

Budget Cycle Management System: Simple Guide

Read this First (General Overview)

April 1, 2024 Ver. 1.0

About this Guide

This guide explains the basic points you need to know for using the Budget Cycle Management System. Contact information is also provided in case any points are not clear and for other inquiries and information. Please refer to it as necessary.

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Budget Cycle Management System: Simple Guide (Consists of Multiple Volumes)

Read this First
(General
Overview)

This volume

* How to read this manual

If using the Budget Cycle Management System for the first time, please first read Read this First (General Overview).

This explains how to access the system, menus, <<Document list>> screens for various applications, and items common to all volumes of this guide.

Afterwards, please read the guide indicating the application procedures for the corresponding application you require.

Purchase of
Goods and
Subcontracting
Volume

Travel
Expenses
Volume

Personnel Costs
and
Honorariums/
Remunerations
Volume

Checking
Balance of
Research
Funds Volume

Division of Research, Ritsumeikan University

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1. Overview of the Budget Cycle Management System

The “Budget Cycle Management System” (“BCM” hereinafter) computerizes applications and payment processing related to research budgets in order to comply with the Revised Electronic Book Preservation Act (Japan). This system enables you to perform various procedures such as submitting applications and reports online. It consists of the CAMPUS WEB and SmartDB that have previously been established within Ritsumeikan University. It enables you to check the spending status and remaining balance of research funds similar to the previous “KAKENHI Pro.”

It is also equipped with a data linkage function to perform direct payment from the Executive Office for e-commerce websites (such as Amazon) that were previously performed by reimbursement of costs. The objective of these functions is to maintain and improve the proper execution of research.

You can use BCM to perform the following types of tasks online.

Convenient processing of purchase applications, acceptance inspection, and delivery of goods

- Linkage between e-commerce websites such as Amazon Business and BCM allows you to make purchases using payment by invoice.

Simplified applications and reports for business trips

- For business trip applications using BCM, you just have to input the destination and purpose of the research trip, and the route calculation will be performed by the Executive Office.

Smooth processing of employment applications for part-time workers and similar, and work request applications related to compensation and honorarium/remuneration

- If employing RU/APU students for part-time work, registration of employee reports and creation of notifications of working conditions can be performed online.
- Input items corresponding to the requested work, such as tape transcription, lecture meetings, and interview investigations, into BCM will be switched automatically. There is no need for the applicant to be troubled with any forms.

Spending status and remaining balance of research funds can be checked in the same way as currently performed

- The spending status can be checked by researcher and by research funds. You can also print out the budget you want to check in your desired format.

Proxy applications can be made by adjunct administrative staff members (faculty secretaries)

- Registering of a proxy application by the researcher beforehand enables adjunct administrative staff members (faculty secretaries) to perform BCM operations in place of the researcher. Adjunct administrative staff members (faculty secretaries) can perform application procedures in place of the researcher in the same manner as currently being performed.

2. Accessing BCM

BCM can be used by logging in to the CAMPUS WEB from the Ritsumeikan Faculty & Staff Portal System website. Perform the following procedure to access BCM.

- 1 Access the Ritsumeikan Faculty & Staff Portal System website and display the <<CAMPUS WEB Login>> screen.



- 1 Click the [Ritsumeikan Faculty & Staff Portal System] button.

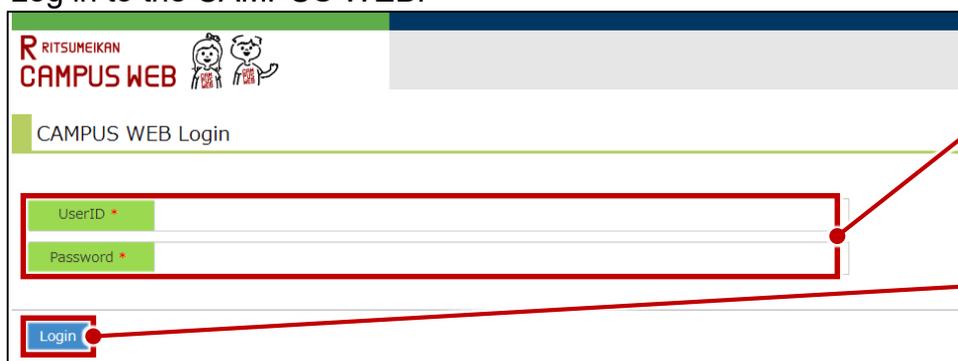


- 2 Click [CAMPUS WEB].



- 3 Click the [CAMPUS WEB] button.

- 2 Log in to the CAMPUS WEB.



- 1 Input the [UserID] and [Password].

- 2 Click the [Login] button.

Next page

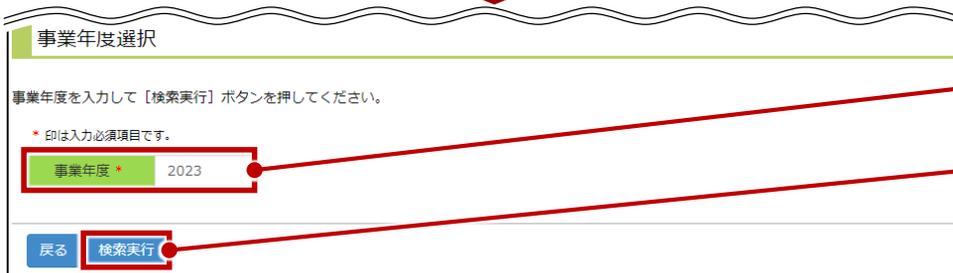
Chapter 2. Accessing BCM

Read this First (General Overview)

Cont.

3 Display the <<研究費操作メニュー・研究費一覧>> screen.

① Click the [研究費操作メニュー・研究費一覧] button.



② Input the fiscal year of the project.

③ Click the [検索実行] button.

Perform BCM operations from the <<研究費操作メニュー・研究費一覧>> screen.

End

3. Overview of Menus and Screens

This section explains the menus and screens used in BCM.

3.1 <<研究費操作メニュー・研究費一覧>> screen

The <<研究費操作メニュー・研究費一覧>> screen displays menus for using BCM. Click the menu item (link) corresponding to the application content to display the screen of the various application forms on SmartDB or the <<Document list>> screen of applications.

ENGLISH | ログアウト
Account : sdb-t17
Name : SmartDB接続用t17
2024-02-13T09:53:55.240050 [BMD11F0] [IT]

[CAMPUSE WEB] > [研究費操作メニュー・研究費一覧]

研究費操作メニュー・研究費一覧

- 業者などから物品を購入する、役務の提供を受ける
 - 1件/1組 10万円未満 (研究者発注が認められている)
【WEB購買】発注・契約 立替精算
 - 1件/1組 10万円以上 (研究者発注が認められていない=事務局発注)
発注・契約申請
- 国内・国外に出張する
出張申請 出張報告
- 個人に業務を依頼する
 - 時間管理に基づく業務: 時間雇用職員 (RU/APU学生アルバイト)
雇用申請
 - 個人宛業務依頼 (成果物等) / 講演、専門的な指導・助言等/被験者、アンケート・聞き取り調査等
依頼申請
 個人宛業務依頼 (成果物等) のみ
業務完了 (作業実績検収)

・指定した事業年度に保有している研究費の一覧は以下の通りです。
・「確認」を押下すると、当該研究費の最新の収支状況詳細を確認することができます。

再読み込み

事業年度	大分類名称	中分類名称	BCM予算コード	BCM予算コード名称	代表者氏名	研究開始年度	研究終了年度	科研費繰越年度	担当者区分	担当者氏名	
確認	2023	科学研究費助成事業	基礎研究 (A)	23AAA060001	23年度テスト予算01	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認	2023	総合科学技術研究機構		23CBB950016	研究環境整備費 (【検証用】教員A・学部長A)	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認	2023	大学院生研究費		23FAB690001	2023年度個人研究費	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A

メニューに戻る 検索条件変更

1 For performing procedures related to the purchase of goods and subcontracting.
➔ Refer to the Simple Guide (Researchers' Edition): Purchase of Goods and Subcontracting Volume.

2 For performing procedures related to expenses for domestic and overseas business trips.
➔ Refer to the Simple Guide (Researchers' Edition): Travel Expenses Volume.

3 For performing procedures related to employment of hourly-based staff, and compensation and honorarium/remuneration.
➔ Refer to the Simple Guide (Researchers' Edition): Personnel Costs and Honorariums/Remunerations Volume.

4 For checking the balance of research budgets.
➔ Refer to the Simple Guide (Researchers' Edition): Checking Balance of Research Funds Volume.

3.2 <<Document list>> screens of various applications

The various procedures applied for using BCM are managed by using the “<<Document list>> screens of various applications” of SmartDB. Here, we use an example of the reimbursement applications to explain how to understand the <<Document list>> screen of various applications.

▼ Example of a <<Document list>> screen of reimbursement applications

1 Displays the logged-in user name.

2 Documents are displayed under each application status tab.

3 Reference and edit existing documents.

4 Create new documents.

The next section describes the procedures to resume editing a document that has been completed until registration but not transmitted when submitting a new application for Web purchases and for other than Web purchases.

3.2.1 Procedures to resume editing an already registered document (For Web purchases)

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

1 Click the [研究費操作メニュー・研究費一覧] button.

2 Input the fiscal year of the project.

3 Click the [検索実行] button.

Next page

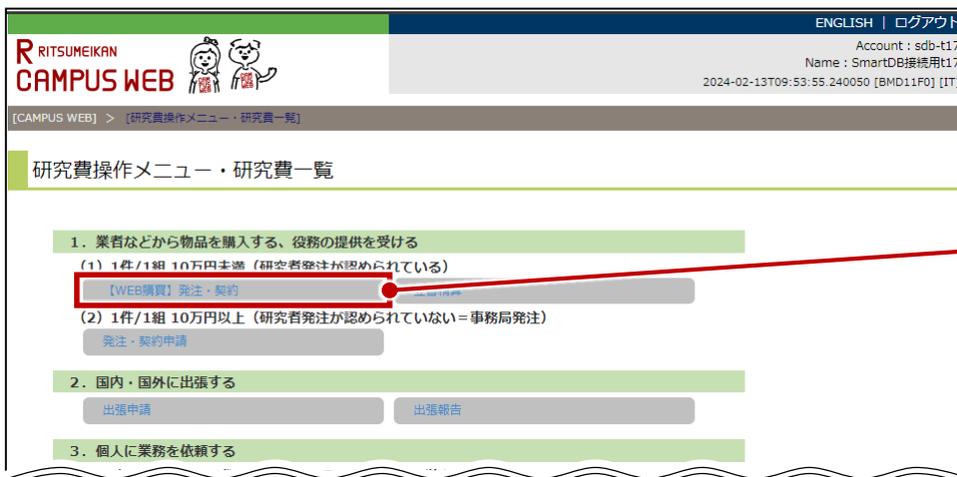
Chapter 3. Overview of Menus and Screens

Read this First (General Overview)

Cont.

2 Display the <<Document list>> screen of delivery destinations.

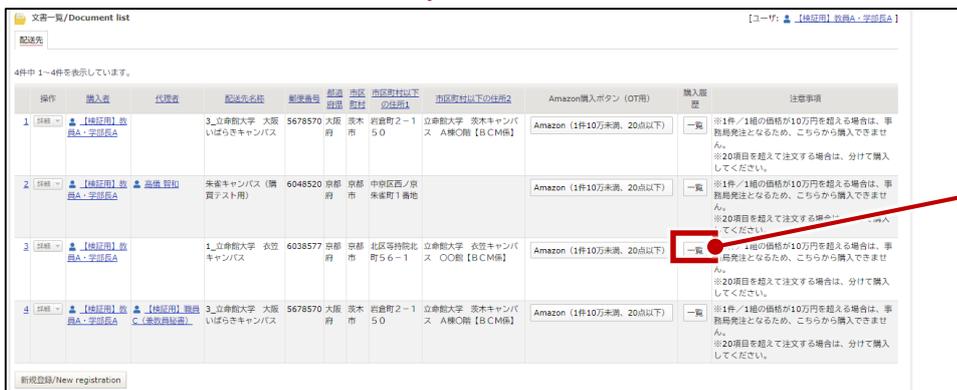
▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [[WEB購買] 発注・契約] link.

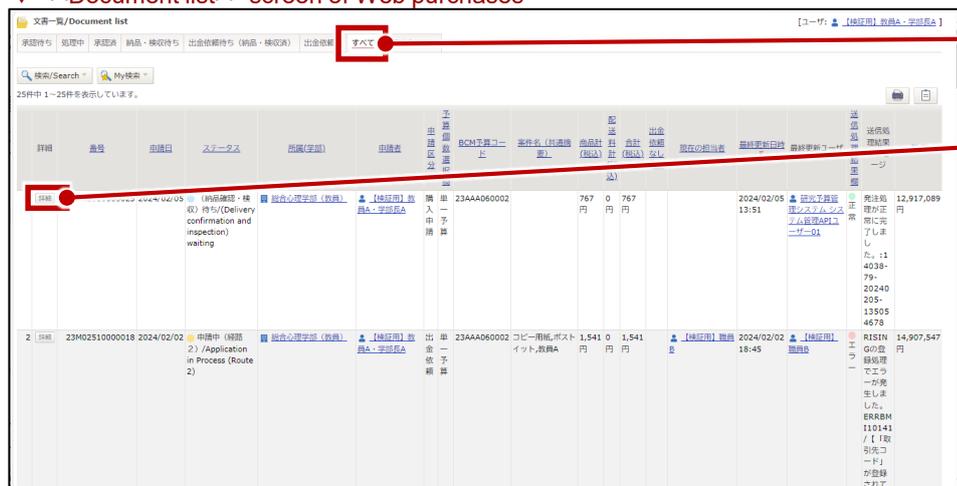
3 Display the <<Document list>> screen of Web purchases.

▼ <<Document list>> screen of delivery destinations



1 Click the [一覧] button under [購入履歴] of the delivery destination selected when the document was registered.

▼ <<Document list>> screen of Web purchases



2 Click the [すべて] tab.

3 Click the [詳細] button of the document you want to resume editing.

Next page

Cont.

▼ <<WEB購買（研究者用）>> screen

④ Click the [Edit] button.

Editing is now enabled, so resume your editing work.

End

3.2.2 Procedures to resume editing an already registered document (For applications other than Web purchases)

We use an example of a reimbursement application in this section.

① Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

① Click the [研究費操作メニュー・研究費一覧] button.

事業年度選択

事業年度を入力して [検索実行] ボタンを押してください。

* 印は入力必須項目です。

事業年度 * 2023

戻る

検索実行

② Input the fiscal year of the project.

③ Click the [検索実行] button.

Next page

Chapter 3. Overview of Menus and Screens

Read this First (General Overview)

Cont.

2 Display the <<立替払申請書>> screen.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [立替精算] link.

3 Display the <<Document list>> screen of reimbursement applications.

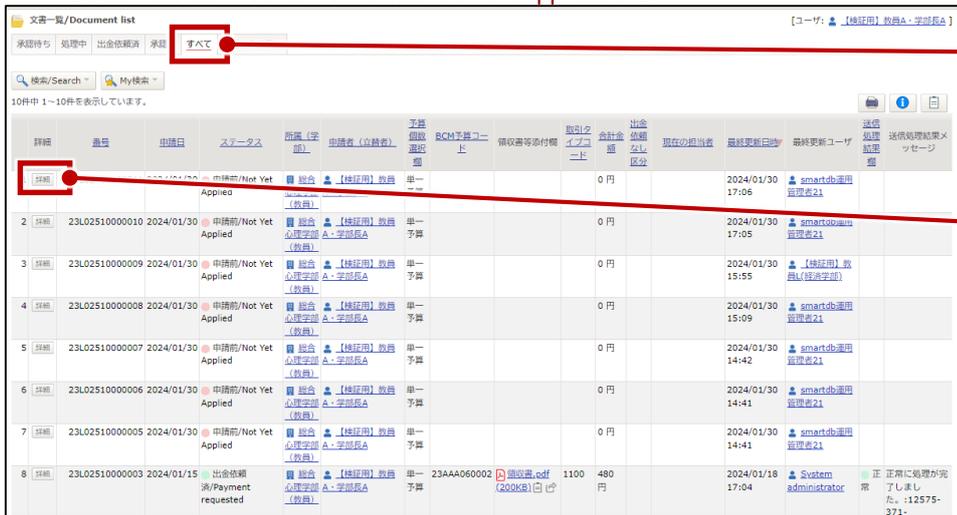
▼ <<立替払申請書>> screen



1 Click the [List] button.

2 Click the [OK] button on the confirmation message.

▼ <<Document list>> screen of reimbursement applications



3 Click the [すべて] tab.

4 Click the [詳細] button of the document you want to resume editing.

Next page

Chapter 3. Overview of Menus and Screens

Read this First (General Overview)

Cont.

<<立替払申請書>> screen

登録文書閲覧/Browse registered documents

【ユーザ: 立替払 教員A・学部長A】

一覧/List 編集/Edi

文書タイトル 立替払申請書23L02510000010

文書番号 47 更新 2024/01/30 17:05 smartdb運用管理者21

立替払申請書

当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証憑（領収書等）を本様式を添えて各リサーチオフィスに提出してください。

代理申請を行う場合はチェック/Check here if you are applying by proxy.

代理申請者 所属 Proxy Applicant - Affiliation

代理申請者 氏名 Proxy Applicant

代理申請者 メールアドレス Proxy Applicant - Email Address

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

■経路1 記入欄

申請日 2024/02/02 Application date

教職員番号 9999999 ID No.

所属 (学部) College, Department

職位 准教授 Position

申請者 Applicant

連絡電話番号 TEL (携帯可) Contact Phone Number

メールアドレス Email Address

5 Click the [Edit] button.

Editing is now enabled, so resume your editing work.

End

For business trip applications and reports

<<研究費操作メニュー・研究費一覧>> screen

ENGLISH | ログアウト

Account : sdb-t28
Name : SmartDB接続用t28
2023-11-21T10:13:09.297908 [BMD11F0] [IT]

[CAMPUS WEB] > [研究費操作メニュー・研究費一覧]

研究費操作メニュー・研究費一覧

【A】研究費の使用

1. 業者などから物品を購入する、役務の提供を受ける

(1) 1件/1組 10万円未満 (研究者発注が認められている)

(2) 1件/1組 10万円以上 (研究者発注が認められていない=事務局発注)

2. 国内・国外に出張する

Point Click on the [出張報告] link for both business trip applications and reports.

<<Document list>> screen of travel requisitions

詳細	番号/Number	申請日	ステータス	所属	申請者	申請区分	国内/国外/Domestic/Overseas	出発日/Departure Date	帰着日/Return Date	送付品	送付品処理	送付品追加	送付品メッセージ	現在の担当	取引先コード
1	23302510000027	2024/02/07	申請前/Not Yet Applied	総合心理学部 (教員)	立替払 出 A・学部長A	新規申請/New Application	内								11628249
2	23302510000026	2024/02/05	申請前/Not Yet Applied	総合心理学部 (教員)	立替払 出 A・学部長A	新規申請/New Application	内								11628249
6	23302510000022	2024/01/26	申請中 (経路 2)	総合心理学部 (教員)	立替払 出張報告/Travel Report	出張報告/Travel Report	内	2024/01/25 (木)	2024/01/26 (金)						11628249

Point For business trip applications and reports, [申請区分] is used to determine whether it is a business trip application or a business trip report.

3.3 Tips for efficient use of SmartDB

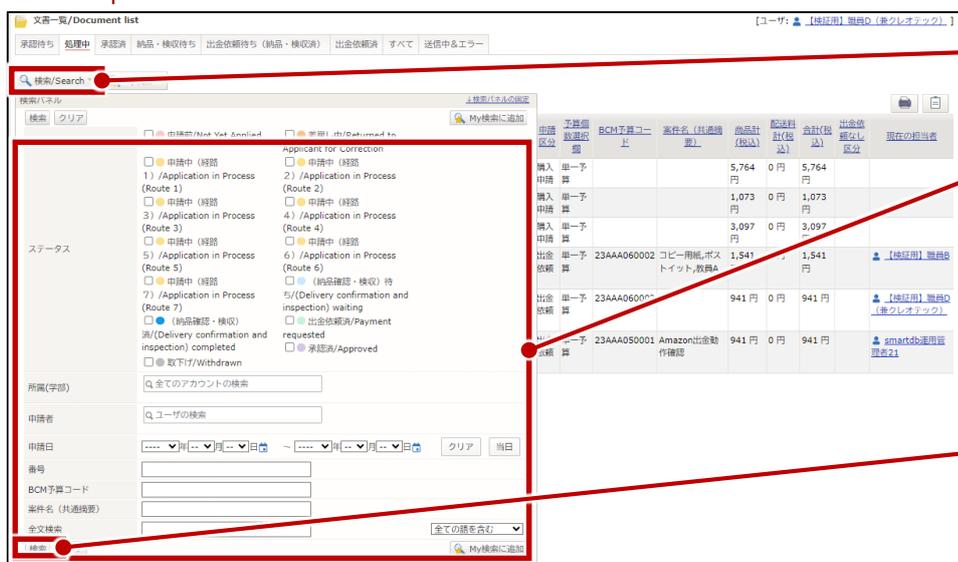
There are some ways to simplify inputting of research funds applications and perform tasks efficiently when using SmartDB. This section explains some search tips and refreshing display items in order to perform application tasks efficiently.

3.3.1 How to search using <<Document list>> screens of various applications

Click the [Search] button of the <<Document list>> screen to display the <<検索パネル>> where you can search for documents registered to the current tab. Use the <<検索パネル>> according to the following procedures.

1 Perform a search.

▼ <<検索パネル>>: Example using the [処理中] tab of the <<Document list>> screen of Web purchases



1 Click the [Search] button to start the search.

2 Specify the search conditions.

Point
The content of the <<検索パネル>> varies depending on the type of tab.

3 Click the [検索] button to execute the search.

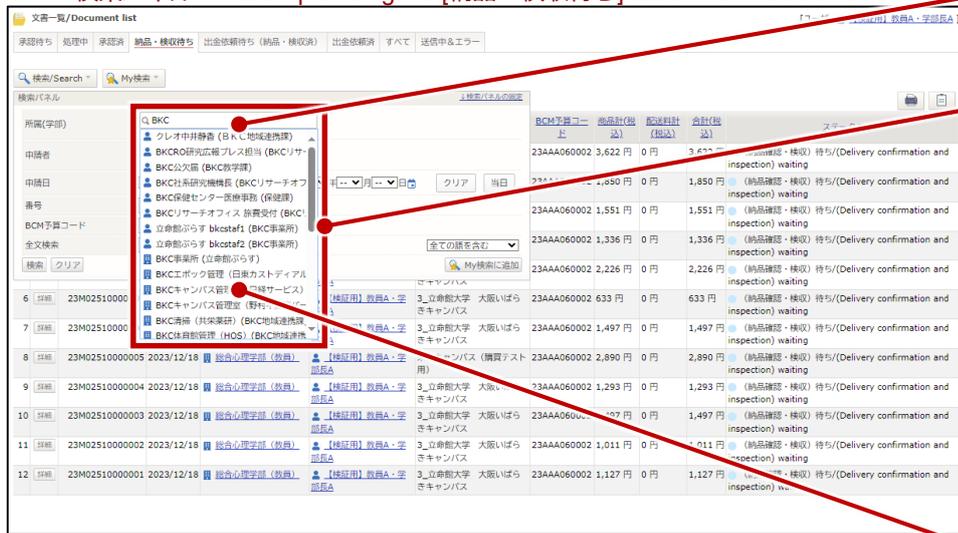
End

3.3.2 How to use the search input field

If there is a Q in the search field, input the content in the input field to start the search immediately and display a list of items containing the input key words. It is convenient to input by selecting the item you want to input from the list.

