

**Inspection Manual for Public Funds
(For Researchers)**

Meiji University

Revised, April 2023

Meiji University's Plan to Prevent Improper Use of Public Funds (Excerpt)

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

Besides ensuring smooth and effective research progress, the system shall prevent improper transactions concerning goods and services from the point of ordering to acceptance inspection (such as the removal or reutilization of goods provided by manufacturers or vendors) by ensuring that effective checks are being conducted by impartial actors through regular examinations of the goods received at the inspection areas in all campuses. Furthermore, along with steadily implementing storage and monitoring equipment, other than special services and deliverables involving databases and programs, articles of high monetary worth shall be appropriately managed.

Further, to prevent improper business transactions, the University will publicize its system of ordering and receiving goods and conducting acceptance inspections. Moreover, the understanding of policy and rules on countermeasures against impropriety should be deepened through the submission of written oaths.

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【Purpose】

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

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

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

In February 2021 the guidelines above were revised, and in order to appropriately operate and manage research expenses it has become necessary to create a more effective acceptance inspection system in order to prevent abuse and reduce risks.

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

【Inspection and Acceptance】

For the proper operation and management of research funds, it is necessary to inspect items and expenditures as accurately as possible.

In order to prevent fraud at Meiji University as requested in the Guidelines, the work will be divided between the office in charge of research expenses, and an inspection office at each campus as follows: the Property and Facilities Office (Surugadai), Izumi Campus Office, Ikuta Campus Office, Nakano Campus Office.

(1) Inspections

In the Inspection Office, the invoices and receipts will be checked to ensure that the actual contents match the information on the documentation, such as the name of the item and the quantity, etc. of what has been delivered.

(2) Acceptance

Each office will ensure that items paid for by research funds match the items specified in the contract and that the specification also matches. This will be confirmed at the place where the items have been delivered and accepted. The following items will be checked by the properties and facilities office to ensure compliance with the Meiji University Educational Foundation Procurement Regulations.

Campus	Items subject to inspection
Surugadai Campus Outer locations (Kurokawa Field Science Center, Center for Obsidian and Lithic Studies, ASEAN Center, etc.)	Items over 800,000 yen
Izumi Campus, Ikuta Campus, and Nakano Campus	Items over 1 million yen

【Research Funds Subject to inspection】

Research Funds Names in Japanese	Research Funds Names in English	Abbreviations	Department Responsible
Japan Society for the Promotion of Science (JSPS)			
科学研究費助成事業 (Kaken-hi)	Grant-in-Aid for Scientific Research	Grants-in-Aid for Scientific Research (KAKENHI) + Event Name	
学術研究動向調査等研究	Research on Academic Research Trends	Academic Research and Study	
ひらめき☆ときめきサイエンス	HIRAMEKI TOKIMEKI Science	Hiratoki	
二国間交流事業	Bilateral Exchange Program	Bilateral	
National Institute of Information and Communications Technology (NICT)			【Surugadai】 Research Promotion and Intellectual Property Office
高度通信・放送研究開発委託研究	Advanced Communications and Broadcasting R & D Sponsored Research	NICT	
Ministry of Education, Culture, Sports, Science and Technology			【Izumi】 Research Promotion and Intellectual Property Office (Izumi Branch)
私立大学研究ブランディング事業	Research Branding Business at private Universities	Branding Business	
Japan Science and Technology Agency (JST)			【Ikuta】 Ikuta Research Promotion and Intellectual Property Office
戦略的創造研究推進事業	Strategic Creative Research Promotion Project	CREST Sakigake, ERATO ACCEL ALCA RISTEX	
研究成果展開事業	Research Results Development Project	A-STEP COI	
ムーンショット型研究開発事業	Moonshot R & D	Moon Shot	【Nakano】 Nakano Research and Educational Support Office
Japan Agency for Medical Research and Development (AMED)			
日本医療研究開発機構(AMED)委託事業及び補助事業	Entrusted Business and Subsidiary Business	AMED + the abbreviation of programs	
Ministry of Health, Labor and Welfare			
厚生労働省厚生労働科学研究費	Health, Labor and Welfare Science Research Fund	Health, Labor and Welfare Research Institute	
Ministry of Agriculture, Forestry and Fisheries			
農林水産業・食品産業科学技術研究推進事業	Scientific Technique Research Promotion Program for Agriculture, Forestry, Fisheries and Food industry	Ministry of Agriculture, Forestry and Fisheries + the abbreviation of stages	
農林水産省委託プロジェクト研究	MAFF Commissioned Project Research	Ministry of Agriculture, Forestry and Fisheries + the abbreviation of programs	

