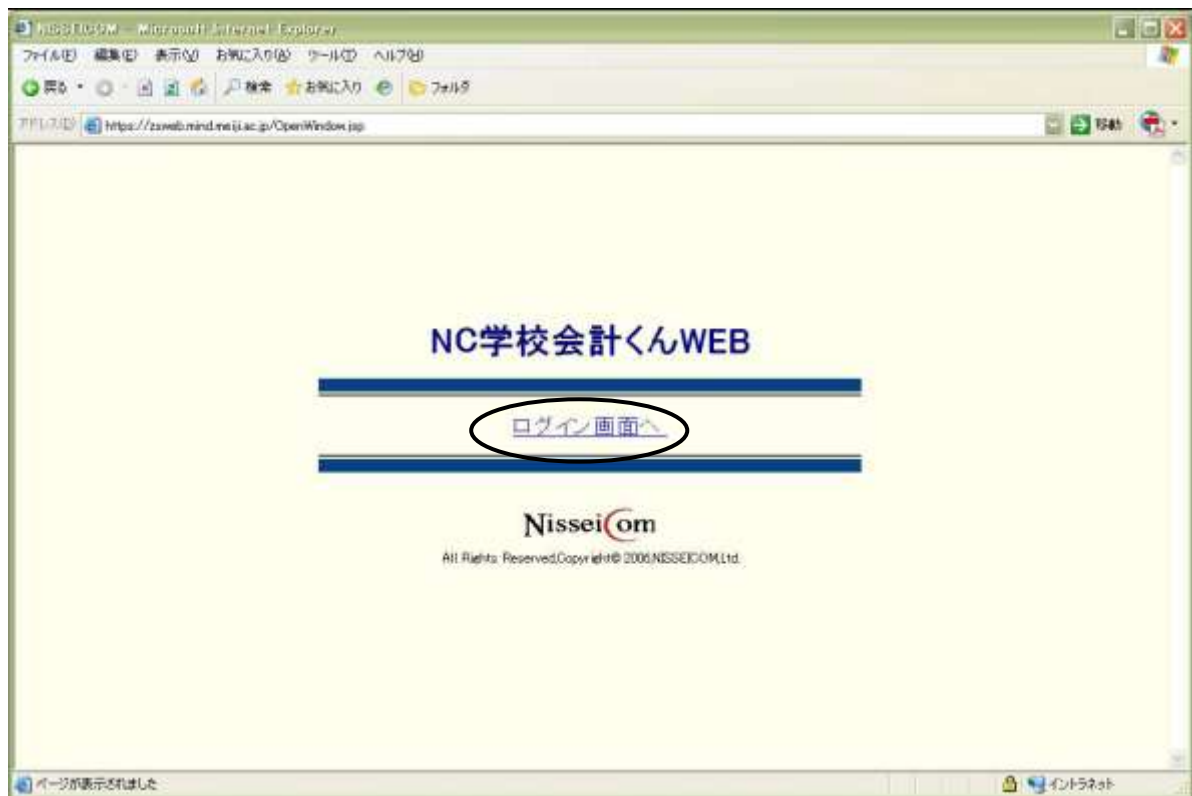
(ii) The Meiji University ID Authentication System will be displayed. Input your faculty number and your password, and click on “Submit.”


* To check your password the first time or if you have forgotten your password, please inquire at the office of the department you belong to, etc.



The screenshot shows a web browser window with the URL https://zswb.mind.meiji.ac.jp/index.jsp. The page title is "明治大学共通認証システム" (Meiji University ID Authentication System "Kyotai-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 page features the Meiji University logo on the left and a login form on the right. 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). Below these fields are two buttons: "送信 Submit" and "クリア Clear". At the bottom of the form is a button labeled "パスワード変更 Change your password". Below the login form is a "お知らせ" (Notice) section with a red warning message: "※ 毎朝AM0:00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。" (Note: From 00:00 to 04:00 AM every morning, data backup work is performed, so password changes are not possible. However, other operations are not affected.)

(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 division in charge of the project.

“Purpose” is the designation 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 have been registered by Research Representatives or Co-Researchers.

* “Amount Expended” reflects expenditures for which the division responsible 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.)