1 Perform a search.

▼ <<検索パネル>>: Example using the [納品・検収待ち] tab of the <<Document list>>



1 Input the search content.

2 A list of items containing the input key words is displayed.

Point
If the item is not in the list, move the gray bar on the right to display the hidden items underneath so that you can check whether the desired item is among these and select it accordingly.

3 Click on the corresponding item and select it to have it input into the input field.

End

3.3.3 How to search for names

To input and search for a name, you can just input the family name but if inputting and searching for both family and first names, you generally need to input a half-width (single-byte) space between the family and first names.

1 Search by name.

▼ Example of [Office Contact Person for Budget Management]

1 Input a half-width (single-byte) space between the family and first names.

Point

As the search will start even if in the middle of inputting the name, a list of matching persons will be displayed as shown on the left.

End

3.3.4 My Search function

The My Search function can be used to register often searched-for items for searches when looking for a desired document from the <<Document list>> screen of the various applications. This is convenient as it reduces the extra work of having to specify search conditions each time you perform a search.

For details, refer to “2-5 Binder operations (Document searches)” of the [SmartDB Users Common Manual](#) issued by the Information Systems Office located at [Ritsumeikan Faculty & Staff Portal System] > [Faculty & Staff Portal System] > [SmartDB] > [Welcome to SmartDB].

3.3.5 Updating items referencing information from other sources

Some of the set items of SmartDB are items displayed referencing other information sources. Such items are indicated by a  (update information) icon located to the right of the input field. Click  to obtain the updated information.

1 Search by name.

▼ <<WEB購買用 購入者情報登録>> screen

1 Click .

End

4. Important Points when Submitting an Application

The following are important points to keep in mind when submitting applications using SmartDB.

[Register] and [Submit] on application form screens

When creating a new application request, first register the form and then **be sure to always click [Submit]**. If you only register the form, the application form will only be registered in the SmartDB system such that the application work flow will not be started and it will not be transmitted to the person responsible at the Executive Office. Clicking on [Submit] will transmit the application form to the person(s) responsible at the Executive Office indicated in the [Route] on the application form so that the inspection and approval procedures can be performed at the Executive Office.

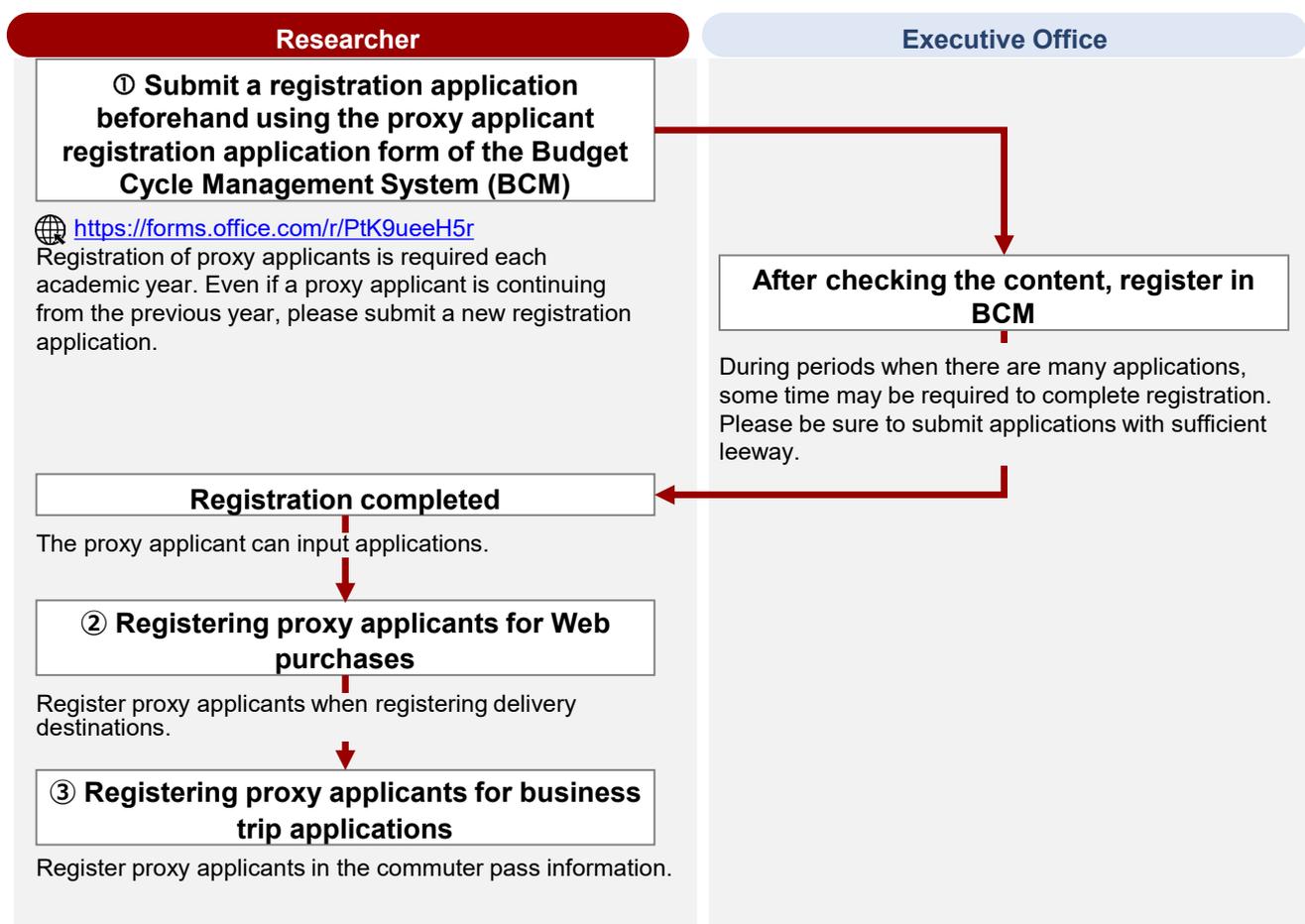
5. Proxy Applications

In BCM, you can specify adjunct administrative staff members (faculty secretaries) and similar personnel to serve as proxy applicants to input applications in place of the researcher. Perform the following three steps to register proxy applicants.

- ① Use the specialized form to apply for registration of the proxy applicants beforehand. When registering, be sure to obtain confirmation and approval of the persons who will serve as proxy applicants beforehand. Note that the actual procedures themselves for specifying the proxy applications will be performed by the Executive Office.
- ② If requesting a proxy applicant to perform Web purchases using Amazon Business, register the “Proxy Applicant” when registering the delivery destination (purchaser’s information).
For details refer to ➡ “Chapter 1. One Order/One Set: Less than 100,000 Yen > Registering a delivery destination” in Simple Guide (Researchers' Edition): Purchase of Goods and Subcontracting Volume.
- ③ If requesting a proxy applicant to submit a business trip application, register the proxy applicant in the commuter pass information.
For details, ➡ refer to “4-1: [Faculty Members] Specifying Proxies” of the Travel Expenses System Usage Manual (For RU and APU Faculty) New Business Trip Application Volume issued by the Human Resources Office.

Flow of proxy applicant registration

Register a proxy applicant according to the following flow.



6. Important Points when Using Amazon Business

This section explains important points when using Amazon Business.

Account transfer

If you have a personal Amazon account, you must transfer it to an Amazon Business account. For details, refer to [➡ Amazon Business Users Registration Manual](#).

7. Cautions when Using BCM

Be careful of the following points when using BCM.

Do not use the “Back” button of your browser.

Do not use the “Back” button of your browser when using BCM if switching screens such as returning to the previous screen.

Click the [戻る] button or the corresponding menu on the screen.

Recommended browsers

- Microsoft Edge (Latest version)
- Google Chrome (Latest version)

Hours available for use

BCM is available for use at any time except for the periodic maintenance times indicated below.

[Periodic Maintenance] *BCM cannot be used during the following time periods.

- Daily: 4:30 AM to 5:30 AM (However, this time is 2:00 AM to 6:30 AM during course registration periods.)
- Every Wednesday: 7:30 PM to 9:00 AM of the following day (Maintenance may not be performed at some times.)

* There are also various maintenance periods during Summer and Winter breaks.

Details are provided on the “Budget Cycle Management web page.”

 https://www.ritsumei.ac.jp/research/member/research_expenses/09.html/

Inquiries Related to BCM

Please contact the personnel indicated below if you have any inquiries or suggestions regarding BCM.

[Example inquiries]

- I want to have the faculty secretary also use BCM.
- I cannot log in, etc.

E-mail address for inquiries:

Mlst-rgm-adm@ml.ritsumei.ac.jp

Revision History

Date Created	Version No.	Details
April 1, 2024	Version 1.0	Newly created

Budget Cycle Management System: Simple Guide

Read this First (General Overview)

April 1, 2024 Ver. 1.0

Division of Research, Ritsumeikan University

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Budget Cycle Management System: Simple Guide

Purchase of Goods and Subcontracting Volume

April 1, 2024 Ver. 1.0

About this Guide

This guide explains how to submit applications when using research funds to purchase goods and subcontract operations. As the application procedures differ depending on the method used to purchase goods and their cost, please read this guide and follow the correct procedures when submitting an application.

Contents

1. One Order/One Set: Less than 100,000 Yen	2	2. One Order/One Set: 100,000 Yen or More	23
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1.1.1 Flow of operations	2	2.1.1 Flow of operations	23
1.1.2 Operation procedures	3	2.1.2 Operation procedures	24
1.1.3 Screen details	10	2.1.3 Screen details	27
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Budget Cycle Management System: Simple Guide (Consists of Multiple Volumes)

Read this First
(General
Overview)

* How to read this manual

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Purchase of
Goods and
Subcontracting
Volume
This volume

Travel
Expenses
Volume

Personnel Costs
and
Honorariums/
Remunerations
Volume

Checking
Balance of
Research
Funds Volume

Division of Research, Ritsumeikan University

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- Dispose of properly using a security box, paper shredder, or similar method.

1. One Order/One Set: Less than 100,000 Yen

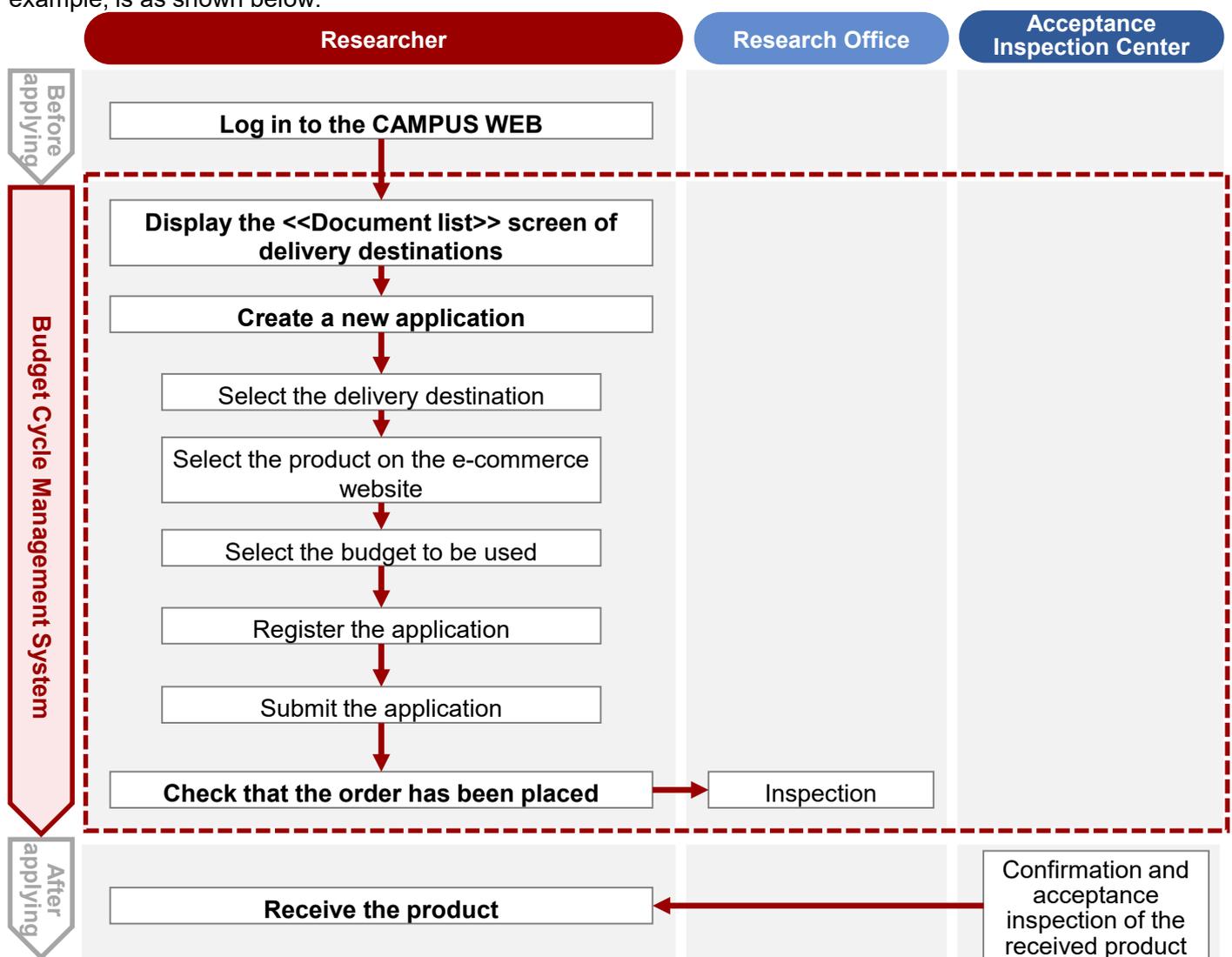
This chapter explains the procedures for orders, contracts, and reimbursements for Web purchases of one order/one set of less than 100,000 yen of permitted researcher orders.

1.1 [Web purchases] Orders and contracts

This section explains the order and contract procedures for purchasing goods from an e-commerce website (such as Amazon Business).

1.1.1 Flow of operations

The flow of operations of procedures when purchasing or contracting for goods, using Amazon Business as an example, is as shown below.



1.1.2 Operation procedures

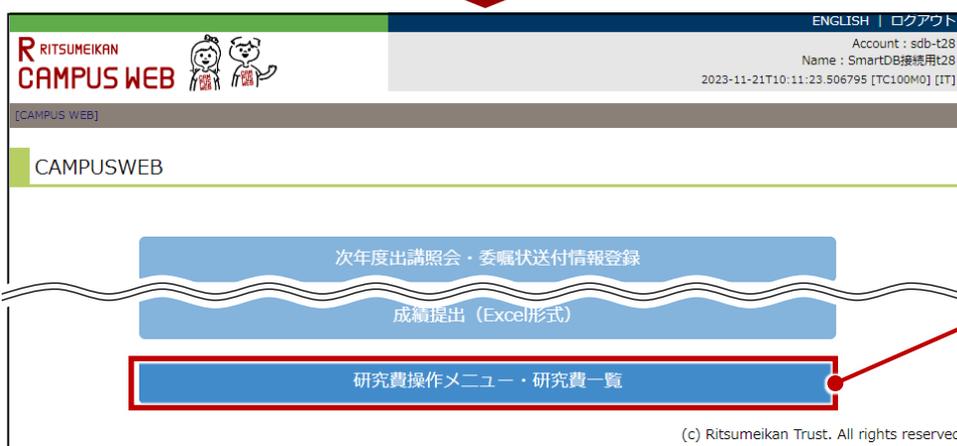
From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [[WEB購買] 発注・契約] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

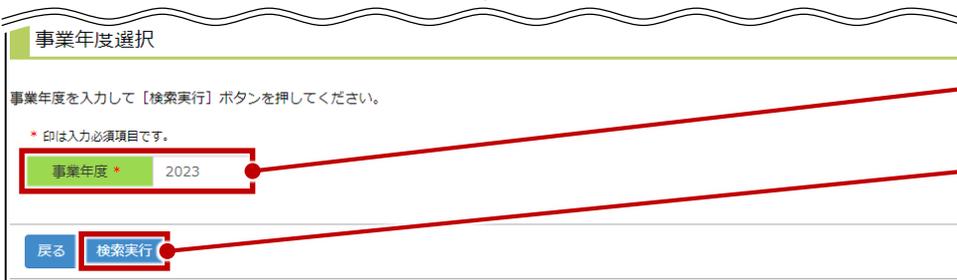
The delivery destination is generally set as the Acceptance Inspection Center. Specify so that the product can be received after acceptance inspection at the Acceptance Inspection Center.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研究費操作メニュー・研究費一覧] button.

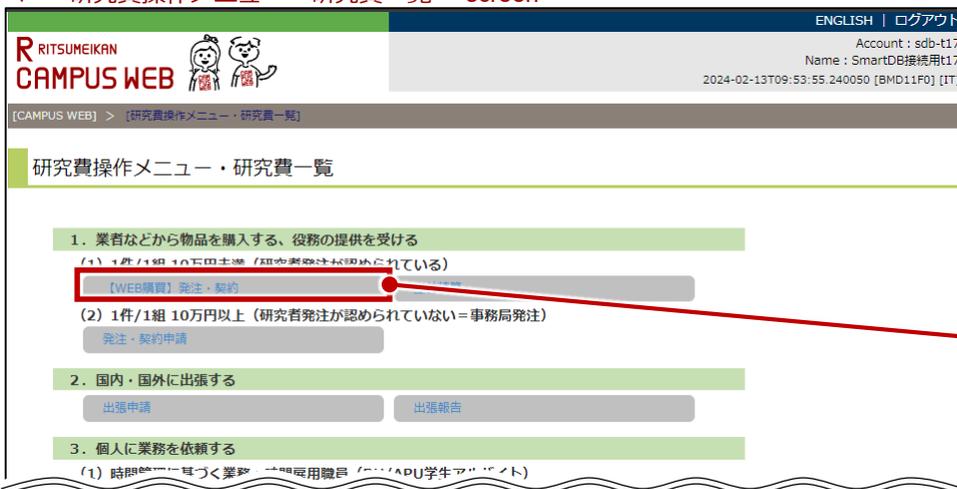


2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<Document list>> screen of delivery destinations.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [[WEB購買] 発注・契約] link.

Next page

Chapter 1. One Order/One Set: Less than 100,000 Yen Purchase of Goods and Subcontracting Volume

Cont.

3 Register and select the delivery destination, and then move to the e-commerce website.

▼ <<Document list>> screen of delivery destinations



1 If the delivery destination is not registered, click the [New registration] button and register it.
→ “Registering a delivery destination” on p. 8

Note!
Be sure to always register delivery destinations being used for the first time.

4 Select the product on the e-commerce website.

▼ <<Amazon Business>> website



2 Click the [Amazon購入ボタン] on the line of the delivery destination.

Note!
Do not close this screen.

Reference
The first page displayed is the [購入者名] input screen.



1 Use the menu or perform a search to select the product to be ordered.

Reference
The address in the upper left of the screen is the delivery address specified at the time of your last purchase. It is different from the current delivery address specified in step 3-2.

2 Click the [カートに入れる] button.



3 Click on the cart.

Note!
Upper limit of product items that can be ordered
You can only order up to 20 products. If you need to order more than 20 products, divide the order so that you do not order more than 20 products in a single order.

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Cont.



4 Click the [レジに進む] button.



5 Check the [請求書による支払い] is indicated for the payment method.

Point
[請求書による支払い] is the only payment method that is enabled.

6 Click the [このお支払い方法を使う] button.



7 Click the [承認を依頼する] button.

Note!
The order is still not completed at this point.

Reference
The purchased product information is transferred to BCM and the display returns to the SmartDB screen of BCM. Transferring back to BCM may take some time if you have ordered a large number of products.

5 Reload the purchased product information.

<<WEB購買 (研究者用)>> screen



1 Click the [再読込] button.

Reference
After reloading, the product ordered on the e-commerce website is displayed (→ Step 6-4 on p. 6).

Next page

Cont.

6 Create a purchase application and register it.

p. 10 to 13

▼ <<WEB購買（研究者用）>> screen

1 Click the [Edit] button.

2 Check the purchaser's information and input the [Contact Phone Number].

3 Specify the [Office Contact Person for Budget Management] and select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

Reference

For the budget management contact, refer to the "Budget Cycle Management web page."

https://www.ritsumeikai.ac.jp/research/member/research_expenses/09.html

4 Check the ordered product(s) and remaining balance.

Note!

The remaining balance indicates the amount remaining after subtracting the amounts corresponding to applications whose approved work flow status is "出金依頼済". Amounts corresponding to applications for the most recent orders whose status is not yet "出金依頼済" are not reflected. Be sure to give consideration to the amount of research funds used most recently when ordering.

5 Check the delivery destination.

Next page

Chapter 1. One Order/One Set: Less than 100,000 Yen Purchase of Goods and Subcontracting Volume

Cont.

6 Click the [Register] button.

Note!
The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

7 Submit the purchase application.

1 Click the [Submit] button.

Point
Click the [Submit] button to process the order details and display the order result. Wait a few moments without closing the screen.

8 Check that the order was placed.

1 Check that [正常] is displayed for [送信処理結果].

Note!
If [エラー] is displayed for [送信処理結果], please contact the Research Division.

If [正常] is displayed for [送信処理結果], the order is completed.

End

Note!
Canceling an ordered product
You can only cancel an ordered product if the [ステータス] of SmartDB is "納品・検収待ち". Log in to Amazon Business using the account of the researcher and perform the cancellation procedures. After completing the procedures, contact the Research Office contact person for budget management by e-mail or telephone to inform him/her of the cancellation.
For details, refer to the Amazon manual.

Registering a delivery destination

Delivery destinations should generally be on-campus locations. Off-campus delivery destinations are also permitted when necessary to carry out the research.

Note!

- Indicate the proper delivery destination such as the nearest location.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

1 Click the [研究費操作メニュー・研究費一覧] button.

2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<Document list>> screen of delivery destinations.

▼ <<研究費操作メニュー・研究費一覧>> screen

1 Click the [[WEB購買] 発注・契約] link.

Next page

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Cont.

3 Register the delivery destination information (purchaser information).

Screen Details ▶ p. 14 to 15

▼ <<Document list>> screen of delivery destinations

操作	購入者	代理者	配送先名称	郵便番号	都道府県	市区町村	市区町村以下の住所1	市区町村以下の住所2	Amazon購入ボタン (ITO)	ペーパードット購入ボタン(ITO)	注意事項
1	【特任用】教員A・学部長A	【特任用】職員C・課長	3_立命館大学 大塚いばさきヤノ/ス	5678570	大阪府	茨木市	立命館大学 ヤノバス A棟0階 [BCM棟]		Amazon (1件10万未満、20点以下)	ペーパードット (1件10万未満、20点以下)	※1件/1組の価格が10万円を超える場合は、事務届書法となるため、こちらから購入できません。 ※20項目を超えて注文する場合は、分けて購入してください。
2	【特任用】教員A・学部長A	【特任用】職員C・課長	3_立命館大学 大塚いばさきヤノ/ス	5678570	大阪府	茨木市	立命館大学 ヤノバス A棟0階 [BCM棟]		Amazon (1件10万未満、20点以下)	ペーパードット (1件10万未満、20点以下)	※1件/1組の価格が10万円を超える場合は、事務届書法となるため、こちらから購入できません。 ※20項目を超えて注文する場合は、分けて購入してください。

1 Click the [New registration] button.

▼ <<WEB購買用 購入者情報登録>> screen

WEB購買用 購入者情報登録

代理者
Proxy Applicant
本人以外に閲覧できる者

購入者
Applicant
購入者メールアドレス
Email Address
所属部署
College/Department

配送先マスタ選択

配送先名称
Shipping Name
郵便番号
ZIP Code
都道府県
Prefecture
市区町村
Municipalities(City/Town/Village)
市区町村以下の住所1
Address below City/Town/Village 1
市区町村以下の住所2
Address below City/Town/Village 2
建物名・階数・部屋名など

宛名
Name
配送先電話番号
Telephone number
配送先メールアドレス
Email Address

注意事項
Notes
※1件/1組の価格が10万円を超える場合は、事務届書法となるため、こちらから購入できません。
※20項目を超えて注文する場合は、分けて購入してください。

登録/Register

2 Input a single proxy applicant.

3 Check the purchaser's information.

4 Input the delivery destination. Carefully input items such as the address and building name to make sure there are no errors.