National Agriculture and Food Research Organization (NARO)			
「知」の集積と活用 の場による研究開発 モデル事業	For the accumulation and Utilization of Knowledge Research and Development Model Projects by	SEIKEN Center	
革新的技術開発・緊急展開事業	Innovative Technology Development and Emergency Deployment Business		
New Energy and Industrial Technology Development Organization (NEDO)			【Surugadai】 Research Promotion and Intellectual Property Office
新エネルギー・産業 技術総合開発機構 (NEDO)委託事業	NEDO Commissioned Research Project	NEDO + the abbreviation of the commissioned projects	
戦略的イノベーション 創造プログラム	Cross-ministerial Strategic Innovation Promotion Program	SIP	
Ministry of Land, Infrastructure, Transport and Tourism			【Izumi】 Research Promotion and Intellectual Property Office (Izumi Branch)
国土交通省委託事業	Commissioned Research Project	Ministry of Land, Infrastructure, Transport and Tourism	
Ministry of the Environment			【Ikuta】 Ikuta Research Promotion and Intellectual Property Office
環境省委託事業	Commissioned Research Project	Ministry of the Environment	
Japan Environmental Restoration and Conservation Agency (ERCA)			【Ikuta】 Ikuta Research Promotion and Intellectual Property Office
環境再生保全機構 (ERCA)環境研究総合 推進費	Total Environmental Research Promotion Expenses	Environmental Promotion Expenses	
Others			【Nakano】 Nakano Research and Educational Support Office
国、地方公共団体及 び国立研究開発法人、 独立行政法人からの 受託研究・共同研究	Commissioned Research with Public Sectors Collaborative Research with Public Sectors	Contract based commissioned/collaborative research with the national government, local governments, the national research and development agency, or incorporated administrative agencies	
Meiji University			
研究支援経費	Research funds to researchers who are granted competitive funds for which indirect costs are set	Research Support Expenses	
研究所研究費 社会科学研究所費 人文科学研究所費 科学技術研究所費	Meiji University Research Institute Social Science Research Funds (Sha-ken) Humanities Research Funds (Jinbun-ken) Science and Technology Research Funds (Gi-ken)	The abbreviation of the institute + the name of category e.g. Sha-ken / Individual, Jinbun / Synthetic, Gi-ken / Designated	

大学院研究科共同研究費	Graduate School Joint Research Program	Graduate School Joint (Managed by the Graduate School office)	
新領域創成型研究 若手研究 特別推進研究	New Field Creation Research Research by Young Researchers Special Promotion Research	New Field Young Research Special Promotion	
研究クラスター	Research Cluster	Cluster	
国際共同研究支援事業	International Collaborative Research Promotion Project	International Collaboration	
Japan International Cooperation Center (JICE)			
日本国際協力センター(JICE)人材育成 奨学計画特別プログラム	Scholarship Program for Human Resource Development (JDS) Special Program	JICE	Graduate School Office
Japan International Cooperation Agency (JICA)			Professional Graduate School Office
国際協力機構(JICA) 研修員受入プログラム	JICA Training Program	JICA	
Japan Development Service (JDS)			Professional Graduate School Office
日本開発サービス (JDS)人材育成奨学 計画特別プログラム	Scholarship Program for Human Resource Development (JDS) Special Program	JDS	
Ministry of Education, Culture, Sports, Science and Technology			
文部科学省スーパー グローバル大学創成 支援	Top Global University Project	SGU	International Collaboration Office
Chiyoda-ku			
「千代田学」に関する 区内大学等の事業 提案制度補助金	Subsidies from Chiyoda- Ward	Chiyoda-Gaku	Community Relations Office
Tama Ward 3 University Partnership Project			
多摩区3大学連携事業	Tama Ward 3 University Partnership Project	Tama Ward 3 University Partnership Project	Ikuta Campus Office

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

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

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

【Expenses for all books and other items costing JPY 30,000 or more, are subject to inspection】

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

【Expenses not subject to inspection】

Type of main research expenses, etc.	Abbreviation of research expenses, etc.	Division or Office in charge
Specific Individual Research Funds	Specific Individual	【Surugadai】 Research Promotion and Intellectual Property Office 【Izumi】 Research Promotion and Intellectual Property Office (Izumi Branch) 【Ikuta】 Ikuta Research Promotion and Intellectual Property Office 【Nakano】 Nakano Campus Office
Science Equipment Expenses	Science Equipment	【Ikuta】 School of Science and Technology Office School of Agriculture Office 【Nakano】 Nakano Campus Office
Experiment and Training Expenses	Training Expenses	【Ikuta】 Faculty of Science and technology Office Faculty of Agriculture Office 【Nakano】 Nakano Campus Office

* The Finance Division will conduct acceptance inspections even on expenses not subject to inspection, based on the “Meiji University Educational Foundation Procurement Regulations.”

【Items Subject to Inspection】

Items subject to inspection
(1) Equipment such as personal computers
(2) Experimental materials, pharmaceuticals for experiments, and experimental organisms
(3) Computer software (CD-ROM, downloaded versions, etc.)
(4) Repairs and repairs of items
(5) Books, magazines (including subscriptions), materials, etc.
(6) E-books (including downloaded versions)
(7) Money paid as expenses to third party companies will not be considered for inspection.
(8) Printed items and binding of reports, etc. (Including posters, leaflets, pamphlets, etc.)