The screenshot shows a software window titled 'プロジェクト' (Project) with the following data:

項目	予算額	執行額	予算残高	執行率
物品費	200,000	7,907	192,093	3.98%
給費	600,000	471,370	128,630	78.56%
謝金等	400,000	71,250	328,750	17.81%
その他	400,000	0	400,000	0.00%
合計	1,600,000	550,527	1,049,473	34.41%

処理NO	処理日	使用者	品名/内容	執行金額
EDSM000305-1	H17.8.22	〇〇 〇〇	1953年以前のオランダで出版された日本郵券	471,370
EDSM000350-1	H17.9.5	〇〇 〇〇	資料整理謝金 (8月分)	71,250
PUSM001405-1	H17.10.6	〇〇 〇〇	Do Doet-Indische voorsie van Router Sch	7,907

[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 division 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 division 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 IDs that start with 1-3), expended monetary amounts are changed at each stage from the procurement request until delivery.

Intellectual Property Rights for Inventions, Etc.

Inventions, etc. accomplished through research carried out by University full-time faculty (including research promoters) using the University's research funds (including research funds obtained from outside the University) are, in principle, acquired by the University, and the University applies for patents, etc. for them pursuant to the provisions related to Meiji University inventions, etc.

If profits are generated by utilization of such inventions, etc. acquired by the University, the inventor will receive compensation for implementation of the invention, according to a pre-defined allocation rate.

If you think that you may have created an invention, etc. that corresponds to the above, please contact the Division of Research Advancement. Please contact the Division of Research Advancement in advance if you are going to present, at an academic conference, etc., research results about which you are unsure whether or not they include this type of invention, etc.

In addition, the treatment of inventions, etc. as research results differs according to the policies of the organizations that contribute research funds. In the case of research funds contributed by a public organization such as a national government body or local public organization, etc., in most cases the resulting invention, etc. is attributed entirely to the university (treatment based on the so-called Japanese Bayh-Dole Act), but a variety of obligations are also sometimes set, such as "notification of creation of an invention, etc." and "indication at time of patent application that the invention is a result based on research funds of the relevant organization." Further, there are many cases in which copyrights for submitted reports are found attributable to the organization that contributed the research funds. In such cases, restrictions are imposed on replication and use of the content stated in the reports (reprinting the content in other research papers or books, etc.).

[Provisions related to Meiji University inventions, etc.]

<http://www.meiji.ac.jp/tlo/osri/faculty/rules.html>

[Form for notification of an invention]

<http://www.meiji.ac.jp/tlo/osri/faculty/format.html>

Export Management

Under the Foreign Exchange and Foreign Trade Act (list restrictions and catchall restrictions), from the perspective of maintaining international peace and safety and preventing acts of terrorism, the export of cargo or provision of technology related to development, etc. of weapons or mass destruction or conventional weapons is regulated based on international agreements.

It is necessary to check whether or not cargo or technical information to be sent to another country falls under the restrictions of the Export Trade Control Order and the Foreign Exchange Order, which are government orders of foreign exchange law.

[Reference: Ministry of Economy, Trade and Industry homepage]

<http://www.meti.go.jp/policy/anpo/index.html>

Having Credit Cards Issued to be Used for Research Expenses

When a credit card has been used, in order to make an expenditure of research funds an “original copy of itemized statement of credit card use” is necessary (refer to page 12).

Because “itemized statements of credit card use” issued by credit card companies list the entire state of use for the month, we ask that you have a separate credit card made in advance for use of research funds.

A Meiji University credit card has been prepared for use by faculty members. For details, please contact the section responsible for the Meiji University credit card. (Inquiries: Meiji University credit card section (03-3296-4077))

Notification of Improper Conduct in Research Activities

The University has enacted “Provisions Related to Notification and Handling of Improper Conduct in Research Activities” (refer to page 53), with the purpose of, in relation to improper conduct in research activities, stipulating appropriate ways of handling reports from both within and outside the University, and thereby striving to discover improper conduct as soon as possible and rectify it, which will contribute to promotion of trouble-free research activities at the University. These provisions stipulate handling of reports from both within and outside the University, methods of investigation, protection of reporters, etc., and prevention of false reports, etc. based on malicious intent.

In addition, a liaison has been established within the Division of Research Advancement in order to handle reports and accusations from both within and outside the University in relation to improper conduct in research activities and consultations about reports, etc. Contact information is as follows:

TEL/FAX: 03-3295-3070

E-mail: munw@mics.meiji.ac.jp