5 Click the [Register] button.

When “文書の登録が完了しました。” is displayed, registration of the delivery destination is completed.

End

Note!

If you want to register multiple persons to the same delivery destination, repeat the [New registration] procedures for the same delivery destination. When registering the [Shipping Name] of another person, we recommend inputting the name of a proxy applicant and similar information in a manner such that the proxy applicant can be readily distinguished from the actual researcher.

1.1.3 Screen details

Details of the <<WEB購買（研究者用）>> screen and <<WEB購買用 購入者情報登録>> screen for web purchases (orders and contracts) are as indicated below.

▼ <<WEB購買（研究者用）>> screen

1

2

3

No.	Item	Details
1	Cancel	Discards the edited content and ends editing.
	Recalculation	Recalculates the edited content.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to the proxy applicant for all the subsequent items.
	Proxy Applicant - Name of School (Affiliation)	Displays the affiliation of the proxy applicant specified for the delivery destination.
	Proxy Applicant	Displays the proxy applicant specified for the delivery destination.
	Proxy Applicant - Email Address	Displays the e-mail address of the proxy applicant specified for the delivery destination.
3	経路1 記入欄:	Displays information related to the purchaser. <div style="border: 1px solid orange; padding: 5px; margin: 5px 0;"> <p>Note! The purchaser's information is specified according to the delivery destination. Displayed purchaser information cannot be changed even in the case of a proxy application.</p> </div>
	Application Date	Displays the application date.

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No	Item	Details
	ID No	Displays the ID number of the purchaser.
	College, Department	Displays the affiliation of the purchaser.
	Position	Displays the position of the purchaser.
	Applicant	Displays the name of the purchaser. This item cannot be changed.
	Contact Phone Number	Input the contact phone number of the purchaser.
	Email Address	Displays the e-mail address of the purchaser. This item cannot be changed.

4 申請区分
 ApplicationCategory ● 購入申請
※10万円未満の購入が可能です。

5 予算管理窓口担当者
 Office Contact Person for Budget Management
 連絡先記入欄
 (教員秘書など)
 Research Assistant
 執行予算選択
 Budget Selection
 事業年度
 Fiscal Year

執行予算
 BCM budget code name
 複数予算で執行を希望する場合
 If you wish to execute on multiple budgets

6 明細
 Items

7 配送先情報
 配送先名称
 Shipping Name
 郵便番号
 ZIP Code
 都道府県
 Prefecture
 市区町村
 Municipalities(City/Town/Village)
 市区町村以下の住所1
 Address below City/Town/Village 1
 市区町村以下の住所2
 Address below City/Town/Village 2
 宛名
 Name
 配送先電話番号
 Telephone number
 配送先メールアドレス
 Email Address

Chapter 1. One Order/One Set: Less than 100,000 Yen Purchase of Goods and Subcontracting Volume

No.	Item	Details
4	Application Category	Displays the application category. This item cannot be changed.
5	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. The specified office contact person for budget management is displayed in [Route 2].
	Research Assistant	Input the contact information if it is necessary to contact someone other than the applicant.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute on multiple budgets	Input the desired details (① Budget name, ② Amount, ③ Basis of burden) in the input field. If combining direct expenses of multiple KAKENHI research projects, create an "Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]" and attach it.
6	Items	Displays a statement of the product(s) selected on the e-commerce website.
	Itemized Amount	Displays the product(s), delivery fee, and their total including tax.
	Column attached to the invoice	Attach the invoice.
7	配送先情報	Displays information of the delivery destination selected on the <<Document list>> screen of delivery destinations.
	Shipping Name	Displays the name of the delivery destination.
	ZIP Code	Displays the postal code of the delivery destination.
	Prefecture	Displays the prefecture of the delivery destination.
	Municipalities (City/Town/Village)	Displays the municipality of the delivery destination.
	Address below City/Town/Village 1	Displays part one of the address that is below the municipality of the delivery destination.
	Address below City/Town/Village 2	Displays part two of the address that is below the municipality of the delivery destination.
	Name	Displays the name of the recipient of the delivery destination.
	Telephone number	Displays the telephone number of the delivery destination.
	Email Address	Displays the e-mail address of the delivery destination.

▼ <<WEB購買用 購入者情報登録>> screen

文書登録/Document registration
[ユーザ: (検証用) 職員A]

1 一覧/List 登録/Register

WEB購買用 購入者情報登録

2 ■代理者情報

代理者
Proxy Applicant
本人以外に閲覧できる者

※代理申請者が複数人の場合は、一人ずつ文書を分けて登録してください。

3 ■購入者情報

購入者
Applicant

購入者メールアドレス
Email Address

所属部署
College, Department

4 ■配送先情報

配送先マスタ選択

配送先名称
Shipping Name

郵便番号
ZIP Code

都道府県
Prefecture

市区町村
Municipalities(City/Town/Village)

市区町村以下の住所1
Address below City/Town/Village 1

市区町村以下の住所2
Address below City/Town/Village 2
建物名・階数・部屋名など

宛名
Name

配送先電話番号
Telephone number

配送先メールアドレス
Email Address

※1件/1組の価格が10万円を超える場合は、事務局発注となるため、こちらから購入できません。
※20項目を超えて注文する場合は、分けて購入してください。

5 一覧/List 登録/Register

No.	Item	Details
1	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.
2	代理者情報:	Specify the proxy applicant.
	Proxy Applicant	Input the name of the proxy applicant. You can search for the person by clicking and inputting key words in the displayed [ユーザの検索] field.
3	購入者情報:	Specify the information related to the purchaser.
	Applicant Required	Input the name of the purchaser. You can search for the person by clicking and inputting key words in the displayed [ユーザの検索] field.
	Email Address	Displays the e-mail address of the purchaser indicated in [Applicant].
	College, Department	Displays the college and department of the purchaser indicated in [Applicant].

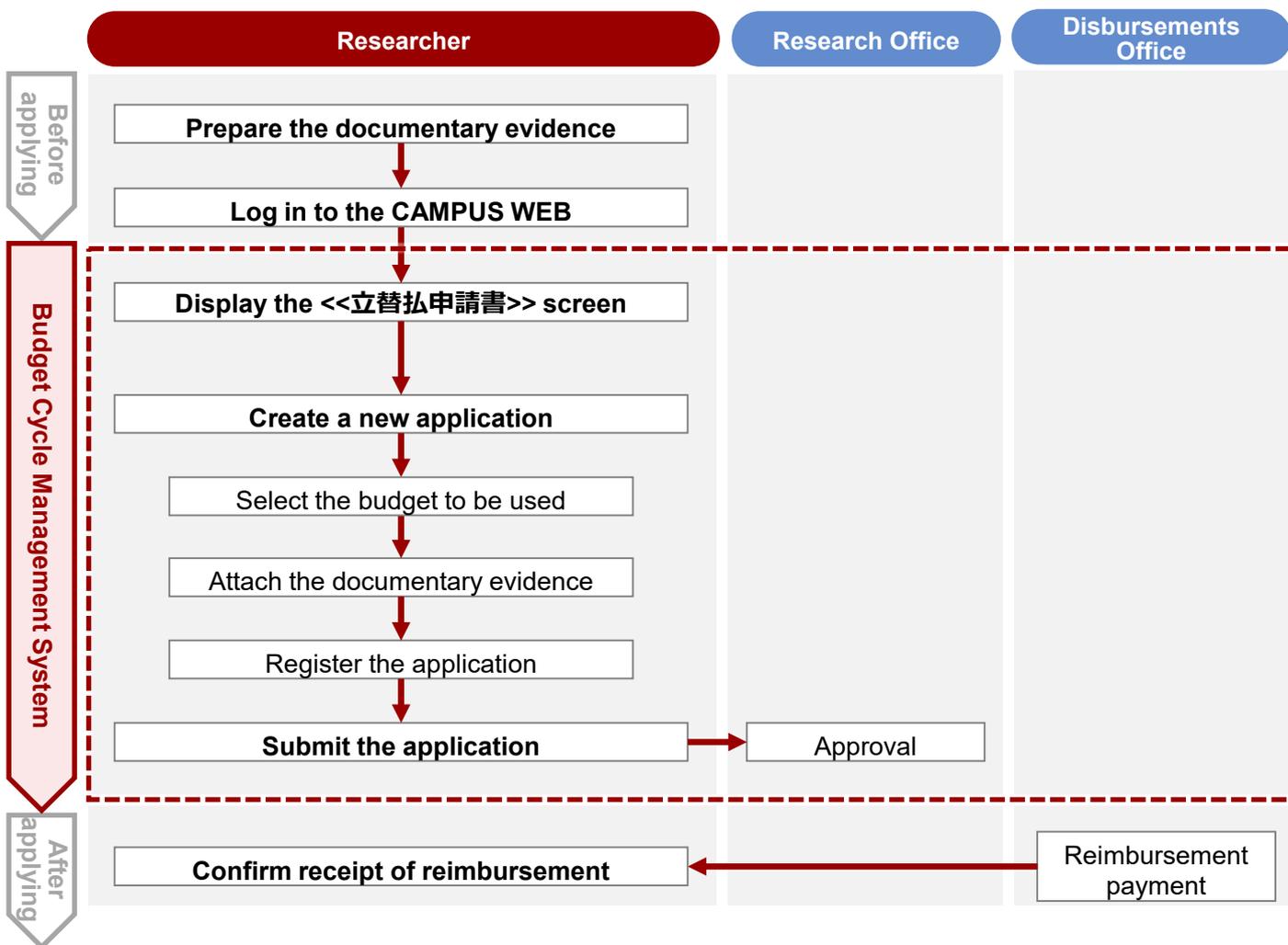
No.	Item	Details
4	配送先情報: Specify the information related to the delivery destination.  Click  (obtain updated information) to the right of the input field to obtain the updated information.	
	配送先マスタ選択	Select the delivery destination from the pull-down menu. The following items of the selected delivery destination information are automatically specified. If you select “その他”, the following items must be specified manually.
	Shipping Name Required	Displays the name of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the delivery destination.
	Zip Code Required	Displays the postal code of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the postal code.
	Prefecture Required	Displays the prefecture of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the prefecture.
	Municipalities (City/Town/Village) Required	Displays the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the municipality.
	Address below City/Town/Village 1 Required	Displays part one of the address that is below the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input part one of the address below the municipality.
	Address below City/Town/Village 2	Displays part two of the address that is below the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input part two of the address below the municipality.
	Name Required	Displays the name of the recipient of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the name of the recipient.
	Telephone number Required	Displays the telephone number of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the telephone number.
Email Address Required	Displays the e-mail address of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the e-mail address.	
5	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.

1.2 Reimbursement

This section explains the settlement procedures if a researcher requires reimbursement for making an advance payment for goods.

1.2.1 Flow of operations

The flow of operations for reimbursement is as shown below.



1.2.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [立替精算] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

Scan the receipt beforehand, and import and save the data. Manage the electronic evidence by collecting multiple items, if present, into a single file. Even if receipts are in the form of electronic data, they must be collected together into a single file.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

1 Click the [研究費操作メニュー・研究費一覧] button.

2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<立替払申請書>> screen.

▼ <<研究費操作メニュー・研究費一覧>> screen

1 Click the [立替精算] link.

Next page

Cont.

3 Register a new reimbursement application.

Screen Details p. 20 to 22

▼ <<立替払申請書>> screen

立替払申請書

当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証憑（領収書等）を本形式を添えて各リサーチオフィスに提出してください。

代理申請を行う場合はチェック/Check here if you are applying by proxy.

申請者情報

申請日: 2024/02/02
 教職員番号: 9999999
 ID No:
 所属(学部): 総合心理学部(教員)
 職位: 准教授
 申請者: ※代理申請時のみ入力
 連絡電話番号: TEL (携帯可)
 メールアドレス: sdb-t28@st.ritsume.ac.jp

執行予算選択

執行予算選択: 単一予算
 事業年度: 2023 ※標準用
 執行予算: BCM予算コード名称: 2023年度個人研究費, BCM予算コード: 23FAB69001, 残高: 390,000円(申請時点の残高), 研究開始日: 2023/04/01, BCM予算選択

予算管理窓口担当者

画像検収用画像添付欄: ファイルをドロップまたはクリックしてファイルをアップロードしてください。

領収書等添付欄

連絡先記入欄: 申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。

立替払者確認

立替払者確認: 申請者と異なる方が立替払いをした

経路	(1)	(2)	(3)	(4)	(5)	(6)
経路1/Route 1	申請者(自動挿入) 個人申請					
経路2/Route 2	申請者(自動挿入) OICリサーチオフィス	合議設定可	合議設定可	合議設定可	合議設定可	予算単位責任者
経路3/Route 3						
経路4/Route 4						
経路5/Route 5						

追加閲覧権: 追加閲覧権

一覧/List **登録/Register**

1 Check the information of the applicant.

2 Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

3 Specify the office contact person for budget management, and attach the receipt.

Reference

For the budget management contact, refer to the "Budget Cycle Management web page."

https://www.ritsume.ac.jp/research/member/research_expenses/09.html/

4 Specify if the person receiving the reimbursement is different than the applicant.

5 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

6 Click the [Register] button.

Note!

The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

Next page

Cont.

4 Submit the reimbursement application.

Document registration interface showing the 'Submit' button highlighted with a red box. The interface includes a header with the user name '[ユーザ: 【検証用】教員A・学部長A]' and a toolbar with buttons for '一覧/List', '編集/Edit', '再利用/Reuse', '更新履歴/Update history', and '業務開始(提出)/Submit'. The main content area displays the document title '立替払申請書23L02510000004', document number '343', and a timestamp '12:34'. Below this, there are instructions in Japanese: '【登録】ボタンを押した後に、必ず【業務開始】ボタンを押してください。【業務開始】ボタンを押すことで、次の承認者に提出されます。' and a large blue box with the title '立替払申請書'. At the bottom, there is a note: '当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証憑（領収書等）を本様式を添えて各リサーチオフィスに提出してください。'

1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

1.2.3 Screen details

Details of the <<立替払申請書>> screen for reimbursement are as indicated below.

▼ <<立替払申請書>> screen

[ユーザ: 立替払申請書]

1 一覧/List 登録/Register

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。

立替払申請書

当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証憑（領収書等）を本様式を添えて各リサーチオフィスに提出してください。

代理申請を行う場合はチェック/Check here if you are applying by proxy.

2

代理申請者 所属 Proxy Applicant - Affiliation	<input type="text" value="【検証用】1部1課(スタンダード)"/>
代理申請者 氏名 Proxy Applicant	<input type="text" value="【検証用】職員A"/>
代理申請者 メールアドレス Proxy Applicant - Email Address	<input type="text" value="sdb-t32@st.ritsumeikai.ac.jp"/>

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

3

■経路1 記入欄	
申請日 Application date	<input type="text" value="2024/02/02"/>
教職員番号 ID No	<input type="text" value="9999999"/>
所属（学部） College, Department	<input type="text" value="【検証用】総合心理学部（教員）"/>
職位 Position	<input type="text" value="准教授"/>
申請者 Applicant	※代理申請時のみ入力 <input type="text" value="【検証用】教員A・学部長A"/>
連絡電話番号 Contact Phone Number	TEL（携帯可） <input type="text"/>
メールアドレス Email Address	<input type="text" value="sdb-t28@st.ritsumeikai.ac.jp"/>

No.	Item	Details
1	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to the proxy applicant for all the subsequent items.
	Proxy Applicant - Affiliation	Displays the affiliation of the proxy applicant.
	Proxy Applicant	Displays the name of the proxy applicant.
	Proxy Applicant - Email Address	Displays the e-mail address of the proxy applicant.
3	経路1 記入欄: Displays information related to the applicant.	
	Application date	Displays the application date.
	ID No	Displays the ID number of the applicant.
	College, Department	Displays the affiliation of the applicant.
	Position	Displays the position of the applicant.

Chapter 1. One Order/One Set: Less than 100,000 Yen Purchase of Goods and Subcontracting Volume

No.	Item	Details
	Applicant	Displays the name of the applicant. For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.
	Contact Phone Number	Input the contact phone number of the applicant.
	Email Address	Displays the e-mail address of the applicant.

4 ■執行予算選択用ブロック

執行予算選択
Budget Selection

事業年度
Fiscal Year

単一予算

2023 ※標準用

執行予算
BCM budget code name

BCM予算コード名称

BCM予算コード

残高
0円 (申請時点の確認)

研究開始日

複数予算で執行を希望する場合
If you wish to execute on multiple budgets

※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきリサーチオフィスで確認の上、希望に沿えない場合は、別途ご連絡します。
※複数予算で執行の場合は、希望の詳細(①予算の名称、②金額、③負担機輿)を記入してください。
※なお、科研究費の複数の研究課題の直接経費を組み合わせた使用は、制度上、事後申請不可のため立替払いでは利用できません。

ファイルをドロップ または クリックしてファイルを選択

5 **予算管理窓口担当者**
Office Contact Person for Budget Management

画像検取用画像添付欄
Attachment Files for Image Acceptance Inspection

ファイルをドロップ または クリックしてファイルを選択

※検取必須対象：公的研究費は全品、その他研究費は2万円以上

領収書等添付欄
Attachment Files for Receipt

ファイルをドロップ または クリックしてファイルを選択

連絡先記入欄
(教員秘書等)
Research Assistant

申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。
選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。

執行理由記入欄
Reasons for Spending/Description

※同じものを複数個購入する場合や研究活動との直接の関係が第三者にわかりにくいものへの支出等の場合、執行理由を記入ください。

No.	Item	Details
4	執行予算選択用ブロック	Specify the items related to the budget selected for use.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
5	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. The specified office contact person for budget management is displayed in [Route 2].
	Attachment Files for Image Acceptance Inspection	Attach images for acceptance inspection.
	Attach Files for Receipt Required	Attach receipts and similar.

Chapter 1. One Order/One Set: Less than 100,000 Yen Purchase of Goods and Subcontracting Volume

No.	Item	Details
	Research Assistant	Specify if it is necessary to contact someone other than the applicant. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Reasons for Spending/Description	Indicate the reason for spending if it corresponds to the conditions displayed below the input field.

6 ■経路1記入欄 (研究者以外の方が立替を行った場合)

立替払者確認 申請者と異なる方が立替払いをした
チェックをすると、下記に振込指定口座情報添付欄が表示されますので、情報入力されたExcelを添付してください。

振込指定口座情報添付欄 * 📎 ファイルをドロップ または クリックしてファイルを選択

7 ■経路設定

	(1)	(2)	(3)	(4)	(5)	(6)
経路1/Route 1 個人申請	申請者 (自動挿入) ↳ [検証用] 教員A - 字部長A					
経路2/Route 2	(自動挿入)	会議設定可 <input type="text" value="Q"/>	会議設定可 <input type="text" value="Q"/>	会議設定可 <input type="text" value="Q"/>	会議設定可 <input type="text" value="Q"/>	予算単位責任者 <input type="text" value="Q"/>
経路3/Route 3	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>
経路4/Route 4	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>
経路5/Route 5	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>

8 ■閲覧権設定用ブロック

追加閲覧権
※追加で閲覧権が必要な場合は設定してください。

9 一覧/List 登録/Register

No.	Item	Details
6	経路1記入欄:	Specify the information of the person to be reimbursed if reimbursement is to be made to someone other than the applicant.
	立替払者確認	Input a check here if someone other than the applicant is to be reimbursed. This adds the [振込指定口座情報添付欄].
	振込指定口座情報添付欄 Required	Attach an Excel file containing information of the bank transfer recipient.
7	経路設定:	Displays the routes of the application work flow.
	Route 1	Displays the name of the applicant.
	Route 2 Required	Displays the name of the person responsible specified for [Office Contact Person for Budget Management].
	Route 3 to Route 5	-
8	閲覧権設定用ブロック:	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.
	追加閲覧権	Select persons to be granted viewing rights. You can search for the person by clicking Q and inputting key words in the displayed [検索範囲内のアカウントの検索] field.
9	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.

2. One Order/One Set: 100,000 Yen or More

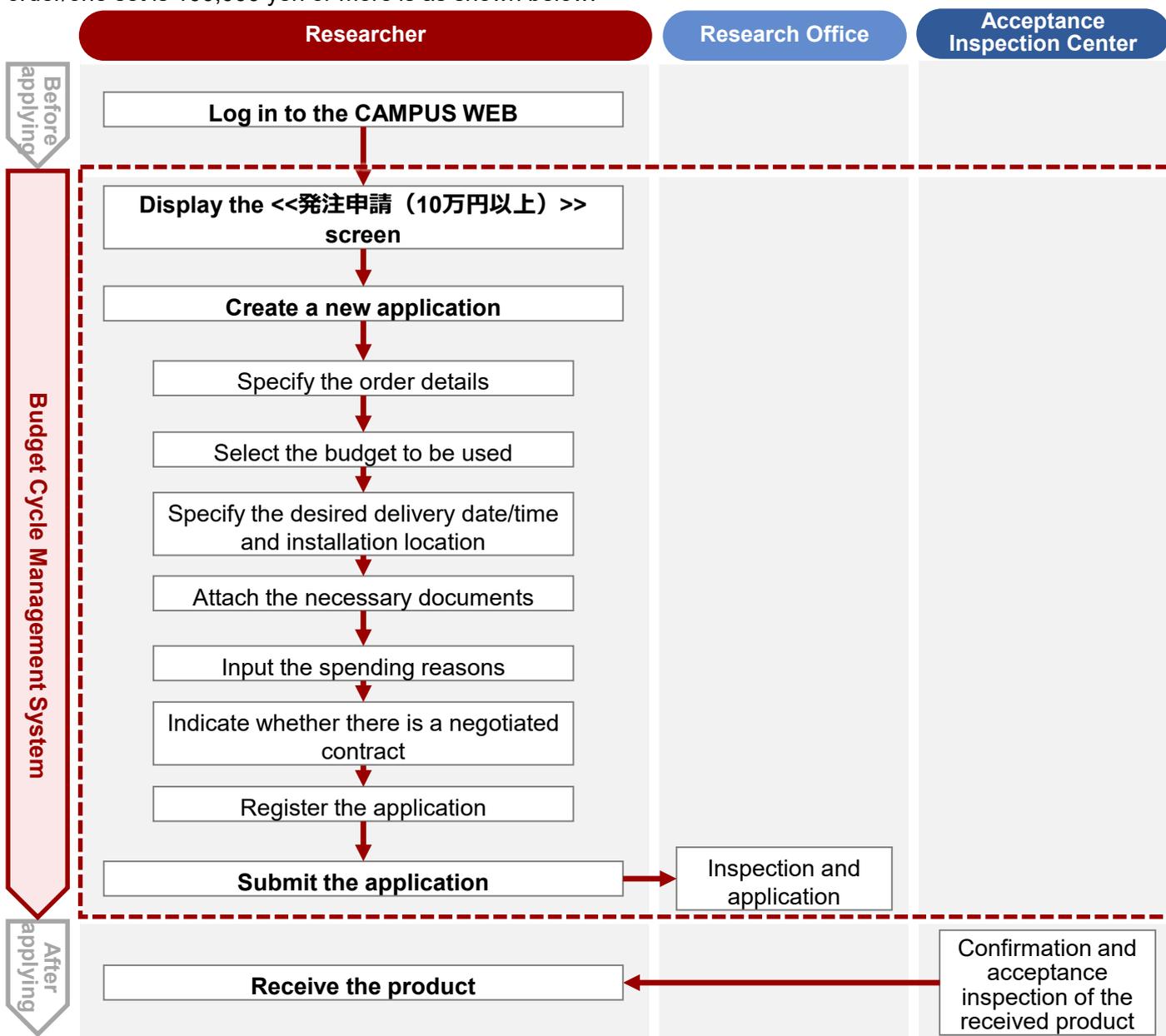
Orders and contracts that are 100,000 yen or more for one order/one set are performed by the Executive Office. The researcher must submit an order or contract application to the Executive Office. This chapter explains the procedures for order and contract applications for which one order/one set is 100,000 yen or more.