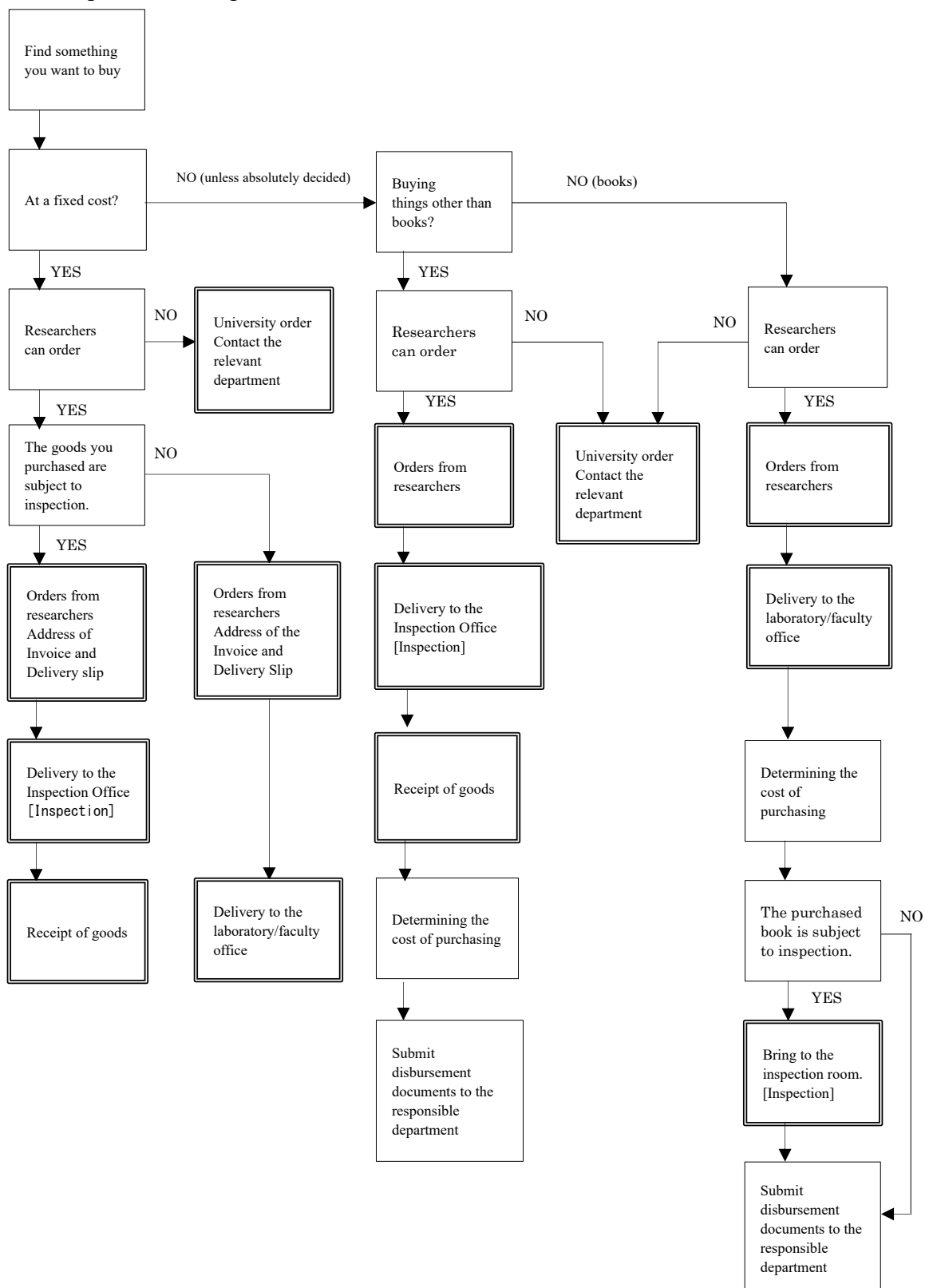
【Points to note】

- (1) Documents required for inspection
 - (a) Invoices
 - (b) Delivery slips
 - (c) Receipts
 - * Even if the document is hand-written, you must include the following details:
the name, model number, and quantity of the items delivered.
 - (d) For Web orders a detailed screen shot statement copy is required.
 - * If an invoice or a receipt does not show detailed specifications you must provide a statement with all details.
- (2) Please be aware that we will open the outer casing of the item for inspection.
- (3) The Inspection Office will not confirm the performance, operation, specifications, etc. of delivered items.
- (4) Books, etc. that are subject to inspection will be stamped with Meiji University's prescribed inspection stamp whenever possible.
- (5) No judgments whatsoever will be made by the Inspection Office about whether or not an item purchased with research funds is eligible. For that reason, in some cases items may not be accepted as eligible for funding even for things that have been inspected. Please consult the relevant office as to whether or not your intended expenditures are possible before you make an order.
- (6) The Inspection Office will not confirm whether or not there is anything wrong with documents required for expenditure procedures. The office responsible will provide final confirmation of documents required for expenditure procedures, so please consult the relevant office about such required documents.

For details, please refer to the separately distributed "Manual for Use of Research funds at Meiji University" (issued by the Research Promotion and Intellectual Property Office)

【Flow from order to delivery】

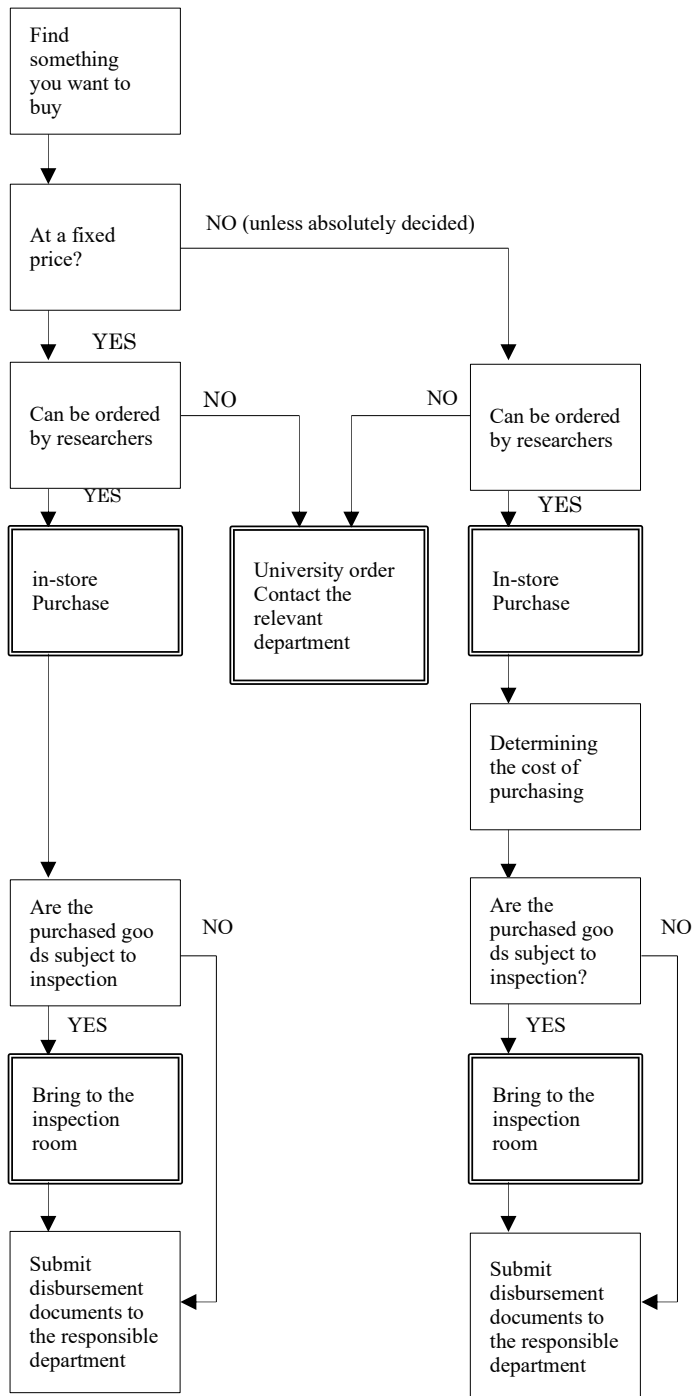
1. Order placed with a provider



<Important notes>

* When placing an order with a supplier, see “How to Request a Purchase Order to a supplier”