2.1 Order and contract applications

This section explains the order and contract application procedures if purchasing goods for which one order/one set is 100,000 yen or more.

2.1.1 Flow of operations

This flow of operations for order and contract application procedures if purchasing goods for which one order/one set is 100,000 yen or more is as shown below.

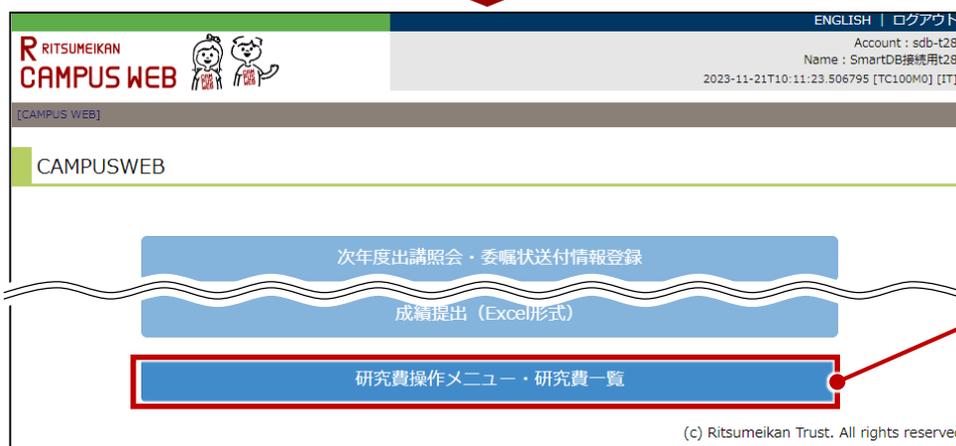


2.1.2 Operation procedures

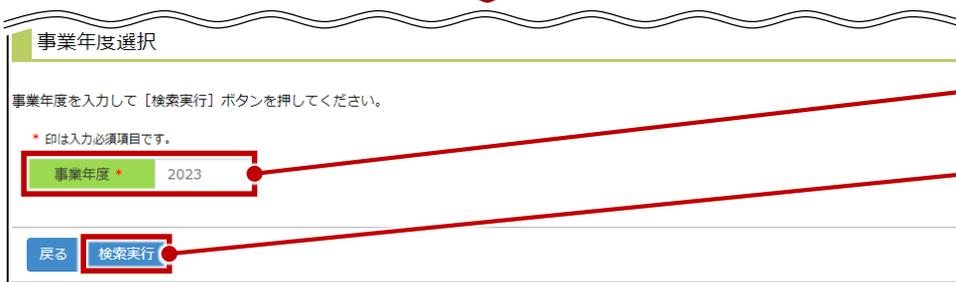
From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [発注・契約申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研修費操作メニュー・研究費一覧] button.

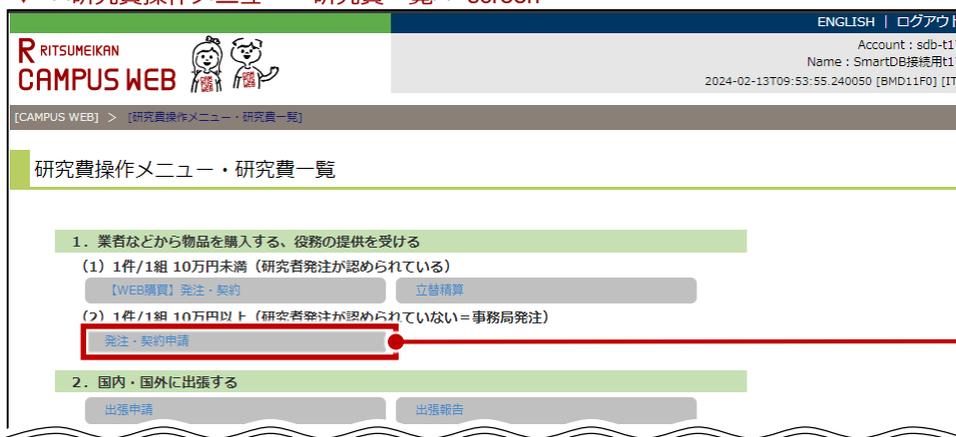


2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<発注申請 (10万円以上) >> screen.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [発注・契約申請] link.

Next page

Chapter 2. One Order/One Set: 100,000 Yen or More Purchase of Goods and Subcontracting Volume

Cont.

3 Create a new order application for 100,000 yen or more  p. 27 to 31

▼ <<発注申請（10万円以上）>> screen

発注申請（10万円以上）

代理申請を行う場合はチェック/Check here if you are applying by proxy.

申請日 Application Date: 2024/02/02

教職員番号 ID No: 9999999

所属(学部) College, Department: 総合心理学部(教員)

職位 Position: 准教授

申請者 Applicant: ※代理申請時のみ入力

連絡電話番号 Contact Phone Number: TEL (携帯可)

メールアドレス E-mail Address: sdb-t28@st.ritsumei.ac.jp

申請区分 Application Category: 事前申請
 事後申請 (下記執行理由・発注時に事後になった理由等詳細を記入ください)
※即時性の高い1件100,000円未満の契約をおこなう場合や、ECサイトからの購入の場合は、教員自らが直接発注（購入）することができ、申請対象外としています。

発注内容選択 Order Detail Selection: A_メーカー、品番等が確定している場合
 B_メーカー、品番等が確定していない場合
 C_制作物の作成、アンケート調査、翻訳等、業務委託の場合

番号	発注内容
1	品名 メーカー 品番 数量 式・荷等

予算管理窓口担当者 Office Contact Person for Budget Management: 検索

執行予算選択 Budget Selection: 単一予算

事業年度 Fiscal Year: 2023 ※検索用

執行予算 BCM budget code name: BCM予算コード名称, BCM予算コード, 残高 0円 (申請時点の残高), 研究開始日, BCM予算選択

複数予算で執行を希望する場合 If you wish to execute on multiple budgets: ※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきサードオフィスで確認の上、希望に沿えない場合は、別途ご連絡します。
※複数予算で執行の場合は、希望の予算 (1)予算の名称、(2)金額、(3)負担機関)を記入してください。
 ※なお、科研費等の複数の競争的資金制度による共同設備の購入を希望する場合は、「科研費等複数課題による共同設備購入申請書」(様式1-7)を作成の上、以下に添付してください【事後申請不可】。
 ※また、科研費の複数の研究課題の高価経費を組み合わせた利用を希望する場合は、「科研費複数課題による合算使用申請書」(様式1-8)を作成の上、以下に添付してください【事後申請不可】。

予算枠 Budget Limit: 円 まで

見積合わせ希望 Request for Multiple Quotes?: 希望なし 希望あり
※希望なしの場合は、過去の同種案件の発注実績等を参照し、(見積書をご提出いただいた場合は当該見積書を含め)発注先を決定します。希望ありの場合は、複数業者から見積りを受けます。

希望納期 Desired delivery time: 希望なし 希望あり
希望なしの場合、決定業者の納期に合わせます 2024 | 年 02 | 月 02 | 日

特命発注について Designated contract: なし あり
原則として特命発注はできませんが、特命の企業等なければ仕様を満たす物品を納入できない場合は、その理由と補償資料を以下に記載ください。

執行理由 / 説明 Reasons for Spending/Description: 理由 (執行の必要性、当該研究との関連性を具体的に記入してください。同一の書籍を複数購入する場合は発注・配布リストを添付してください。車検になった場合、理由は、詳細を記入してください。)

添付ファイル Attachment Files: ファイルをドロップまたはクリックしてファイルを選択

連絡先記入欄 Research Assistant: 検索

設置場所 Installation Location: 建物名, 室名/部屋番号, 階数
「その他(学外を含む)」を選択した場合、設置場所の住所、電話番号等、詳細を記入してください。

1 Check the applicant's information and input the [Contact Phone Number].

2 Input the information of the goods to which the order application pertains.

Point  If ordering multiple items, click the [追加] button to add an input field and input the additional items.

3 Specify the [Office Contact Person for Budget Management] and select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

Reference  For the budget management contact, refer to the "Budget Cycle Management web page."

https://www.ritsumei.ac.jp/research/member/research_expenses/09.html/

4 Indicate whether there is a desired delivery date and a negotiated contract.

5 Input the spending reasons.

6 Attach the specified files and specify the contact information.

7 Input the installation location.

Next page

Chapter 2. One Order/One Set: 100,000 Yen or More Purchase of Goods and Subcontracting Volume

Cont.

[経路設定]	(1)	(2)	(3)	(4)	(5)	(6)
経路1/Route 1 個人申請	申請者 (自動挿入) ▲【修証用】 教員A					
経路2/Route 2	経理担当者 (自動挿入)	合議設定可	合議設定可	合議設定可	合議設定可	▲
経路3/Route 3	▲	合議設定可				
経路4/Route 4	▲	合議設定可	合議設定可	合議設定可	合議設定可	予算申請
経路5/Route 5	▲	▲	▲	▲	▲	▲
経路6/Route 6	契約課 (担当者) ※100万円以上の 場合、自動挿入	契約課 課長	契約課長			
経路7/Route 7	財務担当事務手	専務理事決議	専務理事決議			▲

■ 閲覧権設定用ブロック
追加閲覧権
Additional Viewing Rights
※追加で閲覧権が必要な場合は
設定してください。

一覧/List 登録/Register

8 Click the [Register] button.

Note!
The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

4 Submit the order application.

7 文書登録/Document registration [ユーザ: 【修証用】 教員A・学部長A]

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history 英語翻訳(提出)/Submit 印刷/Print

文書の登録が完了しました。

文書タイトル 発注申請 (10万円以上) 23E02510000002
文書番号 661 更新 17:42 【修証用】 教員A・学部長A

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。

登録履歴を参照

23E02510000002

発注申請 (10万円以上)

ステータス ● 申請前/Not Yet Applied 現在の担当者 ▲【修証用】 教員A・学部長A

1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

2.1.3 Screen details

Details of the <<発注申請（10万円以上）>> screen for order and contract applications are as indicated below.

▼ <<発注申請（10万円以上）>> screen

文書登録/Document registration
[ユーザ: (検証明) 職員A]

一覧/List
登録/Register

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。

■ 登録処理結果欄

発注申請（10万円以上）

代理申請を行う場合はチェック/Check here if you are applying by proxy.

2 代理申請者 所属	【検証明】1部1課(スタンダード)
代理申請者 氏名	【検証明】職員A
代理申請者 メールアドレス	sdb-t32@st.ritsumei.ac.jp
※以下の記入欄は、被代理人の所属課と氏名に変更してください。	

3 経路1 記入欄	
申請日	2024/02/02
教職員番号	9999999
所属(学部)	総合心理学部(教員)
職位	准教授
申請者	※代理申請時のみ入力 【検証明】教員A・学部長A
連絡電話番号	TEL (携帯可) <input type="text"/>
メールアドレス	sdb-t28@st.ritsumei.ac.jp

No.	Item	Details
1	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to the proxy applicant for all the subsequent items.
	Proxy Applicant - Affiliation	Displays the affiliation of the proxy applicant.
	Proxy Applicant	Displays the name of the proxy applicant.
	Proxy Applicant - Email Address	Displays the e-mail address of the proxy applicant.
3	経路1 記入欄:	Displays information related to the applicant.
	Application Date	Displays the application date.
	ID No	Displays the ID number of the applicant.
	College, Department	Displays the affiliation of the applicant.
	Position	Displays the position of the applicant.

Chapter 2. One Order/One Set: 100,000 Yen or More Purchase of Goods and Subcontracting Volume

No.	Item	Details
	Applicant	Displays the name of the applicant. For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking  and inputting key words in the displayed [ユーザの検索] field.
	Contact Phone Number	Input the contact phone number of the applicant.
	Email Address	Displays the e-mail address of the applicant.

4

申請区分
Application Category

事前申請
 事後申請 (下記執行理由・説明欄に事後になった理由等詳細を記入ください)
※即時性の高い 1 件 100,000 円未満の契約をおこなう場合や、ECサイトからの購入の場合は、教員自ら直接発注 (購入) することができ、申請対象外としています。

発注内容選択
Order Detail Selection

A_メーカー、品番等が確定している場合
 B_メーカー、品番等が確定していない場合
 C_制作物の作成、アンケート調査、翻訳等、業務委託の場合

番号	発注内容	Order Details	メーカー	品番	個数	式・個等
1	品名	<input type="text"/>				
追加						

5

予算管理窓口担当者
Office Contact Person for Budget Management

執行予算選択
Budget Selection

単一予算

事業年度
Fiscal Year

2023 ※標準用

執行予算 BCM budget code name	BCM予算コード名称	BCM予算コード	残高 0 円 (申請時点の確認用)	研究開始日	BCM予算選択

複数予算で執行を希望する場合
If you wish to execute on multiple budgets

※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきサーチオフィスで確認の上、希望に沿えない場合は、別途連絡します。
※複数予算で執行の場合は、希望の詳細 (①予算の名称、②金額、③負担根拠) を記入してください。
※なお、科研費等の競争的・研究費制度による共用設備の購入を希望する場合は、「科研費等複数課題による共用設備購入申請書」(様式1-7) を作成の上、以下に添付してください【事後申請不可】。
※また、科研費の複数の研究課題の直接経費を組み合わせた使用を希望する場合は、「科研費複数課題による合算使用申請書」(様式1-8) を作成の上、以下に添付してください【事後申請不可】。

ファイルをドロップ または クリックしてファイルをアップロード

「科研費複数課題による共用設備購入申請書」(様式1-7).docx

「科研費複数課題による合算使用申請書」(様式1-8).docx

No.	Item	Details
4	Application Category	Select the application category. <ul style="list-style-type: none"> ● 事前申請: Select if submitting an advance application. ● 事後申請: Select if submitting an application after the fact. Input the reason for submitting an application after the fact in the [Reasons for Spending/Description] field.
	Order Detail Selection	Select the order details. <ul style="list-style-type: none"> ● A_メーカー、品番等が確定している場合: Select if the manufacturer and serial number (product number) have been definitely confirmed. ● B_メーカー、品番等が確定していない場合: Select if the manufacturer and serial number (product number) have not been definitely confirmed. ● C_制作物の作成、アンケート調査、翻訳等、業務委託の場合: Select if for subcontracting of operations.
	Order Details	Input the product name, manufacturer, serial number (product number), and amount of the ordered product. If ordering multiple items, click the [追加] button to add an input field and input the additional items.
5	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. The specified office contact person for budget management is displayed in [Route 2].

No.	Item	Details
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute on multiple budgets	<p>Input the desired details (① Budget name, ② Amount, ③ Basis of burden) in the input field.</p> <p>If you want to purchase for shared facilities by using multiple competitive research fund programs of KAKENHI or similar, create and attach an “Application for Approval of Purchase of Shared Facilities Using Multiple KAKENHI Projects, Etc. [Research Division Form 1-7].”</p> <p>If combining direct expenses of multiple KAKENHI research projects, create an “Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]” and attach it.</p>

6

予算枠 Budget Limit	<input type="text"/> 円 まで
見積合わせ希望 ※10万円以上100万円未満の場合 Request for Multiple quotes?	<input checked="" type="radio"/> 希望なし <input type="radio"/> 希望あり <small>※希望なしの場合は、過去の同様案件の発注実績等を勘案し、(見積書をご提出いただいた場合は当該見積業者を含め)発注先を選定します。希望ありの場合は、複数業者から見積書を取得します。</small>
希望納期 Desired delivery time	<input checked="" type="radio"/> 希望なし <input type="radio"/> 希望あり <small>希望なしの場合、選定業者の納期に合わせます</small> <div style="float: right; border: 1px solid #ccc; padding: 2px;"> 2024 年 02 月 02 日 </div>
特命発注について Negotiated contract	<input checked="" type="radio"/> なし <input type="radio"/> あり <small>原則として特命発注はできませんが、特命の企業等でなければ仕様を満たす物品等を納入できない場合は、その理由と根拠資料を以下に記載ください。</small>

7

予定企業名 Name of Company for Negotiated Contract	<input type="text"/>
内容 Manufacturer Name/Specifications and Dimensions	<input style="width: 100%; height: 40px;" type="text"/> <small>内容（物品等の購入の場合は、メーカー名・規格・寸法等を、役務の場合は、業務内容、日時等の依頼内容の詳細を記入ください）</small>
企業選定理由 Reasons for selection	<input style="width: 100%; height: 40px;" type="text"/> <small>企業選定理由（物品等の購入の場合は、メーカー名・規格・寸法等を、役務の場合は、業務内容、日時等の依頼内容の詳細を記入ください。）</small>
根拠資料 Explanatory Materials/Certificate of Exclusive Sale	<div style="text-align: center;"> <input type="button" value="ファイルを選択"/> </div> <small>専売証明書等、根拠資料を添付してください。</small>
見積書 Estimate	<div style="text-align: center;"> <input type="button" value="ファイルを選択"/> </div> <small>見積書を添付してください。</small>

No.	Item	Details
6	Budget Limit	Input the upper limit of the budget.
	Request for Multiple quotes?	Select whether to request quotes if 100,000 yen to less than one million yen. <ul style="list-style-type: none"> ● 希望なし: Select if you do not want to request quotes. ● 希望あり: Select if you want to request quotes.
	Desired delivery time	Select whether you have a desired delivery date. <ul style="list-style-type: none"> ● 希望なし: Select if you do not have a desired delivery date. The delivery date will be arranged with the selected company. ● 希望あり: Select if you have a desired delivery date and specify your desired delivery date.
	Negotiated contract	Select whether there is a negotiated contract. <ul style="list-style-type: none"> ● なし: Select if you do not want to use a negotiated contract. ● あり: Select if you want to use a negotiated contract. Specify the added [特命発注内容記入ブロック].

No.	Item	Details
7	経路1_記入欄_特命発注内容記入ブロック: Specify information if you want to use a negotiated contract. Displayed if you specify “あり” for [Negotiated contract].	
	Name of Company for Negotiated Contract	Input the name of the company intended for the order.
	Manufacturer Name/Specifications and Dimensions	Input the order details.
	Reasons for selection	Input the reasons for selecting the company.
	Explanatory Materials/Certificate of Exclusive Sale	Attach documents that provide the basis for using a negotiated contract.
	Estimate	Attach the estimate from the selected company.

8	執行理由 / 説明 Reasons for Spending/Description	<input type="text"/> <small>理由（執行の必要性、当該研究との関連性を具体的に記入してください。同一の書籍を複数購入する場合は奇数・配布先リストを添付してください。事後になった場合、理由等、詳細を記入してください。）</small>
	添付ファイル Attachment Files	<input type="text"/> ファイルをドロップ または クリックしてファイルを選択 <small>事前申請：見積書、仕様書、カタログ等、発注希望する詳細が分かる情報を添付してください。 事後申請：請求書、領収書、納品書、購入した物品等の画像等を添付してください。</small>
9	連絡先記入欄 (教員秘書など) Research Assistant	<input type="text"/> 検索範囲内のアカウントの検索 <small>申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。</small>
	設置場所 Installation Location	キャンパス選択 <input type="text"/> 建物名 <input type="text"/> 室名/部屋番号 <input type="text"/> 階数 <input type="text"/> <small>「その他（学外を含む）」を選択した場合、設置場所の住所、電話番号等、詳細を記入してください。</small>

No.	Item	Details
8	Reasons for Spending/Description	Input the specific spending reasons.
	Attachment Files	Attach the necessary files according to whether it is an advance or after-the-fact application.
9	Research Assistant	Specify if it is necessary to contact someone other than the applicant. You can search for the person by clicking Q and inputting key words in the displayed [検索範囲内のアカウントの検索] field.
	Installation Location	Specify the installation location. Select the campus under [キャンパス選択], and input the [建物名], [室名/部屋番号], and [階数]. Select [その他] if located off-campus and input the installation location information in the input field.

【経路設定】						
	(1)	(2)	(3)	(4)	(5)	(6)
10	経路1/Route 1 個人申請	申請者（自動挿入） 【検証明】職員A				
	経路2/Route 2	経理担当者（自動挿入） a	合議設定可 a	合議設定可 a	合議設定可 a	合議設定可 a
	経路3/Route 3	a	合議設定可 a			
	経路4/Route 4	a	合議設定可 a	合議設定可 a	合議設定可 a	予算単位責任者 a
	経路5/Route 5	a	a	a	a	a
	経路6/Route 6	契約課（担当者）※100万円以上の 場合、自動挿入 a	契約課 課長 a	財務部長 a		
	経路7/Route 7	財務担当常務理事 a	専務理事決裁 a	理事長決裁 a		a
11	■閲覧権設定用ブロック 追加閲覧権 Additional Viewing Rights ※追加で閲覧権が必要な場合は 設定してください。					
12	一覧/List 登録/Register					

No.	Item	Details
10	経路設定:	Displays the routes of the application work flow.
	Route 1	Displays the name of the applicant.
	Route 2	Displays the name of the person responsible specified for [Office Contact Person for Budget Management].
	Route 3 to Route 5	-
	Route 6	The Office of Purchasing and Contracts (person responsible) is automatically specified if for one million yen or more.
	Route 7	Specifies the person with decision-making authority (executive officer) according to the cost of the order.
11	閲覧権設定用ブロック:	Specify persons with additional viewing rights.
	Additional Viewing Rights	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.
12	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.

Revision History

Date Created	Version No.	Details
April 1, 2024	Version 1.0	Newly created

- MEMO -

Budget Cycle Management System: Simple Guide

Purchase of Goods and Subcontracting Volume

April 1, 2024 Ver. 1.0

Division of Research, Ritsumeikan University

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Budget Cycle Management System: Simple Guide

Travel Expenses Volume

April 1, 2024 Ver. 1.0

About this Guide

This guide explains the procedures for applications and reports for using research funds for domestic and overseas business trips. Carefully read this guide and make sure to submit applications and reports using the correct procedures.

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Budget Cycle Management System: Simple Guide (Consists of Multiple Volumes)

Read this First
(General
Overview)

* How to read this manual

If using the Budget Cycle Management System for the first time, please first read Read this First (General Overview).

This explains how to access the system, menus, <<Document list>> screens for various applications, and items common to all volumes of this guide.

Afterwards, please read the guide indicating the application procedures for the corresponding application you require.