2. Ordering from a Store (excluding the Meidai-mart convenience store)



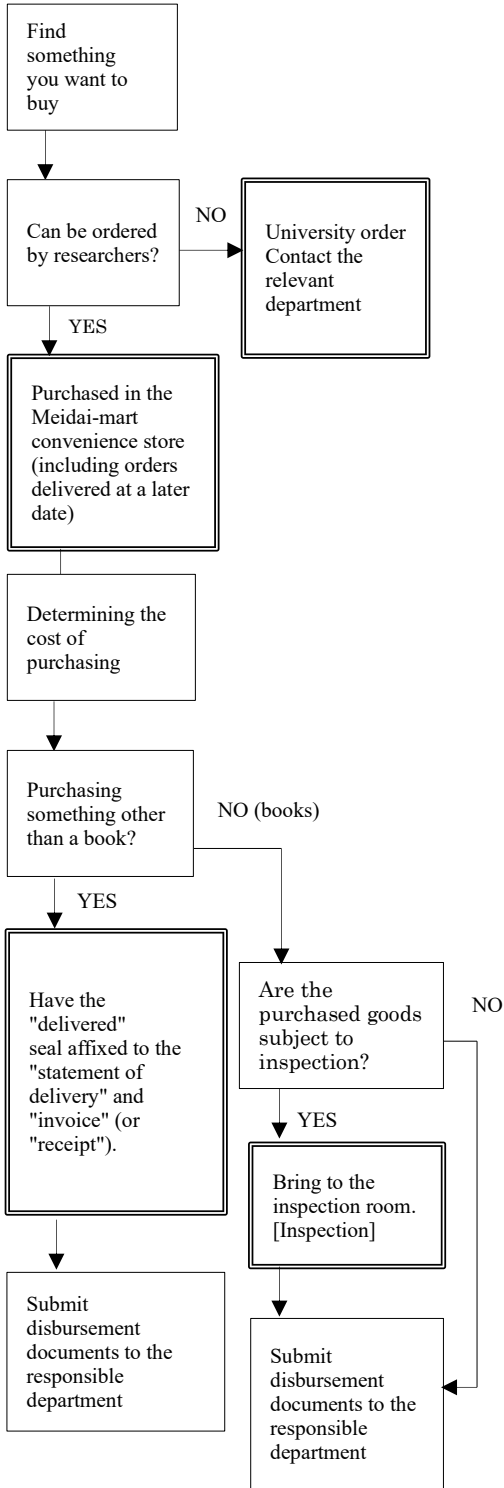
<Important notes>

Make sure the following information is included. Be sure to check it.

- (1) Meiji University, name of department/institution, name of purchaser
- (2) Product name
- (3) Quantity
- (4) Unit Price (* If the quantity is stated, it is not necessary to state the unit price.)
- (5) Issue Date
- (6) Issuer (company name, etc.)
- (7) Company seal or seal of the person in charge

* If the information above, (1) to (6), is not provided then inspection cannot be carried out. Return the invalid receipt to the store where the item was purchased and ask for a replacement.

3. When purchasing from the Meidai-mart convenience store



【About ordering】

(1) Amounts that can be ordered

Abbreviation of research expenses, etc.	Division or Office in charge	Computers, Experimental, and other equipment	Consumables (Materials for experiments, software, computer related items, etc.)	Books, Magazines
KAKENHI - AMED Commissioned / Collaborative Research with Private Sectors, etc. - Research aid	*Research Promotion Division *Nakano Research and Educational Support Office	Items which cost less than 200,000JPY for 1 item or one set, and the total amount for 1 order is 600,000JPY or less. (Orders that exceed 200,000JPY require estimates from at least 2 companies.)	Items for which the total amount for 1 order is 600,000JPY or less. (Orders that exceed 200,000 JPY require estimates from at least 2 companies.)	Items for which the amount for 1 copy of 1 set is 500,000JPY or less.
Top Global University Project (SGU)	*International Collaboration Office* *Community Relations Office *Professional Graduate School Office	Items for which the order amount for 1 item or 1 set is less than 200,000JPY, and the total amount for 1 order is less than 200,000JPY.	Items for which the total amount for 1 order is less than 200,000JPY.	Items for which the amount for 1 copy of 1 set is 500,000JPY or less.
Specific Individual Research Funds	Research Promotion Division	Each order should be under 200,000JPY. A one-time order should be under 350,000JPY. If the order exceeds 200,000JPY then you need to provide more than 2 estimates.	Each one-time order should be under 350,000JPY. If the order exceeds 200,000JPY then you need to provide more than 2 estimates.	Each book or set of books should be under 350,000JPY.
	Nakano Campus Office	The value of 1 item or 1 set is less than 200,000 JPY and the total value of 1 order is less than 200,000JPY.	The total amount of one order is less than 200,000JPY.	The price of 1 book or 1 set is 500,000JPY or less.
Science Equipment	*Faculty of Science and Technology Office *Faculty of Agriculture Office *Nakano Campus Office	Order All from the Property Administration Division	Not allowed in principle	Not allowed in principle
Experimental Lab Fees	*School of Science and Technology Office *School of Agriculture Office *Nakano Campus Office	Refer to the guidelines and guidebook for each department.	Refer to the guidelines and guidebook for each department.	Refer to the guidelines and guidebook for each department.

* A department that promotes globalization by using other SGU promotion expenses related to the creation of super global universities

* For bookbinding, outsourcing and repair, if the amount is over 300,000JPY or if you need to conclude a contract regardless of the amount, the university will order this.

(2) Method

Article	Request Method
Books	<ul style="list-style-type: none"> • We will affix a seal of inspection to the book, but if research expenses are not allowed for it, then it will not be possible to inspect the book because it may or may not need to be inspected. Make sure that the research funds can be used for this item. Then ask the provider to take the item to the inspection office for inspection. After this ask the provider to take the item to your research room. • Please contact the relevant office that deals with research expenses for confirmation and get their advice on how research expenses can be spent.
Articles other than books	<ul style="list-style-type: none"> • In some cases, the delivery may be made by the person in charge of the inspection office due to contractual reasons. • Please contact the relevant office dealing with research expenses for confirmation and consult with them about how research expenses can be spent.