Purchase of
Goods and
Subcontracting
Volume

Travel
Expenses
Volume
This volume

Personnel Costs
and
Honorariums/
Remunerations
Volume

Checking
Balance of
Research Funds
Volume

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1. Business Trip Applications

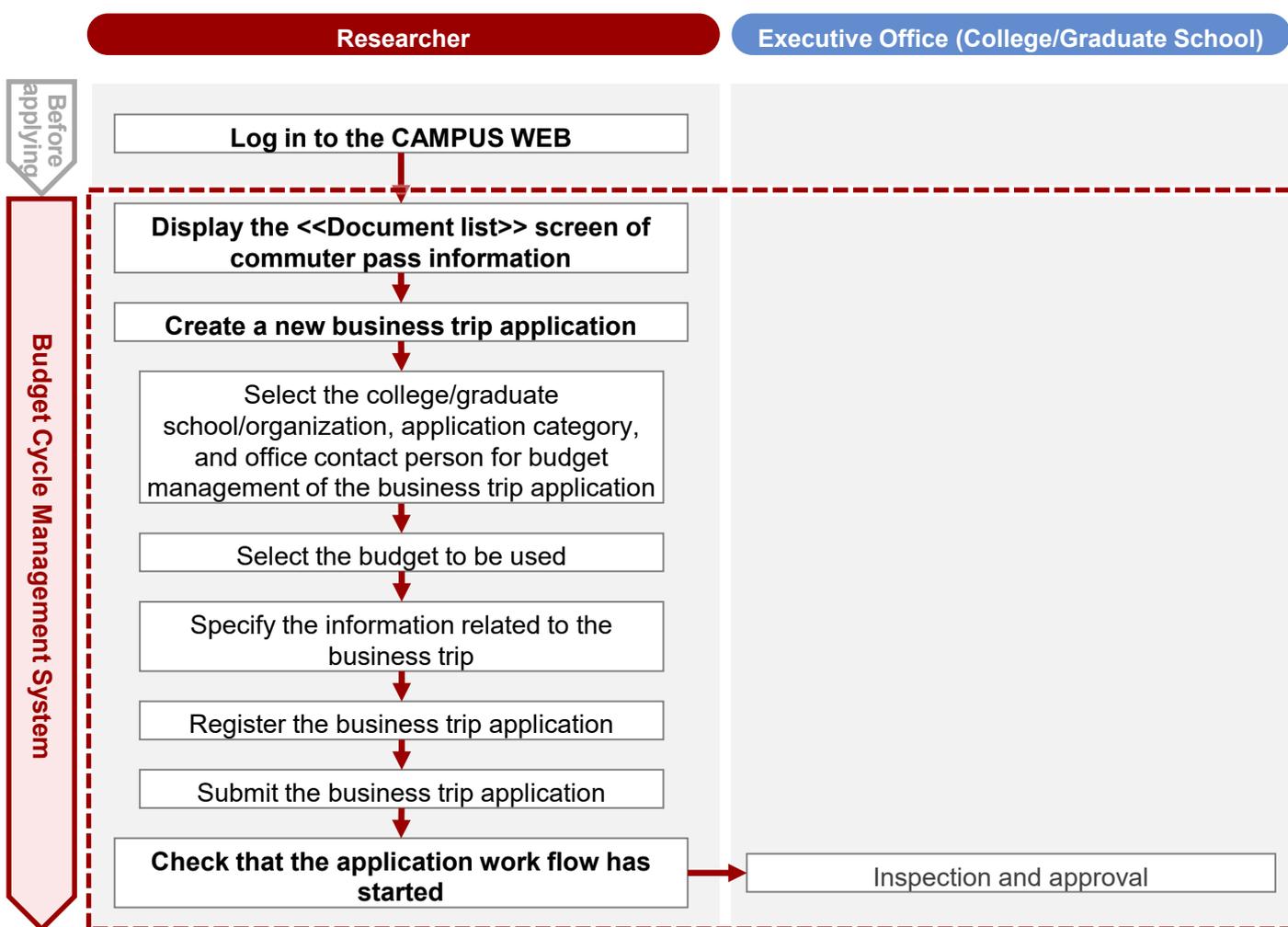
If taking a domestic or overseas business trip in relation to a research project, the application procedures differ depending on whether the person taking the trip is a faculty member, or a person from outside the university or student. This chapter explains the procedures for a business trip application.

1.1 For faculty

This section explains the business trip application procedures for faculty members of Ritsumeikan University.

1.1.1 Flow of operations

The flow of operations of business trip application procedures for university faculty members is as shown below.



1.1.2 Operation procedures

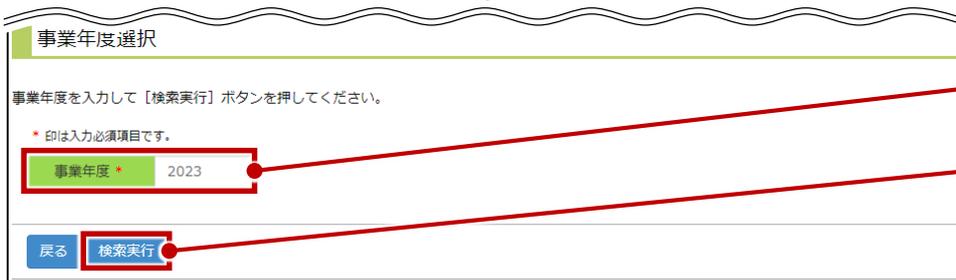
From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [出張申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研究費操作メニュー・研究費一覧] button.



2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<Document list>> screen of commuter pass information.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [出張申請] link.

Next page

Chapter 1. Business Trip Applications

Travel Expenses Volume

Cont.

3 Register a new business trip application.

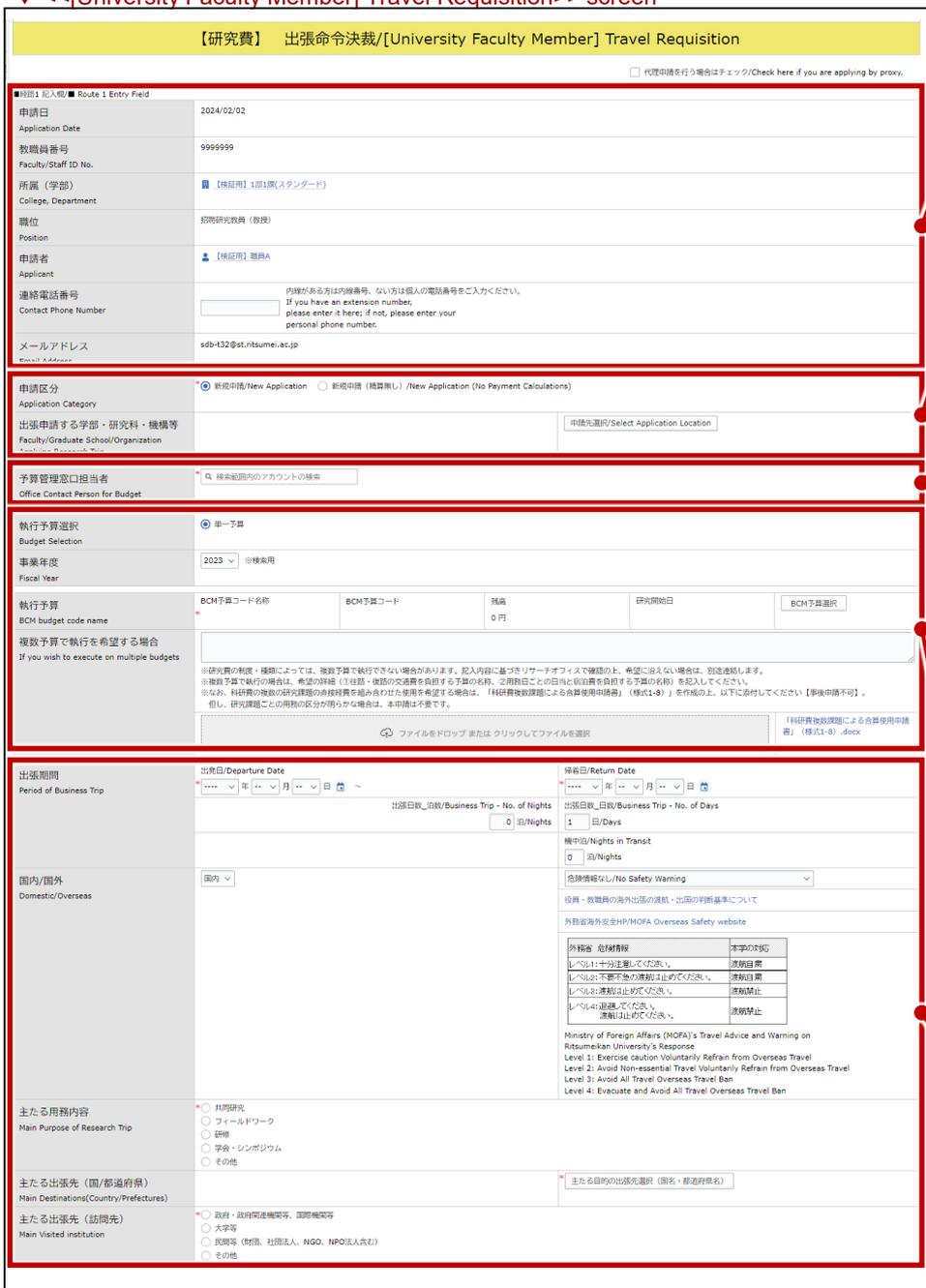
Screen Details p. 8 to 12

<<Document list>> screen of commuter pass information



1 Click the [New Application] button.

<<[University Faculty Member] Travel Requisition>> screen



2 Check the applicant's information and input the [Contact Phone Number].

3 Select the application category and college/graduate school/organization of the business trip application.

4 Specify the office contact person for budget management.

Reference
For the budget management contact, refer to the "Budget Cycle Management web page."
https://www.ritsumeai.ac.jp/research/member/research_expenses/09.html/

5 Specify the budget used.

6 Specify the information related to the business trip.

Next page

Chapter 1. Business Trip Applications

Travel Expenses Volume

Cont.

Next page

Reference

The commuter pass information registered in the Division of Human Resources is automatically input in [Commuter Pass Information].

Point

Input the destination and details of work to be performed. Route calculation is performed by the Executive Office.

Point

If registering multiple business trips, click the [追加] button to add an input field and input the additional items.

7 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

8 Click the [Register] button.

Note

The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

Chapter 1. Business Trip Applications

Travel Expenses Volume

Cont.

4 Submit the business trip application.

文書登録/Document registration [ユーザ: (検証用) 職員C (業務員秘書)]

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history **業務開始(提出)/Submit**

文書の登録が完了しました。

文書タイトル 【大学教員】出張命令決議
 文書番号 179 更新 17:08 (検証用) 職員C (業務員秘書)

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
 「業務開始」ボタンを押すことで、次の承認者に提出されます。
 Please make sure to click the "Start Operations" button after clicking the "Register" button.
 Clicking on the "Start Operations" button will submit the application to the next approver.

23J02510000004

出張ルールや操作マニュアルはこちら/ Click here for the manual

【研究費】 出張命令決議/[University Faculty Member] Travel Requisition

ステータス ● 申請中/Not Yet Applied 現在の担当者
 Status Current Person

■経路1 記入欄 ■ Route 1 Entry Field

申請日 Application Date	2024/01/17
教職員番号 Faculty/Staff ID No.	9999999
所属(学部) College, Department	総合心理学部 (教員)
職位 Position	准教授
申請者 Applicant	(検証用) 教員A - 学部長A
連絡電話番号 Contact Phone Number	

1 Click the [Submit] button.

Reference 

If you need to cancel a business trip application after submitting it, ⇨ refer to “Chapter 4 Travel Expenses > 4.3 Business Trip Procedures > 4.3.2 Required Procedures and Documents” of the [Research Fund Spending Guidebook \(For Researchers\)](#).

Click the [OK] button on the confirmation message to start application work flow.

End

Registering a proxy applicant

To register a proxy applicant for a business trip application, click the [Edit] button of the <<Document update>> screen of commuter pass information.

1 Display the <<Document update>> screen of commuter pass information.

▼ <<Document list>> screen of commuter pass information

出願番号/Document No.	氏名/Name	教職員番号/Faculty/Staff ID No.	学校名(所属)/Name of School (Affiliation)	メールアドレス/Email Address	定期区間 (1/2区間含む)/Commuter pass area (incl. bus pass area)	代理者/Proxy	操作/Operation	編集/Edit
1	【検印用】 教員A・学部長	9999999	総合心理学部 (教員)	sdb-128@st.ritsumeikai.ac.jp	山科：J R東海道・山陽本線新快速；高槻：J R東海道・山陽本線；茨木	【検印用】 教員A・学部長	詳細	編集/Edit
2	【検印用】 教員A・学部長	9999999	総合心理学部 (教員)	sdb-128@st.ritsumeikai.ac.jp	百万遍/京都市営バス；京都市営バス・203号(反時計回り)；烏丸今出川(地下鉄今出川駅)/京都市営バス；徒歩；今出川；京都市営烏丸線；京都：J R東海道・山陽本線新快速；高槻：J R東海道・山陽本線；茨木	【検印用】 教員A・学部長	詳細	編集/Edit

1 Click the [Edit] button.

2 Register proxy applicants in the commuter pass information.

▼ <<Document update>> screen of commuter pass information

文書更新/Document update		[ユーザ: 【検印用】 教員A・学部長]	
キャンセル/Cancel	再計算/Recalculation	登録/Register	
代理者 (本人以外に宛先できる者) <input type="text" value="検索範囲内のアカウントの検索"/> <input type="button" value="検索"/> <input type="button" value="再検索"/> <input type="button" value="キャンセル"/>			
氏名 【検印用】 教員A・学部長		メールアドレス sdb-128@st.ritsumeikai.ac.jp	
教職員番号 9999999	所属コード そうごうしんりがくぶ	所属名称 総合心理学部 (教員)	職位名称 准教授
職位コード 2201	定期区間 (1表示用全区間入力)		
乗車駅名 山科	下車駅名 茨木	定期区間 山科：J R東海道・山陽本線新快速；高槻：J R東海道・山陽本線；茨木	

2 Register the proxy applicant.

Point

You can register multiple proxy applicants for a single item of commuter pass information.

End

For details, refer to “4-1: [Faculty Members] Specifying Proxies” of the Travel Expenses System Usage Manual (For RU and APU Faculty) New Business Trip Application Volume issued by the Human Resources Office.

1.1.3 Screen details

Details of the <<[University Faculty Member] Travel Requisition>> screen for business trip applications are as indicated below.

▼ <<[University Faculty Member] Travel Requisition>> screen

1

[文書登録/Document registration](#)
[ユーザ: [【検証用】職員A](#)]

1

[一覧/List](#) [登録/Register](#)

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。
Please make sure to click the "Start Operations" button after clicking the "Register" button.
Clicking on the "Start Operations" button will submit the application to the next approver.

[出張ルールや操作マニュアルはコチラ/ Click here for the manual](#)

【研究費】 出張命令決裁/[University Faculty Member] Travel Requisition

代理申請を行う場合はチェック/Check here if you are applying by proxy.

2 代理申請者 所属	【検証用】1部1課(スタンダード)
Proxy Applicant - Affiliation	
代理申請者 氏名	【検証用】職員A
Proxy Applicant	
代理申請者 メールアドレス	sdb-t32@st.ritsumei.ac.jp
Proxy Applicant - Email Address	

■経路1 記入欄/Route 1 Entry Field

3 申請日	2024/02/02
Application Date	
教職員番号	9999999
Faculty/Staff ID No.	
所属 (学部)	【検証用】1部1課(スタンダード)
College, Department	
職位	招聘研究教員 (教授)
Position	
申請者	【検証用】職員A
Applicant	
連絡電話番号	<input type="text"/> <small>内線がある方は内線番号、ない方は個人の電話番号をご入力ください。 If you have an extension number, please enter it here; if not, please enter your personal phone number.</small>
Contact Phone Number	
メールアドレス	sdb-t32@st.ritsumei.ac.jp
Email Address	

No.	Item	Details
1	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to a proxy applicant for all the subsequent items.
	Proxy Applicant - Affiliation	Displays the affiliation of the proxy applicant.
	Proxy Applicant	Displays the proxy applicant.
	Proxy Applicant - Email Address	Displays the e-mail address of the proxy applicant specified for the delivery destination.
3	Route 1 Entry Field:	Displays information related to the applicant.
	Application Date	Displays the application date.
	Faculty/Staff ID No.	Displays the ID number of the applicant.
	College, Department	Displays the affiliation of the applicant.
	Position	Displays the position of the applicant.

Chapter 1. Business Trip Applications

Travel Expenses Volume

No.	Item	Details
	Applicant	Displays the name of the applicant. For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.
	Contact Phone Number	Input the contact phone number of the applicant.
	Email Address	Displays the e-mail address of the applicant.

The screenshot shows a web-based application form with the following sections:

- 申請区分 (Application Category):** Radio buttons for "新規申請/New Application" (selected) and "新規申請(精算無し)/New Application (No Payment Calculations)".
- 出張申請する学部・研究科・機構等 (Faculty/Graduate School/Organization Applying Research Trip):** A dropdown menu and a "申請先選択/Select Application Location" button.
- 予算管理窓口担当者 (Office Contact Person for Budget Management):** A search field with a magnifying glass icon and the text "検索範囲内のアカウントの検索".
- 執行予算選択 (Budget Selection):** A radio button for "単一予算" (selected).
- 事業年度 (Fiscal Year):** A dropdown menu set to "2023" and a "※検索用" note.
- 執行予算 (BCM budget code name):** Fields for "BCM予算コード名称", "BCM予算コード", "残高 0円", and "研究開始日", with a "BCM予算選択" button.
- 複数予算で執行を希望する場合 (If you wish to execute on multiple budgets):** A large text area with instructions in Japanese and a "※なお、科研費の複数の研究課題の直接経費を組み合わせた使用を希望する場合は、「科研費複数課題による合算使用申請書」(様式1-8).docx" note. Below is a file upload area with a "ファイルを選択" button.
- 出張期間 (Period of Business Trip):** Fields for "出発日/Departure Date" and "帰着日/Return Date" with date pickers. Below are fields for "出張日数_泊数/Business Trip - No. of Nights" (0), "出張日数_日数/Business Trip - No. of Days" (1), and "機中泊/Nights in Transit" (0).

No.	Item	Details
	Application Category Required	Select "New Application" or "New Application (No Payment Calculations)" for the application category.
	Faculty/Graduate School/Organization Applying Research Trip	Click the [Select Application Location] button, and from the displayed <<文書選択>> screen of routes, select the faculty, graduate school, or organization of the business trip application.
	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. The specified office contact person for budget management is displayed in [Route 2].
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute on multiple budgets	Input the desired details (① Name of budget used for the outward/return transportation expenses, ② Name of budget used for the daily allowance and accommodation expenses of each day of the business trip) in the input field. If combining direct expenses of multiple KAKENHI research projects, create an "Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]" and attach it.
	Period of Business Trip Required	Use the pull-down menus for both [Departure Date] and [Return Date] or click on to specify each item. [Business Trip - No. of Nights], [Business Trip - No. of Days], and [Nights in Transit] are displayed automatically.

Chapter 1. Business Trip Applications

Travel Expenses Volume

国内/国外 Domestic/Overseas	国内 ▼	危険情報なし/No Safety Warning 役員・教職員の出張先選択・出国の判断基準について 外務省海外安全HP/MOFA Overseas Safety website
主たる用務内容 Main Purpose of Research Trip	<input checked="" type="radio"/> 共同研究 <input type="radio"/> フィールドワーク <input type="radio"/> 研修 <input type="radio"/> 学会・シンポジウム <input type="radio"/> その他	
主たる出張先（国/都道府県） Main Destinations(Country/Prefectures)	* 主たる目的の出張先選択（国名・都道府県名）	
主たる出張先（訪問先） Main Visited institution	<input checked="" type="radio"/> 政府・政府関連機関等、国際機関等 <input type="radio"/> 大学等 <input type="radio"/> 民間等（財団、社団法人、NGO、NPO法人含む） <input type="radio"/> その他	
自家用車利用の有無 Business trip using my private vehicle.	<input type="checkbox"/> 自家用車の利用を申請します/I apply for a business trip using my private vehicle. 自家用車の使用理由/Reason for Use <input type="text"/>	
出張に係る申し合わせ確認 Confirmation of Business Trip Arrangements	<input type="checkbox"/> 確認しました/I have confirmed this. ※立命館大学所属の方 ※For Those Affiliated with Ritsumeikan University 出張に係る申し合わせ	
出張期間中の授業措置 Measures Regarding the Handling of Your Classes During the Business Trip	(1)どちらかを選択してください。/Please choose one or the other. <input checked="" type="radio"/> 出張日・帰着日を含め、授業実施に影響ありません/My business trip does not affect the conduct of my classes. <input type="radio"/> 授業に影響があるので、休講します/My classes will be canceled due to this business trip. ■立命館大学所属の方/■For Those Affiliated with Ritsumeikan University (2)休講する授業がある場合、科目名、クラス、曜日時間を記載してください。※manaba+Rへの休講登録が別途必要です/If any of your classes will be cancelled, please list the course name, class, day and period. ※You will need to register for a class cancellation separately on manaba+R. <input type="text"/>	

No.	Item	Details
	Domestic/Overseas	Select whether making a domestic or overseas business trip. If making an overseas business trip, select the danger level bases on the danger information announced by the Ministry of Foreign Affairs of Japan.
	Main Purpose of Business Trip Required	Select the main purpose of the business trip.
	Main Destinations (Country/Prefectures) Required	Click the [主たる目的の出張先選択（国名・都道府県名）] button and select the destination from the displayed list. If domestic, select the name of the prefecture and if overseas, select the name of the country.
	Main Visited institution Required	Select the institution or organization that is the main objective of the business trip.
	Business trip using my private vehicle.	If using your own private vehicle for the business trip, input a check next to [I apply for a business trip using my private vehicle.] and input the reason for its use in [Reason for Use].
	Confirmation of Business Trip Arrangements	If the researcher is affiliated with Ritsumeikan University, check the “Business Trip Arrangements for Faculty and Procedures (FY2022 Revised Edition)” and input a check.
	Measures Regarding the Handling of Your Classes During the Business Trip Required	Select the measures for handling of your classes during the business trip. Additionally, if you are a researcher affiliated with Ritsumeikan University and require classes to be canceled, input the course name, class, and days/periods.

Chapter 1. Business Trip Applications

Travel Expenses Volume

定期情報 Commuter Pass Information	定期区間 (バス区間含む) /Commuter pass area (incl. bus pass area) ※定期情報が表示されていない、または表示される定期情報が最新でない場合は人事課にご連絡ください。
	定期区間 (バス区間含まず) /Commuter pass area (not incl. bus pass area) ※定期情報が表示されていない、または表示される定期情報が最新でない場合は人事課にご連絡ください。
	駅すばあとによる交通費計算はバス区間含まない定期情報を自動控除します。バス区間の控除は、ご自身で行ってください。 The Ekispert route calculation software automatically excludes commuter pass information that does not include a bus pass area. If business trip area overlaps with commuter bus pass area, Please exclude your bus pass area on your own.
出発地 Place of Departure	<input type="radio"/> 所属キャンパス <input type="radio"/> 自宅 <input type="radio"/> その他
帰着地 Place of Return	<input type="radio"/> 所属キャンパス <input type="radio"/> 自宅 <input type="radio"/> その他

No.	Item	Details
	Commuter Pass Information	The commuter pass areas both including and not including the bus pass area are displayed.
	Place of Departure Required	Select the place of departure as [所属キャンパス], [自宅], or [その他].
	Place of Return Required	Select the place of return as [所属キャンパス], [自宅], or [その他].

■出張計画(兼出張報告【研究費の場合】) 入力欄 (用務ごと) /Business Travel Plans (Plus Business Travel Report - when research funds are used) Input fields (Per Trip)

4	番号 Date	日付 Date	用務先/Work Location 例: ●●大学●●キャンパス / ●●株式会社 / ●●事業所など	用務先住所/Address of Work Location ※国内の場合、都道府県市区町村 / 海外の場合、国名・都市名
			用務内容/Details of Work	

追加

連絡先記入欄
(教員秘書等)
Research Assistant

事務局宛連絡事項
Notes for the Administrative Office

出張計画が確認できる資料(用務ごと)
Document(s) Confirming Business Travel Plans (Per Trip)

No.	Item	Details
4	Business Travel Plans (Plus Business Travel Report - when research funds are used) Input fields (Per Trip): Input the business travel plan for each trip.	
	番号	Input the [Date Required], [Work Location Required], [Details of Work Required], and [Address of Work Location Required] for each trip. If performing multiple work tasks on a single business trip, click the [追加] button to add additional rows for business trip plans and enter the corresponding items.
	Research Assistant	Specify if it is necessary to contact someone other than the applicant. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Notes for the Administrative Office	Input information accordingly if the conditions correspond to those indicated under the input field.
	Document(s) Confirming Business Travel Plans (Per Trip) Required	Attach documents and other materials that can confirm the business trip plan.

Chapter 1. Business Trip Applications

Travel Expenses Volume

■経路設定/Route Settings						
5	(1)	(2)	(3)	(4)	(5)	(6)
経路1/Route 1 個人申請 Individual Application	申請者 (自動挿入) Applicant (Automatic Entry) 【検証用】職員A					
経路2/Route 2	🔍	🔄	🔍	🔄	🔍	🔄
経路3/Route 3	🔍	🔍	🔍	🔍	🔍	🔍
経路4/Route 4	🔍	🔍	🔍	🔍	🔍	🔄
経路5/Route 5	🔍	🔍	🔍	🔍	🔍	🔄
6 追加閲覧権 Additional Viewing Rights ※追加で閲覧権が必要な場合は 設定してください。 ※If you need additional viewing rights, please set them.	🔍					
7	一覧/List 登録/Register					

No.	Item	Details
5	Route Settings:	Displays the routes of the application work flow of a business trip application.
	Route 1	Displays the name of the applicant.
	Route 2	Displays the name of the person responsible specified for [Office Contact Person for Budget Management].
	Route 3 to Route 5	-
6	Additional Viewing Rights	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible. You can search for the person by clicking 🔍 and inputting key words in the displayed [検索範囲内のアカウントの検索] field.
7	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.

1.2 For persons outside the university and students

Business trip applications for persons outside the university and students cannot be made using the <<Document list>> screen of commuter pass information. Download the “Ritsumeikan University Statement of Travel Expenses [for students and persons outside the University] [Research Division Form 2-3],” input the necessary items, and submit before the business trip.

Please download the “Ritsumeikan University Statement of Travel Expenses [for students and persons outside the University] [Research Division Form 2-3]” from the following URL.

 <https://www.ritsumeikan.ac.jp/research/member/file2016/001/011/011-009.docx>

2. Business Trip Reports

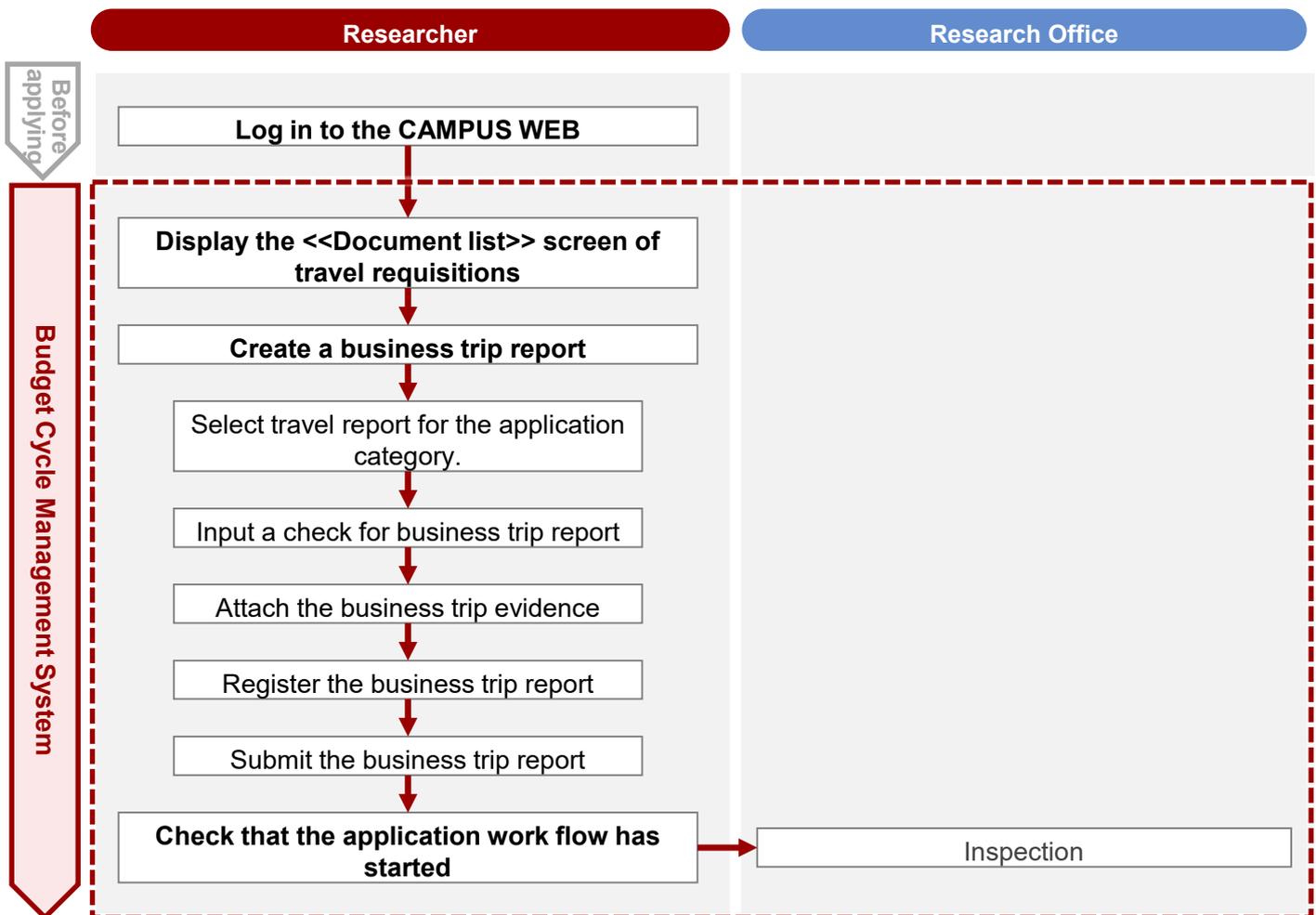
Create a business trip report when a business trip related to a research project has been completed. Similar to a business trip application, the reporting procedures differ depending on whether the person taking the trip is a faculty member, or a person from outside the university or student. This chapter explains the procedures for a business trip report.

2.1 For faculty

This section explains the business trip report procedures for faculty members of Ritsumeikan University.

2.1.1 Flow of operations

The flow of operations of business trip report procedures for university faculty members is as shown below.



2.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [出張報告] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

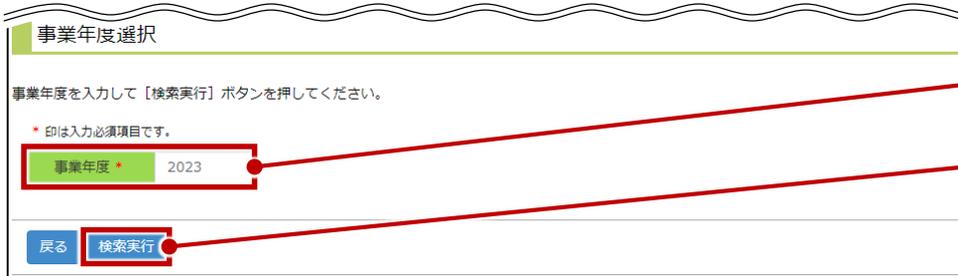
Documents to serve as evidence of the business trip for each day are required for the business trip report.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研修費操作メニュー・研究費一覧] button.



2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<Document list>> screen of travel requisitions.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [出張報告] link.

Next page

Chapter 2. Business Trip Reports

Travel Expenses Volume

Cont.

3 Create the business trip report.

Screen Details p. 18 to 19

<<Document list>> screen of travel requisitions

- 1 Click the [出張報告待ち] tab.
- 2 Click the [詳細] button of the corresponding item.

<<[University Faculty Member] Travel Requisition>> screen

- 3 Click the [Edit] button.

- 4 Select [Travel Report] for the [Application Category].

Point
Performing this operation switches the screen to [Travel Report].

<<Travel Report>> screen

- 5 For [Report Content], input a check for [I report that I made a business trip as outlined below.].

Next page

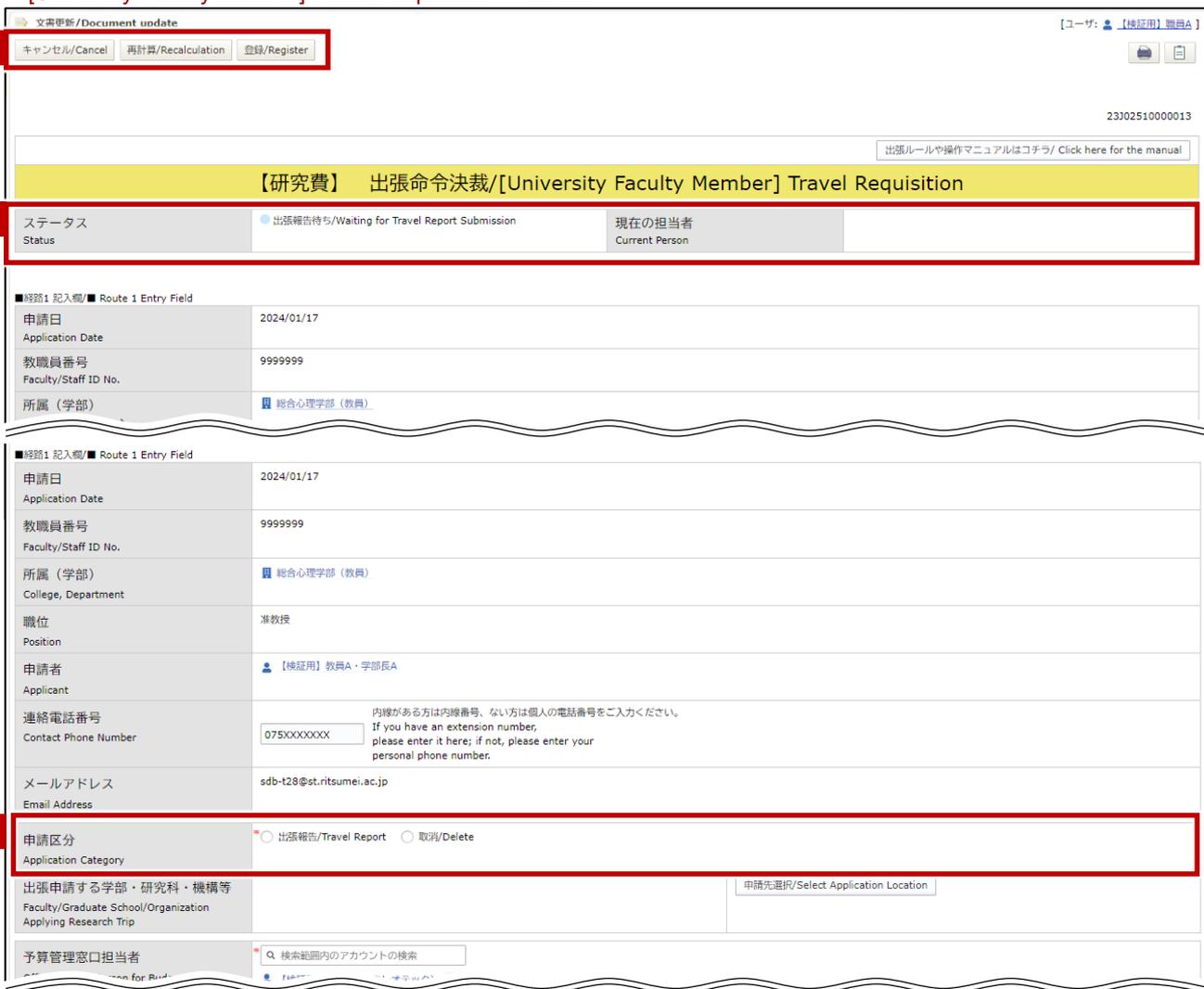
2.1.3 Screen details

Details of the <<[University Faculty Member] Travel Requisition>> screen and <<Travel Report>> screen related to business trip reports are as indicated below.

Reference

For other items of the <<[University Faculty Member] Travel Requisition>> screen and <<Travel Report>> screen, refer to “1.1.3 Screen details” on p. 8.

▼ <<[University Faculty Member] Travel Requisition>> screen



1 キャンセル/Cancel 再計算/Recalculation 登録/Register

2 ステータス Status 出張報告待ち/Waiting for Travel Report Submission 現在の担当者 Current Person

3 申請区分 Application Category 出張報告/Travel Report 取消/Delete

No.	Item	Details
1	Cancel	Discards the edited content and ends editing.
	Recalculation	Recalculates the edited content.
	Register	Registers the edited content.
2	Status	Displays the current status of the application work flow. [Waiting for Travel Report Submission] is displayed.
	Current Person	Displays the current person responsible for the application work flow.
3	Application Category Required	Select the application category. Select [Travel Report] if submitting a business trip report.

▼ <<Travel Report>> screen

【研究費】 出張命令決裁/[University Faculty Member] Travel Requisition

出張報告書/Travel Report

ステータス
Status

● 出張報告待ち/Waiting for Travel Report Submission

現在の担当者
Current Person

1 報告内容 Report Content

出張を下記の通り行ったので、報告します。/I report that I made a business trip as outlined below.

出張期間 Period of Business Trip	出発日/Departure Date * 2023年11月01日 ~	帰着日/Return Date * 2023年11月05日
	出張日数_泊数/Business Trip - No. of Nights 4泊/Nights	出張日数_日数/Business Trip - No. of Days 5日/Days
	機中泊/Nights in Transit 0泊/Nights	

出張計画が確認できる資料(用務ごと)

Document(s) Confirming Business Travel Plans (Per Trip)

ファイルをドロップ または クリックしてファイルを選択

※研究費による出張の場合は必ず添付してください。
★請求書をごちうらに添付しても業者への支払い処理を行うことが出来ません。ご注意ください。請求書払いが必要な場合は、その請求書が発行され次第、原本を予算管理部へご提出ください。
※If the travel is financed by research funds, make sure to attach required documents.

2 出張証明 (用務ごと・各証憑)

Material(s) Verifying Business Trip (Per Trip)

ファイルをドロップ または クリックしてファイルを選択

※研究費による出張の場合は必ず添付してください。
※旅費規程に関する証憑（以下、例）のみ添付してください。
・例：飛行機・フェリー・タクシー・貸切バス・高速代・レンタカー代・駐車場代
※規定額を超える宿泊費を予算単位責任者が認めた場合、または日当のでない出張で宿泊が認められた場合に証憑を添付

旅費(交通費)入力欄/Transportation Costs Entry Field

アクティビティ名	実施アクション	実施日時	実施者
▶ Start		2023/10/23 17:33	【検証用】職員C (兼教員秘書)
👤 経路2-1 承認	承認/Approve	2023/10/23 17:44	高橋 智和
👤 経路2-6 承認	承認/Approve	2023/10/23 17:44	高橋 智和
■ End		2023/10/23 17:44	

3 キャンセル/Cancel 再計算/Recalculation 登録/Register

No.	Item	Details
1	Report Content	Input a check for [I report that I made a business trip as outlined below].
2	Material(s) Verifying Business Trip (Per Trip) Required	Attach document(s) such as receipts serving as evidence of the business trip.
3	Cancel	Discards the edited content and ends editing.
	Recalculation	Recalculates the edited content.
	Register	Registers the edited content.

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April 1, 2024 Ver. 1.0

2.2 For persons outside the university and students

Business trip reports of persons outside the university and students cannot be made using the <<Document list>> screen of travel requisitions. Download the “Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1],” input the necessary items, and submit after the business trip.

Please download the “Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1]” from the following URL.

 <https://www.ritsumei.ac.jp/research/member/file2016/001/011/011-010-1.docx>

Revision History

Date Created	Version No.	Details
April 1, 2024	Version 1.0	Newly created

Budget Cycle Management System: Simple Guide

Travel Expenses Volume

April 1, 2024 Ver. 1.0

Division of Research, Ritsumeikan University

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Budget Cycle Management System: Simple Guide

Personnel Costs and Honorariums/Remunerations Volume

April 1, 2024 Ver. 1.0

About this Guide

This guide explains how to submit applications for work related to employment of students working part-time and requests for lecture meetings, tape transcription, interview investigations, and similar tasks using research funds. Carefully read this guide and make sure to submit applications using the correct procedures.

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1.1.1 Flow of operations	2		2.1.4 Screen details	18
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1.1.4 Screen details	6		2.2.1 Flow of operations	26
2. Work Based on Work Performance	11		2.2.2 Operation procedures	27
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2.1.1 Flow of operations	11		Revision History	30

Budget Cycle Management System: Simple Guide (Consists of Multiple Volumes)

**Read this First
(General Overview)**

* How to read this manual

If using the Budget Cycle Management System for the first time, please first read Read this First (General Overview).

This explains how to access the system, menus, <<Document list>> screens for various applications, and items common to all volumes of this guide.

Afterwards, please read the guide indicating the application procedures for the corresponding application you require.

Purchase of Goods and Subcontracting Volume

Travel Expenses Volume

Personnel Costs and Honorariums/Remunerations Volume
This volume

Checking Balance of Research Funds Volume

Division of Research, Ritsumeikan University

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1. Work Based on Time Management

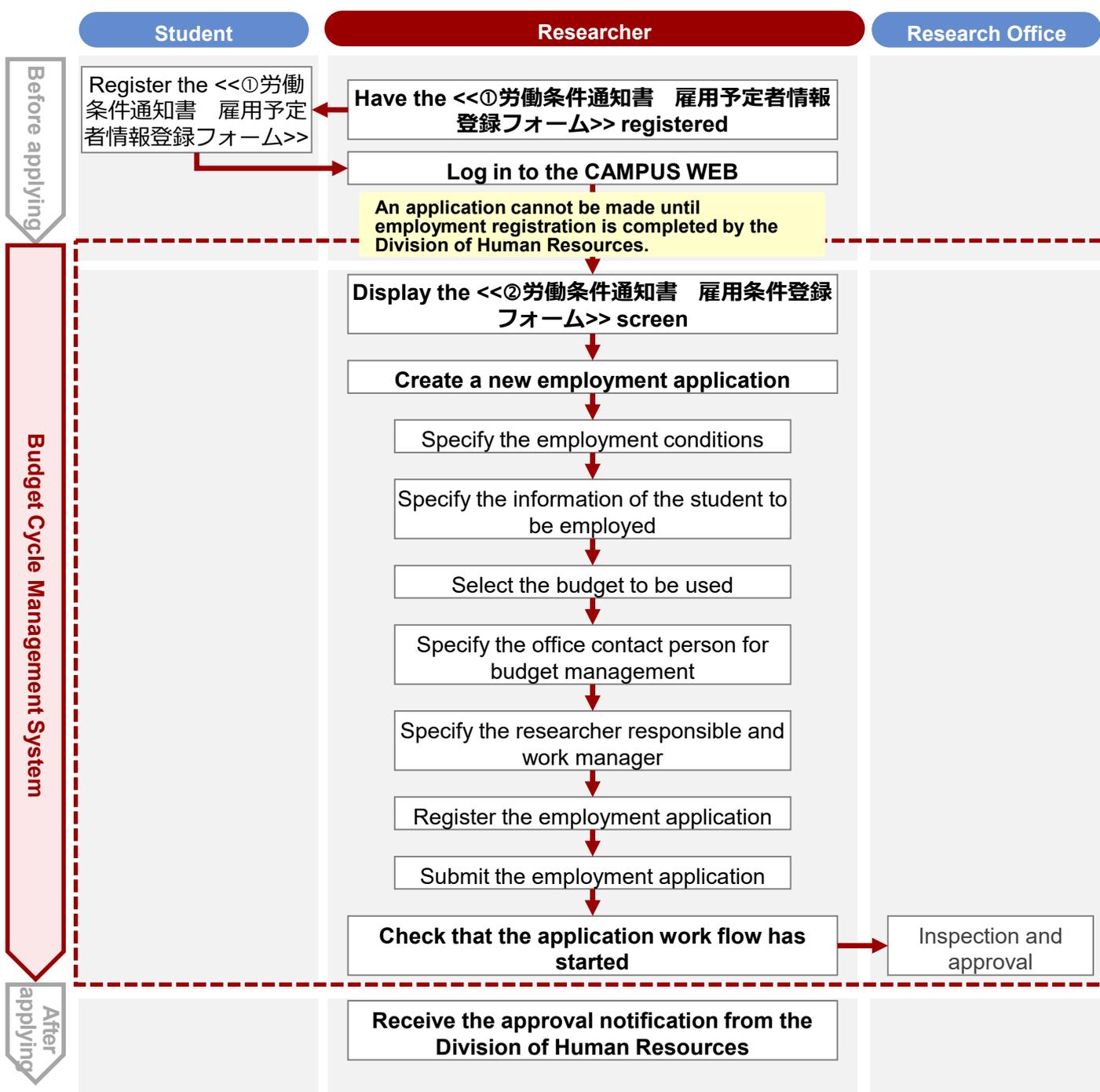
A research budget can be spent for employment if it is necessary to employ students part-time in order to execute the research project. This chapter explains the procedures for employment applications.

1.1 Employment applications

This section explains the employment application procedures for employing students for part-time work.

1.1.1 Flow of operations

The flow of operations for employment applications is as shown below.



1.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [雇用申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

- Use the <<②労働条件通知書 雇用条件登録フォーム>> screen only for applications for part-time employment of RU/APU students.
- You must input the items of “①労働条件通知書 雇用予定者情報登録フォーム” for students of this university employed for the first time in the corresponding fiscal year. Provide students with the 労働条件通知書 雇用予定者情報登録 on the Research Funds Management System web page and request them to register the necessary information beforehand.

https://www.ritsumeikan.ac.jp/research/member/research_expenses/09.html/

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

① Click the [研究費操作メニュー・研究費一覧] button.

② Input the fiscal year of the project.

③ Click the [検索実行] button.

2 Display the <<②労働条件通知書 雇用条件登録フォーム>> screen.

▼ <<研究費操作メニュー・研究費一覧>> screen

① Click the [雇用申請] link.

Next page

Chapter 1. Applications Based on Time Management

Personnel Costs and Honorariums/ Remunerations Volume

Cont.

3 Create a new employment application.

Screen Details p. 6 to 10

<<②労働条件通知書 雇用条件登録フォーム>> screen

②労働条件通知書 雇用条件登録フォーム

代理申請を行う場合はチェック/Check here if you are applying by proxy.