【Addressing invoices, delivery slips, etc.】

(1) When placing an order make sure that the vendor addresses the Invoices, Delivery slips, Quotations, and Receipts as follows:

< Addresses for invoices, delivery slips, estimates and receipts >

(1) Meiji University (2) Your affiliated school, etc.,
 (3) Name of researcher (full name) (4) Abbreviated name of research funds

(2) As a general rule, the delivery destination should be the inspection room. Exceptional items include: Large items, software, e-books, subscriptions, laboratory gases, laboratory reagents, samples, etc. Please refer to [Exceptional inspection].

< Examples of destination descriptions >

Research case	Description of research expenditure	Address
As Principal Investigator of Grants-in-Aid for Scientific Research (KAKENHI), I conducted basic research (C), where contributions are distributed to Co-Investigators of other universities	Basic Research (C)	Faculty of □□, Meiji University Meiji Taro Grants-in-Aid for Scientific Research (KAKENHI) and Kiban (C)
	Contribution	Faculty of □□, Meiji University Meiji Taro Grants-in-Aid for Scientific Research (KAKENHI), assessed amount (■ ■ University)
Research funds for private research and Specific Individual Research Funds	Research expenses at a research institute	Faculty of □□, Meiji University, Department of Research and Development, Meiji Taro Co, Ltd. Personal Studies
	Specific Individual Research Funds	Meiji Taro, Faculty of □□, Meiji University Specific, Individual

Research case	Description of research expenditure	Address
Grant-in-Aid for Early-Career Scientists/Research by Young Researchers and Grants-in-Aid for Scientific Research (KAKENHI) Grant-in-Aid for Early-Career Scientists/Research by Young Researchers, B)	Grant-in-Aid for Early-Career Scientists/Research by Young Researchers	Meiji Taro, Faculty of □□, Meiji University
	Grants-in-Aid for Scientific Research (KAKENHI) Grant-in-Aid for Early-Career Scientists/Research by Young Researchers (B)	Faculty of □□, Meiji University Meiji Taro, Grants-in-Aid for Scientific Research (KAKENHI), Young (B)
For use by parties other than Meiji University affiliates:	Large-scale research etc.	A large-scale research project by Taro Meiji, Faculty of □□, Meiji University (Jiro NAKANO)

【How to address items delivered by a delivery service】

For example, if you order through Amazon (amazon.co.jp) Web site etc. and the delivery service delivers the item to the inspection office the address should be as follows:

Campus	Destination
Surugadai	Zip code 101 -8301 1 -1 Kanda-surugadai, Chiyoda-ward, Tokyo Meiji University Faculty Office Building, care of the inspection room. Name of researcher, name of the school, etc. to which the researcher belongs; Abbreviated name of research funds, etc.
Izumi	Zip code 168 -8555 1 -9 -1 Eifuku, Suginami-ward, Tokyo Meiji University Izumi Campus Faculty Office Building, care of inspection room Name of researcher and of the school, etc. to which the researcher belongs; Abbreviated name of research funds, etc.
Ikuta	Zip code 214 -8571 1 -1 -1 Higashi-mita, Tama-ward, Kawasaki-city, Kanagawa Meiji University Ikuta Campus Administration Building East, care of the inspection room Name of researcher, name of the school, etc. to which the researcher belongs; Abbreviated name of research funds, etc.
Nakano	Zip code 164 -8525 4 -21 -1 Nakano, Nakano-ward, Tokyo Meiji University Nakano Campus Low-rise Building, care of Nakano Campus Office (responsible for inspection) Name of researcher, name of the school, etc. to which the researcher belongs; Abbreviated name of research funds, etc.

【Delivery after inspection】

	Surugadai Campus Izumi Campus	Ikuta Campus	Nakano Campus
Delivered goods	(1) Inspected goods (2) Invoice (copy) (3) Invoice or receipt (Copies) * The original invoice (or receipt) shall be sent from the Inspection Office. It shall be submitted to the office responsible for research expenses.		
Delivery Method	In principle items in the inspection room and after inspection they will be delivered to the researcher's room or mailbox. *See also "Exceptional Inspection ".		Researchers will be contacted about deliveries made to the Nakano Campus Office. Researchers will be contacted after the inspection is completed.
Place where items can be received	(1) Researcher's Mailbox (2) The Inspection Office (For items not placed in the researcher's mailbox)	(1) Laboratory/Researcher's office (2) Researcher's Mailbox	Nakano Campus Office
How to contact researcher	(1) Mail (2) Telephone (Laboratory/Researcher's office or mobile phone) (3) Attach delivery information memo to researcher's mailbox		

< Important notes >

*If the researcher orders through Meidai-mart convenience store the store will provide a receipt and invoice with a seal to show that the item has been delivered. Such items do not need to be inspected. Books cannot be dealt with in this way. At the time of purchase please tell the shop that you are purchasing the item using research funds.

*Items for Post-Doctor, Researchers (non-tenured), Guest lecturers etc. who do not have a faculty room will be informed by email from the inspection room that the items have arrived. Please pick up items from the inspection room within 2 weeks. If the item is not picked up within 2 weeks, we will send the items to the researcher's house. Please pay the delivery cost. Thank you for your understanding.

【Inspection of Printed Bookbinding, Subcontracting and Repair】

In the inspection room, will inspect the product based on the necessary submitted documents.

Items Purchased	Type	Documents to be Submitted
Printed bound books *Reports, etc. *No inspection required for copies of the material	If the amount for 1 set is 300,000JPY or less, and no contract is necessary. For the case where the amount for 1 set is more than 300,000 JPY, or if you need a contract regardless of the expense.	(1) 1 set of Finished Printed Items (2) Delivery slip (3) Invoice *If the delivered printed matter is bulky, please contact the Inspection Office after delivery. The staff of the inspection office will visit the place where it has been delivered. *If it is difficult to submit the complete printed matter, provide copies and photos of the first 3 pages of the book showing the title, table of contents, etc.) and the quantity of the printed matter. Please ask the publishing company to provide this in advance. In this case, we will not inspect the item at the inspection room. Please contact the office responsible for research expenses.
Work entrusted to a third party *Measurement and component analysis *Data entry *Research and processing, etc.		(1) Artifact ("Measurement Report "and" analysis report" etc.) or "Work Completion Report " (2) Delivery slip (3) Invoice (or Receipt) *When the contents of the service consignment, etc. are unclear at the time of inspection, please provide the Specification (the content of work, the time it took to do the work, details showing the artifact, etc.) Please provide these documents at the inspection room.
Repair *Excluding Specific Individual Research Funds		(1) Repair Completion Report (2) Delivery slip (3) Invoice (or Receipt)

【Regarding exceptional inspection】

Product name	Type	Inspection method	Documents to be Submitted
Personal Computer	*Customize Specifications *Products without model number written on the main body of personal computer, etc.	*Inspection will be conducted by checking the submitted documents.	(1) Statement of delivery (2) Invoice (or Receipt) (3) Specifications *When the item cannot clearly be identified.
Software	*Download Installation Purchase *License updates for previously purchased software	*Inspection will be conducted by checking the submitted documents.	(1) A PC or tablet which has software downloaded. (2) Print the serial number of the software or name of software. (3) Delivery slip (4) Invoice or receipt (5) Specification *When the item cannot be clearly identified.
Electronic book	*Download Installation Purchase	*Show the tablet screen that shows the cover page or copyright page and that is considered as being inspected. *If the book or set is more than 50,000JPY the inspector will need the catalogue registration.	(1) Tablet devices purchased by downloading e-books (2) Print the cover page of the e-book and the copyright page. (3) Delivery slip (4) Invoice or receipt
Book and magazine subscriptions	Books and magazines	*Items subject to inspection must be brought to the Inspection Office.	(1) Subscriptions and magazines
Subscriptions	Products accessed by the Web	The inspector checks your PC or tablet to see that the product is there.	(1) PC or tablet which is switched on (2) The copyright page of the product is printed out (3) Delivery slip (4) Invoice or receipt (5) Specification *When the item cannot be clearly identified.
Other Exceptional Items		Inspection method	Documents to be Submitted
Kenpon (Copies of Books donated to authors or others)	Books summarizing research results are distributed to researchers at other universities, etc. for opinions, that will assist future research.	In addition to the statement of delivery and the invoice (or receipt/statement), a statement of reasons for the donation and a list of recipients of the donated book are required.	(1) Kenpon (Donated book) (2) Statement of delivery (3) Invoice (or Receipt) *If we need other documents than these, please refer to the Meiji University Research Funds Manual.
Books with addenda	In case there are additions or changes to your books	Such books must be brought to the inspection room and will be inspected.	(1) Books with addenda (2) Statement of delivery (3) Invoice (or Receipt)
Gas for experiments	Gas cylinder etc.	*Gas cylinders which are delivered for inspection, after inspection will be delivered to the laboratory and installed. *When only gas is filled up in the laboratory, inspection room staff will check the filling operation by doing an inspection.	(1) Statement of delivery (2) Invoice (or Receipt)