申請日 Application Date	2024 年 02 月 02 日
申請課 College, Department	【特選用】1部1課(スタンダード)
申請者 Applicant	※代理申請時のみ入力 【特選用】教員A・学部長A
メールアドレス Email Address	sdb-128@st.ritsumeikai.ac.jp
連絡電話番号 Contact Phone Number	

雇用期間 Period of Employment 年 .. 月 .. 日 ~ 年 .. 月 .. 日 年数を跨ぐ雇用期間は入力しないでください。 ※学修単位である「春学期」「秋学期」を基本とし、6か月未満としてください。
更新の有無 Renewal of Contract	更新しない
主な就業場所 Main Place of Employment	<input type="checkbox"/> 衣笠 <input type="checkbox"/> 朱雀 <input type="checkbox"/> BKC <input type="checkbox"/> OIC <input type="checkbox"/> その他 <input type="text"/> その他 勤務地 <input type="text"/>
業務の内容 Contents of Work	作業場所: 建物名 <input type="text"/> 階数 <input type="text"/> 階 部屋名 <input type="text"/>
勤務時間・休憩時間・勤務日 Working hours, break times, working days	<input checked="" type="radio"/> 別途、シフト表等を交付して勤務時間、勤務日を指定する。 <input type="radio"/> 別途、シフト表等を交付して勤務時間、勤務日を指定する。 ※勤務時間は、1日につき実働8時間、学修優先で1週間につき実働28時間以内。 休憩時間は実働6時間超で少なくとも45分、実働8時間超で少なくとも1時間与える。
所定外時間労働 Overtime working hours	なし
休日 Holiday	学校法人立命館時間雇用職員就業規則（以下「就業規則」という。）第19条および20条の定めによる。
半次有給休暇 Annual paid leave	なし
給与 Hourly Wage	<input type="text"/> 円/実働1時間 ※金額がない場合は、半角数字で直接入力してください 基準額(上限額)：学部生1,000円、博士前期課程等1,150円、博士後期課程等1,400円 (注) 租し、地域別の最低賃金が優先される。
通勤手当 Commuting Allowance	支給しない。ただし、業務により所属キャンパス以外の勤務を命じた場合はこの限りではない。
その他の手当 Other Allowances	学校法人立命館時間雇用職員給与規程（以下「給与規程」という。）第12条から第14条までの定めによる。
給与締切日・支給日 Salary deadline/Payment date	<input checked="" type="radio"/> 月末締め、翌月25日支給 *支給日が休日・土・日にあたる場合は直前の平日に支給する。
給与計算・支給方法 Salary calculation/Payment method	給与規程第5条、第7条および第9条の定めによる。
昇給・賞与・退職金 Salary increase/bonus/retirement allowance	昇給なし / 賞与なし / 退職金なし
退職・解雇に関する事項 Matters regarding retirement and dismissal	就業規則第10条から第14条までの定めによる。
社会保険等の適用 Application of social insurance	雇用保険なし / 私学共済なし / 労災保険あり
予算管理窓口 Office for Budget Management	<input type="text"/> 検索範囲内のアカウントの検索
相談窓口 Consultation counter	

従業員 Employee	所属 <input type="text"/>
学生証番号 Student Number	
教職員番号 ID Card Number	
雇用種別 Employment type	
雇用開始年度 Fiscal year of Employment Start	
在留資格(外国籍の場合) Status of Residence	在留資格_教員入力 年 .. 月 .. 日 まで その他の場合のみ記入 <input type="text"/> 証明書のコピーを添付してください。

事業年度 Fiscal year	2023
執行予算 BCM budget code name	BCH予算名称 <input type="text"/>
予算管理窓口担当者 Office Contact Person for Budget Management	BCH予算コード <input type="text"/> 残高 0円 (申請時点の残高) 研究開始日 <input type="text"/> BCH予算選択 <input type="button"/>

1 Check the applicant information and input the [Application Date] and [Contact Phone Number].

2 Specify the employment conditions.

3 Specify the information of the employed student.

4 Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used. Also, specify the office contact person for budget management.

Reference

For the budget management contact, refer to the "Budget Cycle Management web page."

https://www.ritsumeikai.ac.jp/research/member/research_expenses/09.html/

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Personnel Costs and Honorariums/ Remunerations Volume

Cont.

5 Input the reason if the salary unit price exceeds the base amount.

6 Specify the researcher responsible, work manager, and related items.

7 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

8 Click the [Register] button.

4 Submit the employment application.

1 Click the [Submit] button.

Reference

If issuing a notification of working conditions for different persons for the exact same work, click the [Reuse] button. This is convenient because the documents can be reused and then issued by revising only some of the items.

Click the [OK] button on the confirmation message to start application work flow. After approval by the Division of Human Resources, the notification of working conditions will be issued by e-mail to the student's address.

End

1.1.3 Work management

Attendance management of part-time work is performed using the “Part-Time Employee Attendance Book” in Excel format. When an employee has completed a day of work, input the work details and work start and finish times in the “Part-Time Employee Attendance Book.” The employer (researcher) must submit the “Part-Time Employee Attendance Book” by the last day of work attendance or the first day of the next month to the Research Office worker by e-mail.

1.1.4 Screen details

Details of the <<②労働条件通知書 雇用条件登録フォーム>> screen for employment applications are as indicated below.

▼ <<②労働条件通知書 雇用条件登録フォーム>> screen

1 一覧/List 登録/Register

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。

②労働条件通知書 雇用条件登録フォーム

代理申請を行う場合はチェック/Check here if you are applying by proxy.

2 代理申請者 所属
Proxy Applicant - Affiliation

代理申請者 氏名
Proxy Applicant

代理申請者 メールアドレス
Proxy Applicant - Email Address

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

3 申請日
Application Date

申請課
College, Department

申請者
Applicant

メールアドレス
Email Address

連絡電話番号
Contact Phone Number

No.	Item	Details
1	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to a proxy applicant for all the subsequent items.
	Proxy Applicant - Affiliation	Displays the affiliation of the proxy applicant.
	Proxy Applicant	Displays the name of the proxy applicant.
	Proxy Applicant - Email Address	Displays the e-mail address of the proxy applicant.
3	Displays information related to the applicant.	
	Application Date	Input the application date.
	College, Department	Displays the affiliated department/office of the applicant.
	Applicant	Displays the name of the applicant. For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking  and inputting key words in the displayed [ユーザの検索] field.
	Email Address	Displays the e-mail address of the applicant.
	Contact Phone Number	Input the contact phone number of the applicant.

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4

■経路1教員・事務局記入欄1

雇用期間 Period of Employment	年 月 日 ~ 年 月 日 年度を跨ぐ雇用期間は入力しないでください。 ※学修単位である「春学期」「秋学期」を基本とし、6か月未満としてください。	
更新の有無 Renewal of Contract	更新しない	
主な就業場所 Main Place of Employment	<input type="checkbox"/> 衣笠 <input type="checkbox"/> 朱雀 <input type="checkbox"/> BKC <input type="checkbox"/> OIC <input type="checkbox"/> その他 その他 勤務地 <input type="text"/>	
業務の内容 Contents of Work	作業場所：建物名 <input type="text"/> 階数 <input type="text"/> 階 部屋名 <input type="text"/>	
勤務時間・休憩時間・勤務日 Working hours, break times, working days	<input checked="" type="radio"/> 別途、シフト表等を交付して勤務時間、勤務日を指定する。	※勤務時間は、1日につき実働8時間、修学優先で1週間につき実働28時間以内。 休憩時間は実働6時間超で少なくとも45分、実働8時間超で少なくとも1時間付与する。
所定外時間労働 Overtime working hours	なし	
休日 Holiday	学校法人立命館時間雇用職員就業規則（以下「就業規則」という。）第19条および20条の定めによる。	
年次有給休暇 Annual paid leave	なし	
給与 Hourly Wage	円/実働1時間 ※金額がない場合は、半角数字で直接入力してください	基準額(上限額)：学部生1,000円、博士前期課程等1,150円、博士後期課程等1,400円 (注) 但し、地域別の最低賃金が優先される。
通勤手当 Commuting Allowance	支給しない。ただし、業務により所属キャンパス以外の勤務を命じた場合はこの限りではない。	
その他の手当 Other Allowances	学校法人立命館時間雇用職員給与規程（以下「給与規程」という。）第12条から第14条までの定めによる。	
給与締切日・支給日 Salary deadline/Payment date	<input checked="" type="radio"/> 月末締め、翌月25日支給 ※支給日が休日・土・日にあたる場合は直近の平日に支給する。	
給与計算・支給方法 Salary calculation/Payment method	給与規程第5条、第7条および第9条の定めによる。	
昇給・賞与・退職金 Salary increase/bonus/retirement allowance	昇給なし / 賞与なし / 退職金なし	
退職・解雇に関する事項 Matters regarding retirement and dismissal	就業規則第10条から第14条までの定めによる。	
社会保険等の適用 Application of social insurance	雇用保険なし / 私学共済なし / 労災保険あり	
予算管理窓口 Office for Budget Management	<input type="text"/> 検索範囲内のアカウントの検索	
相談窓口 Consultation counter		

本通知書に定めのない事項については、就業規則および給与規程の定めによる。

No.	Item	Details
4	経路1教員・事務局記入欄1	Input information related to the employment.
	Period of Employment Required	Input the employment period.
	Renewal of Contract	The display is fixed as “更新しない”.
	Main Place of Employment Required	Select the main place of employment. If you select “その他”, input the place of employment in the [勤務地] field.
	Contents of Work Required	Enter the specific content of the work performed. Also, input one of the following as the [作業場所]. <ul style="list-style-type: none"> ● 建物名 Required: Input the name of the building. ● 階数: Input the number of floors. ● 部屋名: Input the room name of the place of employment.
	Working hours, break times, working days	The display is fixed as “別途、シフト表等を交付して勤務時間、勤務日を指定する。”.
	Overtime working hours	The display is fixed as “なし”.
	Holiday	The display is fixed as “学校法人立命館時間雇用職員就業規則（以下「就業規則」という。）第19条および20条の定めによる。”.

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Personnel Costs and Honorariums/
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No.	Item	Details
	Annual paid leave	The display is fixed as “なし”.
	Hourly Wage Required	Select the hourly wage from the pull-down menu. Directly input into the input field if not a set hourly wage.
	Commuting Allowance	The display is fixed as “支給しない。ただし、業務により所属キャンパス以外の勤務を命じた場合はこの限りではない。”.
	Other Allowances	The display is fixed as “学校法人立命館時間雇用職員給与規程（以下「給与規程」という。）第12条から第14条までの定めによる。”.
	Salary deadline/ Payment date	The selection is fixed as “月末締め、翌月25日支給”.
	Salary calculation/Payment method	The display is fixed as “給与規程第5条、第7条および第9条の定めによる。”.
	Salary increase/bonus/ retirement allowance	The display is fixed as “昇給なし／賞与なし／退職金なし”.
	Matters regarding retirement and dismissal	The display is fixed as “就業規則第10条から第14条までの定めによる。”.
	Application of social insurance	The display is fixed as “雇用保険なし／私学共済なし／労災保険あり”.
	Office for Budget Management	Select the contact office for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Consultation counter	-

■経路1 教員記入欄

5 被雇用者
Employee

フリガナ

所属

学生証番号
Student Number

教職員番号
ID Card Number

雇用種別
Employment type

雇用開始年度
Fiscal year of Employment Start

在留資格（外国籍の場合）
Status of Residence

在留期限_教員入力 ... 年 ... 月 ... 日 ... まで

証明書のコピーを添付してください。

📎 ファイルをドロップ または クリックしてファイルを選択

No.	Item	Details
5	経路1教員記入欄: Input information related to the employee.	
	Employee	Click the [被雇用者選択] button to display the << 【アルバイト管理】①労働条件通知書 雇用予定者情報登録フォーム>> screen and select the person to be employed from this screen. The employee name, furigana, and affiliation are displayed accordingly.
	Student Number	Displays the selected employee's student number.
	ID Card Number	Displays the employer's ID card number.
	Employment type	Displays the selected employee's employment type.

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No.	Item	Details
	Fiscal year of Employment Start	Displays the period indicating this fiscal year.
	Status of Residence	<p>Select either “留学” or “その他” from the pull-down menu and specify the following items.</p> <ul style="list-style-type: none"> ● その他の場合のみ記入 (If you select “その他” Required): Input the specific status of residence. ● 在留期限_教員入力: Input the period of residence. ● 証明書のコピー (If you select “留学” or “その他” Required): Attach a copy of the certificate of residence.

6

■経路1 教員記入欄_予算選択

事業年度
Fiscal year

7

■経路1 教員記入欄_執行予算C (共通)

■基準額以外の給与単価を設定する理由
(該当する場合のみ記入)
■Reasons for setting a salary unit price other than the base amount

その他
Other

担当研究者/Researcher in Charge <input type="text" value="検索範囲内のアカウントの検索"/>	担当研究者 所属	担当研究者 教職員番号
作業指揮 (管理) 者/Task manager <input type="text" value="全てのアカウントの検索"/>	作業指揮 (管理) 者 所属	作業指揮 (管理) 者 教職員番号

担当研究者と作業指揮 (管理) 者が異なる場合記入

8

■経路設定

経路1

経路2 (予算単位)
業務共有

経路3 (人事部)
業務共有

メール通知
※ありの場合チェックを入れる

	(1)	(2)	(3)	(4)	(5)	(6)
経路1	起案者 (自動挿入) 【検証用】職員A					
経路2 (予算単位) 業務共有		<input type="text" value="a"/>				
経路3 (人事部) 業務共有	人事部 <input type="text" value="a"/>	<input type="text" value="a"/>				

メール通知
 次の担当者へ自動でメール通知する

9

■閲覧権設定用ブロック

追加閲覧権

Additional Viewing Rights
※追加で閲覧権が必要な場合は設定してください。

10

一覧/List
登録/Register

No.	Item	Details
6	経路1教員記入欄_予算選択	Select the budget used for employment.
	Fiscal year	Select the fiscal year of the project.
	BCM budget code name Required	Select the budget used from the [BCM予算選択] button. Displays information of the budget used.
	Office Contact Person for Budget Management Required	<p>Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.</p> <p>The specified office contact person for budget management is displayed in [Route 2].</p>

Chapter 1. Applications Based on Time Management

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Remunerations Volume

No.	Item	Details
7	経路1教員記入欄_執行予算C (共通)	Specify the reasons for setting a salary unit price other than the base amount.
	Reasons for setting a salary unit price other than the base amount	Input the reasons for setting a salary unit price other than the base amount.
	Other	Specify the following items. <ul style="list-style-type: none"> ● Researcher in Charge Required: Select the researcher responsible. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. ● Task manager Required: Select the work supervisor. You can search for the person by inputting key words in the [全てのアカウントの検索] field. ● 担当研究者と作業指揮 (管理) 者が異なる場合記入: Input the reason why the “Researcher in Charge” and “Task manager” are different persons.
	Research Assistant	Select the contact information if it is necessary to contact someone other than the applicant.
8	経路設定:	Displays the routes of the application work flow of an employment application.
	Route 1	Displays the name of the applicant.
	経路2 (予算単位)	Displays the person responsible selected for [Office Contact Person for Budget Management] in column (1).
	経路3 (人事部) Required	Used when the Executive Office is passing the application on to the Division of Human Resources. It does not need to be specified by the researcher.
	メール通知	Input a check if an e-mail notification is to be automatically sent to the next person responsible.
9	閲覧権設定用ブロック:	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.
	Additional Viewing Rights	Select persons to be granted viewing rights. You can search for the person by clicking Q and inputting key words in the displayed [検索範囲内のアカウントの検索] field.
10	List	Displays the list of documents. * Click this button before clicking the [Register] button to discard the edited content.
	Register	Registers the edited content.

2. Work Based on Work Performance

You can request for work to be performed in order to carry out work involving deliverables, lectures, professional guidance and advice, serving as an experiment participant, questionnaire and interview investigation respondents, and similar items related to the research project. This chapter explains the application procedures for these types of work.

2.1 Request application

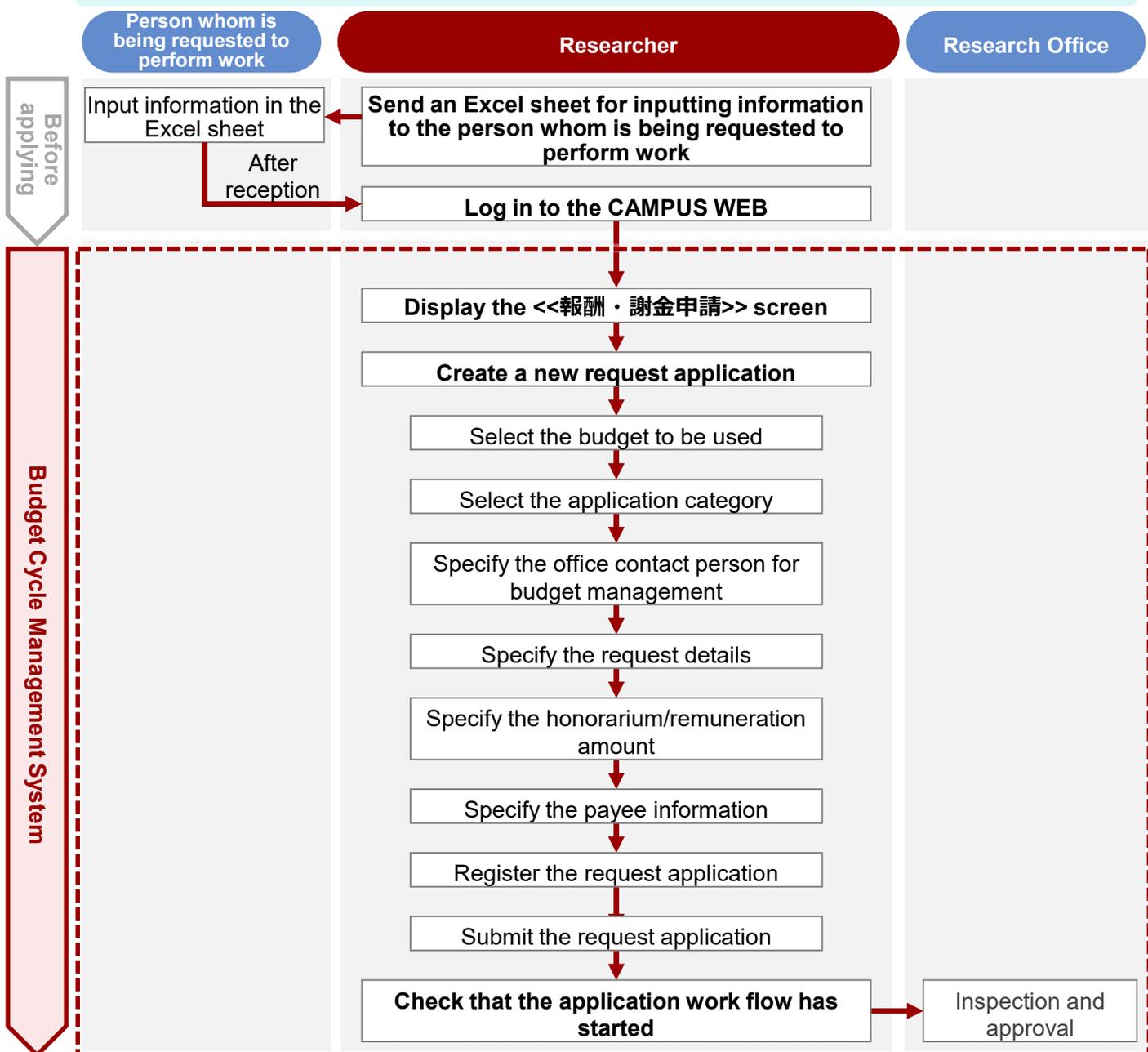
This section explains the procedures for a request application.

2.1.1 Flow of operations

The flow of operations for request applications is as shown below.

Point

- Depending on the use when applying according to the application category, the applications differ as follows.
- “A: 個人宛業務依頼（成果物等）” is used for a work request application (when applying to use a specific amount of money for a work request).
 - “B: 講演、専門的な指導・助言等” and “C: 被験者・アンケート・聞き取り調査等” are used for payment request applications.



From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [依頼申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

Have the person intended as the subject of the work request submit the document required for the work request depending on the details of application category 1 beforehand (⇒ “Preparation before applying” on p. 12).

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.

1 Click the [研修費操作メニュー・研究費一覧] button.

2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<報酬・謝金申請>> screen.

▼ <<研究費操作メニュー・研究費一覧>> screen

1 Click the [依頼申請] link.

Next page

Chapter 2. Work Based on Work Performance

Personnel Costs and Honorariums/ Remunerations Volume

Cont.

3 Create a new request application.

Screen Details p. 18 to 20

<<報酬・謝金申請>> screen

報酬・謝金申請

【作業開始前に申請してください】

代理申請を行う場合はチェック/Check here if you are applying by proxy.

申請日: 2024/02/02
 教職員番号: 9999999
 所属(学部): 総合心理学部(教員)
 職位: 准教授
 申請者: ※代理申請時のみ入力
 連絡電話番号: TEL (携帯可)
 メールアドレス: sdb-128@st.ritsumeik.ac.jp

事業年度: 2023
 執行予算: BCM予算コード名称, BCM予算コード, 残高: 0円, 研究開始日, BCM予算選択
 複数予算で執行を希望する場合
※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきリサーチオフィスで確認の上、希望に沿えない場合は、別途ご連絡します。
 ※複数予算で執行の場合は、希望の詳細(①予算の名称、②金額、③負担種別)を記入してください。
 ※なお、科研費の複数の研究課題の直接経費を組み合わせた使用を希望する場合は、「科研費複数課題による合算使用申請書」(様式1-8)を作成の上、以下に添付してください【事後申請不可】。

申請区分1: A:個人研究助成金(研究成果), B:講演、専門的な指導・助言等, C:聴講者、アンケート・聞き取り調査等
 申請区分2: 新規申請
 予算管理窓口担当者: 検索範囲内のアカウントの検索
 連絡先記入欄: 検索範囲内のアカウントの検索
申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。

Differs depending on the specification of [Application Category 1].

経路設定	(1)	(2)	(3)	(4)	(5)	(6)
経路1/Route 1 申請者(自動挿入) 個人申請	申請者(自動挿入) 【検証用】教員A・字部長A					
経路2/Route 2 経理担当者(自動挿入) 【検証用】職員B	経理担当者(自動挿入) 【検証用】職員B	合議設定可	合議設定可	合議設定可	合議設定可	予算単位責任者
経路3/Route 3						
経路4/Route 4						
経路5/Route 5						

追加閲覧権: 追加閲覧権
追加で閲覧権が必要な場合は設定してください。

一覧/List 登録/Register

1 Check the information of the applicant.

2 Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

3 Specify the [Application Category], [Office Contact Person for Budget Management], and other items.

Reference
 For the budget management contact, refer to the "Budget Cycle Management web page."
https://www.ritsumeik.ac.jp/research/member/research_expenses/09.html/

4 Specify each [Application Category 1] individually.
 → "2.1.3 Items specified by application category" on p. 15

5 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

6 Click the [Register] button.

Note!
 The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

Next page

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Cont.

4 Submit the request application.

<<報酬・謝金申請>> screen

1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

2.1.3 Items specified by application category

The specified items differ according to the item selected for [Application Category 1] of “2.1.2 Operation procedures.” Specify as indicated below.

If [A : 個人宛業務依頼（成果物等）] is selected for [Application Category 1]

<<報酬・謝金申請>> screen

Screen Details p. 21

1 Enter the work details.

2 Specify the honorarium/ remuneration.

3 Attach the supplementary documentation.

4 Input the start and end dates.

5 Input the payee information.

If [B : 講演、専門的な指導・助言等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

Screen Details ▶ p. 22 to 23

The screenshot shows a web-based application form for remuneration. The form is organized into several sections, each highlighted with a red border and a corresponding numbered callout box on the right. The sections are: 1. Planning details (including event name, content, amount, and unit price), 2. Supplementary Materials (file upload), 3. Location and Date/Time (place of implementation, start/end dates and times), 4. Travel Expenses (checkboxes for daily, transportation, and other expenses), and 5. Payee Information (bank account details, email address, and payment method). The form includes various input fields, dropdown menus, and radio buttons for selection.