Organisms for experiments	Organisms for experiments	<p>*Identification of the type and quantity of organisms. The inspection is conducted by taking photographs as a record.</p> <p>*If it is not possible to inspect the organisms in the Inspection Room, a member of staff will accompany the product when it is delivered to the laboratory.</p> <p>*If neither method is possible the items will be photographed and will be subject to a photo check inspection.</p>	<p>(1) Statement of delivery (2) Invoice (or Receipt) (3) Subject to a photo inspection</p> <p>*Photographic inspection will determine the type and quantity.</p> <p>*Photographic inspection is done in cases where inspection at the inspection room is impossible.</p>
Reagent samples for experiments	Reagents and samples for experiments	<p>*For laboratory reagents and samples inspection will take place to confirm type and quantity, etc.</p> <p>*If inspection at the inspection room is not possible, the inspection room staff will accompany the product when it is delivered to the laboratory.</p> <p>*If neither method is possible, inspection will take place by inspecting a photo of the item being inspected.</p>	<p>(1) Statement of delivery (2) Invoice (or Receipt) (3) Photo inspection of the item</p> <p>*Items whose type and quantity can be identified.</p> <p>*When inspection in the laboratory or the Inspection Room is impossible.</p>
Liquid nitrogen	Ikuta Campus Administration Building East	By Inspection Room Staff or TA inspection by having someone present at the filling site and keeping a record of the date and quantity filled and so on.	<p>(1) Statement of delivery (2) Invoice (or Receipt)</p>
Articles of large volume, size, or weight		Such items will be ordered for direct delivery to laboratories, etc. Inspection office staff will come to the laboratory directly to carry out inspections after delivery.	<p>(1) Statement of delivery (2) Invoice (or Receipt) (3) Photograph of the item to be inspected</p> <p>*Items whose type and quantity can be identified</p> <p>*Inspection in the laboratory and inspection room is impossible.</p>
Articles purchased by researchers on a business trip		<p>*We will inspect these in the Inspection Room after purchase</p> <p>*If the item is used on a business trip, take a photo before using the item so that it can be checked against the contents of the invoice (or receipt). Information such as the product name and model number should be visible. The photos taken will be subject to inspection.</p>	<p>(1) Statement of delivery (2) Invoice (or Receipt) (3) Photograph of the item to be inspected</p> <p>*The photograph should show the product name and model number and the quantity.</p> <p>*Photograph inspection will be used when inspection in the laboratory or the inspection room is impossible.</p>

Overseas Research Delivery to remote locations	<p>*Photo inspection.</p> <p>*Original Invoices, Items delivered, and Quotations (Those with a company seal should be inspected. Please bring all documents as soon as possible.</p> <p>*After books are inspected the office will send inspection seals. Please attach them to the books.</p>	<p>(1) Quotation (2) Statement of delivery (3) Invoice (or Receipt) (4) Photograph of the item to be inspected</p> <p>*The product name, model number and quantity should be identifiable.</p>
Items that have to be purchased unexpectedly in order to pursue research	<p>*Photo inspection.</p> <p>*Check the Invoice (or Receipt) for details such as the product name and model number before use. Please take a photo.</p> <p>*Please submit the original copies of the Invoice and Quotation (with the company seal) to the Inspection Office as soon as possible.</p>	<p>(1) Quotation (2) Statement of delivery (3) Invoice (or Receipt) (4) Photograph of the item to be inspected</p> <p>*The product name, model number and quantity should be identifiable.</p>

【Disposal of Articles】

See how research expenses can be used in the "Manual for the Use of Research Expenses, etc. in Meiji University". This covers the disposal of waste products (Issued by the Research Promotion Division, Research Promotion and Intellectual Property Office). See Management and Disposal of Products Reference.

【Contact information for the responsible divisions or offices】

Campus	Office in Charge	Phone Number
Surugadai	Research Promotion and Intellectual Property Office	03-3296-4361,4476
	International Collaboration Office	03-3296-4191
	Community Relations Office	03-3296-4539
	Professional Graduate School Office	03-3296-2397
Izumi	Research Promotion and Intellectual Property Office (Izumi Branch)	03-5300-1451,1452
Ikuta	Ikuta Research Promotion and Intellectual Property Office	044-934-7613,7720
	Faculty of Science and technology Office	* For experiment and training expenses, please refer to the implementation instructions that will be sent to you separately.
	Faculty of Agriculture Office	* For experiment and training expenses, please refer to the guide that will be sent to you separately.
Nakano	Nakano Research and Educational Support Office	03-5343-8056
	Nakano Campus Office	03-5343-8015

【Inspection Office opening hours】

Campus	Location	Phone Number	Office in Charge
Surugadai	Faculty Office Building 3F	03-3296-4643	Property and Facilities Office
Izumi	Faculty Office Building 1F	03-5300-1028	Izumi Campus Office
Ikuta	East Management Building 2F (Bus parking lot 2F)	044-934-7177	Ikuta Campus Office
Nakano	Low-Rise Wing 3F	03-5343-8121	Nakano Campus Office
Office hours	9:00 - 17:00 (Mon. - Fri.), 9:00 - 12:30 (Sat. Surugadai, Nakano), 8:30 - 12:00 (Sat. Izumi, Ikuta) * The Office is closed on Sundays, national holidays, the commemorative date of the anniversary of Meiji University's founding (Nov.1), the anniversary of Meiji University's founding (Jan. 17), during the summer break (Aug. 10 - 16), and during the winter holidays (Dec. 26 - Jan. 7). * During the summer holidays (Aug. 1 - Sept. 19), the Office will be open from 9:30 - 16:00 (Mon. - Fri.). It will be closed on Saturdays. * The Office is closed on holidays when classes are held. * If opening hours are changed, a notice will be posted.		