1 Input the planning details.

2 Specify the honorarium/ remuneration.

3 Attach the supplementary documentation.

4 Specify the location and date/time.

5 Specify whether travel expenses are required.

6 Input the payee information.

If [C: 被験者、アンケート・聞き取り調査等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

Screen Details p. 24 to 25

The screenshot shows a web form for applying for remuneration or honorariums. The form is divided into several sections, each highlighted with a red box and a numbered callout:

- 1** **実施内容区分** (Implemented Contents Category): Includes radio buttons for '人文学部 (人文学系)' and '人文学部 (自然科学系)', a date field for '承認日', and a text area for '実施内容'.
- 2** **謝金額** (Amount of Honorarium): Includes fields for '現金' (Amount), '金券' (Type), and '単位' (Unit), along with a dropdown menu for '被験者報酬・謝金 2,000円/1回 (1時間以内)'.
- 3** **補足資料** (Supplemental Materials): A section for uploading files, with instructions and a list of required documents (A, B, C).
- 4** **場所** (Place of Implementation): Includes radio buttons for '学内' (On-campus), '学外' (Off-campus), and '学外 (オンライン)', and fields for '学内の場合' (Building/Room) and '学外の場合'.
- 5** **日時** (Date and Time of Implementation): Includes date and time pickers for '開始日時' (Start) and '終了日時' (End).
- 6** **交通費** (Transportation Expenses): A section with radio buttons for '要' (Required) and '不要' (Not required).
- 7** **支払先情報** (Payment Information): Includes a file upload field for '支払先情報' and a text area for '支払先メールアドレス'.
- 8** **支払方法** (Method of Payment): Includes radio buttons for '銀行振込 (本人名義)' and '現金手渡し'.

1 Input the activity details.

2 Specify the honorarium/ remuneration.

3 Attach the supplementary documentation.

4 Specify the location and date/time.

5 Specify whether transportation expenses are required.

6 Input the payee information.

2.1.4 Screen details

Details of the <<報酬・謝金申請>> screen for request applications are as indicated below.

▼ <<報酬・謝金申請>> screen

[ユーザ: [【検証用】職員A](#)]

1 文書登録/Document registration

一覧/List 登録/Register

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。

報酬・謝金申請

【作業開始前に申請してください】

代理申請を行う場合はチェック/Check here if you are applying by proxy.

2

代理申請者 所属 (学部)	【検証用】1部1課(スタンダード)
College, Department	
代理申請者 氏名	【検証用】職員A
Name	
代理申請者 メールアドレス	sdb-t32@st.ritsume.ac.jp
Email	

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

3

■ABC共通 経路1記入欄	
申請日	2024/02/02
Application date	
教職員番号	9999999
ID No	
所属 (学部)	【検証用】総合心理学部 (教員)
College, Department	
職位	准教授
Position	
申請者	※代理申請時のみ入力
Name	<input type="text"/> 【検証用】教員A・学部長A
連絡電話番号	TEL (携帯可) <input type="text"/>
Contact Phone Number	
メールアドレス	sdb-t28@st.ritsume.ac.jp
Email	

No.	Item	Details
1	List	Discards the edited content and displays the list of documents.
	Register	Registers the edited content.
2	Check here if you are applying by proxy.	Input a check here if a proxy application is being submitted by a proxy applicant. Inputting a check displays the settings related to a proxy applicant for all the subsequent items.
	College, Department	Displays the affiliation of the proxy applicant.
	Name	Displays the name of the proxy applicant.
	Email	Displays the e-mail address of the proxy applicant.
3	ABC共通 経路1記入欄:	Displays information related to the applicant.
	Application date	Displays the application date.
	ID No	Displays the ID number of the applicant.
	College, Department	Displays the affiliation of the applicant.

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No.	Item	Details
	Position	Displays the position of the applicant.
	Name	Displays the name of the applicant. For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.
	Contact Phone Number	Input the contact phone number of the applicant.
	Email	Displays the e-mail address of the applicant.

4

事業年度
Fiscal Year

2023

執行予算
BCM budget code name

BCM予算コード名称	BCM予算コード	残高 0円	研究開始日	BCM予算選択
------------	----------	----------	-------	---------

複数予算で執行を希望する場合
If you wish to execute on multiple budgets

※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきサーチオフィスで確認の上、希望に沿えない場合は、別途連絡します。
※複数予算で執行の場合は、希望の詳細 (①予算の名称、②金額、③負担根拠) を記入してください。
※なお、科研費の複数の研究課題の直接経費を組み合わせた使用を希望する場合は、「科研費複数課題による合算使用申請書」(様式1-8)を作成の上、以下に添付してください【事後申請不可】。

ファイルをドロップまたはクリックしてファイルを選択

「科研費複数課題による合算使用申請書」(様式1-8).docx

申請区分1
ApplicationCategory1

A:個人宛業務依頼(成果物等)
 B:講演、専門的な指導・助言等
 C:被験者、アンケート・聞き取り調査等

申請区分2
ApplicationCategory2

新規申請

予算管理窓口担当者
Office Contact Person for Budget Management

連絡先記入欄
(教員秘書など)
Research Assistant

申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。
選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。

■R: 併録内容入力欄

No.	Item	Details
4	Fiscal Year	Select the fiscal year of the project.
	BCM budget code name Required	Select the budget used from the [BCM予算選択] button. Displays information of the budget used.
	If you wish to execute on multiple budgets	If you want to use multiple budgets, indicate the detailed information of ① Budget name, ② Amount, and ③ Basis of burden.
	Application Category 1	Select one of A to C below for Application Category 1. <ul style="list-style-type: none"> ● A: 個人宛業務依頼(成果物等): Select if the work requires submission of a deliverable such as translation or tape transcription. ● B: 講演、専門的な指導・助言等 ● C: 被験者、アンケート・聞き取り調査等
	Application Category 2	The display is fixed as “新規申請”.
	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field. The specified office contact person for budget management is displayed in [Route 2].
	Research Assistant	Select a contact person if it is necessary to contact someone other than the applicant. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.

Point 

Some specified items change depending on the details selected for [Application Category 1]. For screen details of each application category, refer to  “2.1.5 Screen details (Items specified by application category)” on p. 21.

Differs depending on the specification of [Application Category 1].

■経路設定

	(1)	(2)	(3)	(4)	(5)	(6)
5 経路1/Route 1 個人申請	申請者 (自動挿入) 【検索用】教員A・学部長A					
経路2/Route 2	経理担当者 (自動挿入) * 【検索用】職員B	合議設定可 <input type="text"/>	合議設定可 <input type="text"/>	合議設定可 <input type="text"/>	合議設定可 <input type="text"/>	予算単位責任者 <input type="text"/>
経路3/Route 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
経路4/Route 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
経路5/Route 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

■閲覧権設定用ブロック

6 追加閲覧権
Additional Viewing Rights
※追加で閲覧権が必要な場合は設定してください。

7

No.	Item	Details
5	経路設定:	Displays the routes of the application work flow of a request application.
	Route 1	Displays the name of the applicant.
	Route 2	Displays the name of the person responsible specified for [Office Contact Person for Budget Management].
	Route 3 to Route 5	-
6	閲覧権設定用ブロック:	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.
	Additional Viewing Rights	Select persons to be granted viewing rights. You can search for the person by clicking  and inputting key words in the displayed [検索範囲内のアカウントの検索] field.
7	List	Discards the edited content and displays the list of documents.
	Register	Registers the edited content.

2.1.5 Screen details (Items specified by application category)

The specified items differ according to the item selected for [Application Category 1]. Specify as indicated below.

If [A : 個人宛業務依頼（成果物等）] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

1

■A(事前)_依頼内容入力欄

依頼項目 Work Request Category	<input type="text"/>
作業内容詳細 Work Contents	<div style="border: 1px solid gray; height: 40px;"></div>
謝金額（概算） Amount of Remuneration (Approximate estimate)	<input type="text"/> 円 <small>※算出根拠等を元に謝金額を入力してください。</small>
【翻訳・校閲・テープおこしの算出根拠】 Basis for calculation of translation, review, and transcription	分量 <input type="text"/> 字・語・時間×依頼項目（単価）＝ 円（小数点以下切上）
■基準額以外の単価を設定する理由 ■Reasons for setting unit price other than the base amount	<div style="border: 1px solid gray; height: 40px;"></div> <small>※「単価基準を超える謝金額」もしくは「単価基準のない依頼内容」の場合、金額設定根拠を記入</small>
補足資料 Supplemental Materials	ファイルをドロップまたはクリックしてファイルを選択
開始日～完了日（予定） Duration of Work (prospective)	開始日 <input type="text"/> 完了日（予定） <input type="text"/>
支払先情報添付欄 Attachment Files for Bank Account Information	<div style="border: 1px solid gray; height: 40px;"></div> <small>※個人宛業務依頼書（成果物等）のテンプレートはこちら A-(日)：【個人宛業務依頼（成果物）】依頼者情報_J.xlsx A-(英)：Personalized Work Request (Deliverables, Etc.) payment format.xlsx</small>
支払先メールアドレス Email Address of the Person receiving the request	<input type="text"/> <small>新規申請承認後に、依頼メールが自動送信されます。</small>

No.	Item	Details
1	A(事前)_依頼内容入力欄:	Specify the work details and conditions corresponding to the request application.
	Work Request Category	Select the requested item from the pull-down menu.
	Work Contents	Input the details of the work performed.
	Amount of Remuneration (Approximate estimate)	Input an approximate estimate of the amount of honorarium/remuneration.
	Basis for calculation of translation, review, and transcription	Input the amount for calculation of translation, review, or transcription.
	Reasons for setting unit price other than the base amount	Input the reason for specifying the monetary amount if the amount of honorarium/remuneration exceeds the base amount or the requested work does not have a base amount.
	Supplemental Materials	Attach any requests to the worker, supplementary materials showing specifications, or similar materials if present.
	Duration of Work (prospective)	Select the scheduled start and end dates.
	Attachment Files for Bank Account Information	Attach information about the person pertaining to [個人宛業務依頼（成果物）] being requested in the form of that you received from the person being requested to perform the work.
	Email Address of the Person receiving the request	Input the e-mail address of the payee.

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Cont.

If [B : 講演、専門的な指導・助言等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

1

■B_依頼内容入力欄

企画名称
Event Title

内容
Event Contents

謝金額
Amount of Honorarium

【講演、専門的な指導・助言等の適用基準単価】
Applicable standard unit price for lectures, professional guidance and advice, etc.

■基準額以外の単価を設定する理由
Reasons for setting unit price other than the base amount

※「単価基準を超える謝金額」もしくは「単価基準のない依頼内容」の場合、金額設定欄を左記に記入

■B.C. 詳細内容入力欄

No.	Item	Details
1	B_依頼内容入力欄: Specify the work details and conditions corresponding to the request application.	
	Event Title	Input the planning details.
	Event Contents	Select the details from the pull-down menu. If you select “その他”, input the specific details in the [その他の場合] input field.
	Amount of Honorarium	Input the amount of the honorarium.
	Applicable standard unit price for lectures, professional guidance and advice, etc.	Select the applicable standard unit price for lectures, professional guidance and advice, and similar.
	Reasons for setting unit price other than the base amount	Input the reason for specifying the monetary amount if the amount of honorarium/remuneration exceeds the base amount or the requested work does not have a base amount.

2

■BC_詳細内容入力欄

補足資料
Supplemental Materials

場所
Place of Implementation

日時
Date and Time of Implementation

開始日時
終了時刻

開始日時
終了時刻

No.	Item	Details
2	BC_詳細内容入力欄: Specify the details of the work corresponding to the request application.	
	Supplemental Materials	Attach materials that confirm the date, time, locations, and similar details of the lecture, or specialized instruction or advice (such as event information, letter of request, and e-mails) if present.
	Place of Implementation	Select either [学内], [学外], or [学外（オンライン）], and enter the specific location by on or off campus.
	Date and Time of Implementation	Select the start and end times and dates of the lecture, or professional guidance or advice.

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3 ■B_旅費の要・不要選択

旅費 要 不要 宿泊費 要 不要 交通費 要 不要

Travel Expenses

4 ■B_支払内容に関する情報

支払先情報添付欄

Attachment Files for Bank Account Information

ファイルをドロップまたはクリックしてファイルを選択

※講演、専門的な指導・助言等のテンプレートはこちら
 B-(日)【報酬・謝金支払請求書(講演、専門的な指導・助言等)】被依頼者情報_J.xlsx
 B-(Eng.)Invoice for Compensation, HonorariumRemuneration Payment (Lectures, Specialized Instruction or Advice, Etc.).xlsx

支払先メールアドレス

Email Address of the Person receiving the request

承認後に、メールが自動送信されます。

源泉徴収税の取り扱い
(本学本務教職員への支払いは給与合算で税務処理されるため記入不要)

謝金 税上乗せ(研究費から納税) 税引き去り(本人への支払額から納税) 選択なし(給与合算)

旅費 税上乗せ(研究費から納税) 税引き去り(本人への支払額から納税) 選択なし(給与合算)

支払方法

Method of Payment (原則、本人名義の銀行振込)

銀行振込(国内)
 銀行振込(海外)
 銀行振込(給与口座)
 所属機関への銀行振込【請求書を別途提出必要】
 現金手渡し【実施3週間前までに申請必要】

備考欄

Remarks column

No.	Item	Details
3	B_旅費の要・不要選択:	Specify whether travel expenses are required for the requested work.
	Travel Expenses	Select whether travel expenses are required for the following items. <ul style="list-style-type: none"> ● Daily allowance ● Accommodation expenses ● Transportation expenses
4	B_支払内容に関する情報:	Specify the details for payment to the person being requested.
	Attachment Files for Bank Account Information	Attach information pertaining to the person requested in the form of [Invoice for Compensation, Honorarium/Remuneration Payment (Lectures, Specialized Instruction or Advice, Etc.)] that was filled out by the person being requested.
	Email Address of the Person receiving the request	Input the e-mail address of the payee.
	源泉徴収税の取り扱い	Specify one of the following: “税上乗せ(研究費から納税)”, “税引き去り(本人への支払額から納税)”, or “選択なし(給与合算)”. <ul style="list-style-type: none"> ● 謝金 ● 旅費
	Method of Payment	Select one of the following payment methods. <ul style="list-style-type: none"> ● 銀行振込(国内) ● 銀行振込(海外) ● 銀行振込(給与口座) ● 所属機関への銀行振込【請求書を別途提出必要】 ● 現金手渡し【実施3週間前までに申請必要】
	Remarks column	Input any remarks you want to indicate.

If [C: 被験者、アンケート・聞き取り調査等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

1

■ C_実施内容入力欄
Implemented Contents Category

人対象委（人社系）
 人医学委（自然科学系）

承認日

年

--

月

--

日

📅

現金

円

金券

円分

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2 ■BC_詳細内容入力欄

補足資料
Supplemental Materials

📎 ファイルをドロップ または クリックしてファイルを選択

※必要に応じて、内容や仕様が分かる補足資料を添付してください。
 ■B (講演、専門的な指導・助言の場合) : 日時場所等が確認できる資料 (開催案内、依頼状、メール等)
 ■C (被験者報酬・謝金の場合) : 実験内容が確認できる資料、被験者に負担軽減費を支給することの根拠資料 (倫理審査委員会の申請案件に限る)
 ■C (アンケート報酬・謝金、聞き取り調査報酬・謝金の場合) : 実施内容が確認できる資料

場所
Place of Implementation

学内 学外 学外 (オンライン)

学内の場合 キャンパス 建物・室名等

学外の場合

日時
(時間帯も必須)
Date and Time of Implementation

開始日時 年 月 日 時 分 ~ 終了時刻 時 分

開始日時 年 月 日 時 分 ~ 終了時刻 時 分

No.	Item	Details
2	BC_詳細内容入力欄:	Specify the details of the work corresponding to the request application.
	Supplemental Materials	Attach materials to check the details of the activities performed (details of experiment using participants and questionnaire/interview survey respondents) if present. Attach materials that provide reasonable grounds for payment of liability relief for the participant for applications submitted to the Ethics Review Committee.
	Place of Implementation	Select either [学内], [学外], or [学外 (オンライン)], and enter the specific location by on or off campus.
	Date and Time of Implementation	Select the start and end times and dates for the experiment participants, questionnaire/interview survey respondents, and similar.

3 ■C_交通費の要・不要選択

交通費
Transportation Expenses 要 不要

4 ■C_支払内容に関する情報 ※金券・謝品を配布する場合は記入不要。授受簿を別途提出してください。

支払先情報添付欄
Attachment Files for Bank Account Information

📎 ファイルをドロップ または クリックしてファイルを選択

※報酬・謝金支払請求書 (被験者、アンケート・聞き取り調査等) のテンプレートはこちら
 C-(日):【報酬・謝金支払請求書 (被験者、アンケート・聞き取り調査等)】被依頼者情報_J.xlsx
 C-(Eng.):Invoice for Compensation,HonorariumRemuneration Payment(Experiment Participants,Questionnaire/Interview Survey Respondents, Etc.).xlsx

支払先メールアドレス
Email Address of the Person receiving the request

承認後に、メールが自動送信されます。

支払方法
Method of Payment

銀行振込 (本人名義) 現金手渡し 実施3週間前までに申請必要

■経路設定

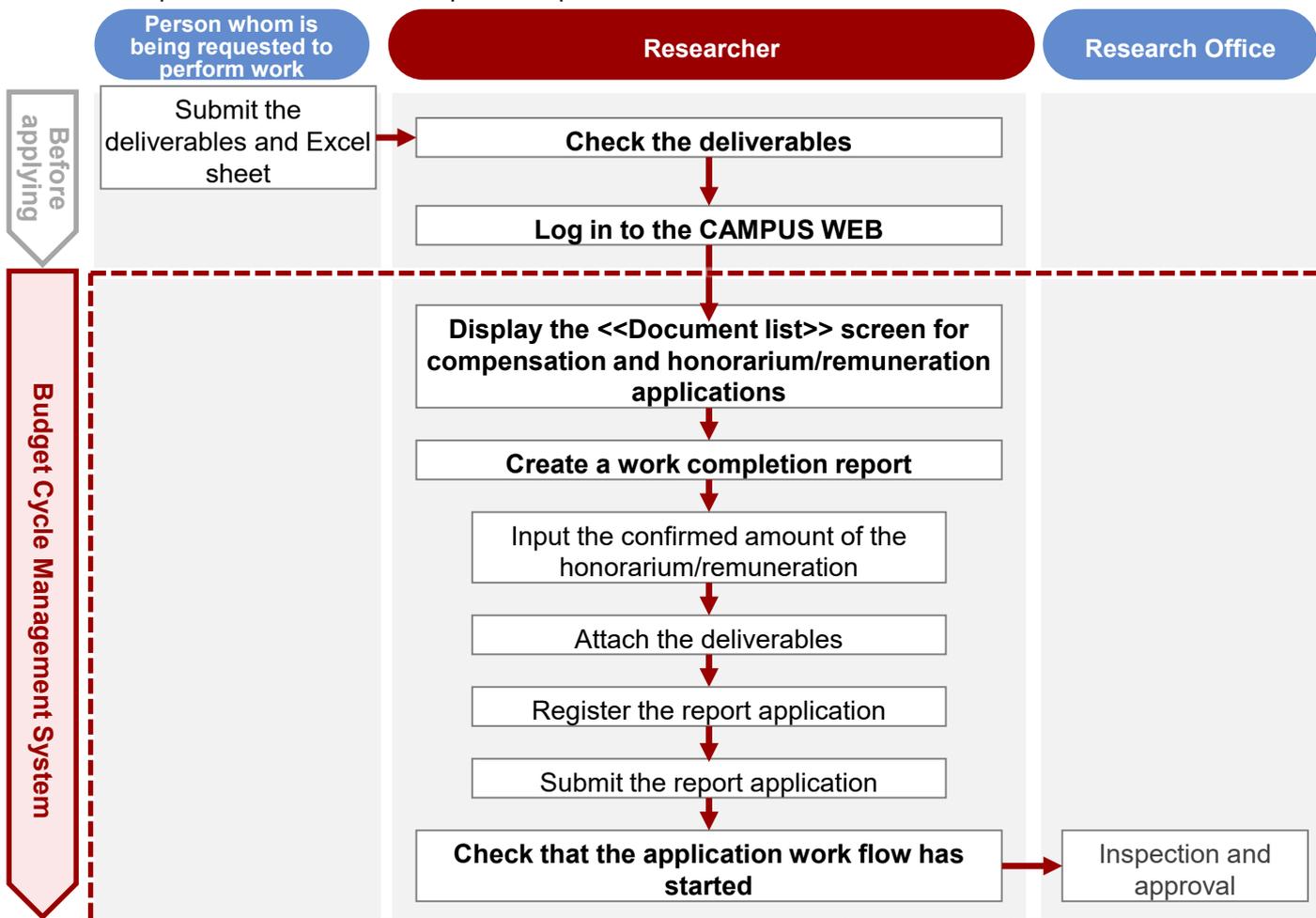
No.	Item	Details
3	C_交通費の要・不要選択:	Specify whether transportation expenses are required for the requested activity.
	Transportation Expenses	Select whether transportation expenses are required.
4	C_支払内容に関する情報:	Specify the details for payment to the person being requested.
	Attachment Files for Bank Account Information	Attach the invoice for payment of compensation or honorarium/remuneration (for experiment participants, questionnaire/interview survey respondents filled in by the person being requested).
	Email Address of the Person receiving the request	Input the e-mail address of the payee.
	Method of Payment	Select one of the following payment methods if paying in cash. ● 銀行振込 (本人名義) ● 現金手渡し 実施3週間前までに申請必要

2.2 Work completion (Work performance acceptance inspection)

If [A : 個人宛業務依頼 (成果物等)] is selected for [Application Category 1], submit a work completion report based on the work performance.

2.2.1 Flow of operations

The flow of operations for a work completion report is as shown below.



2.2.2 Operation procedures

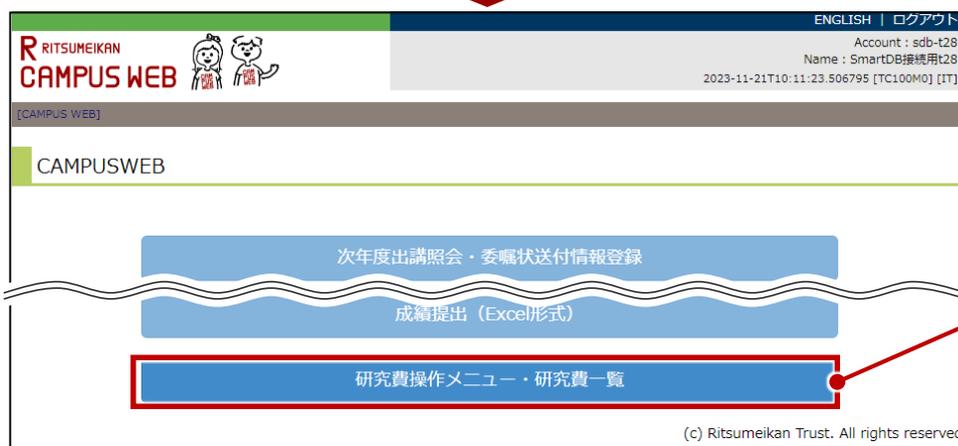
From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [業務完了（作業実績検収）] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

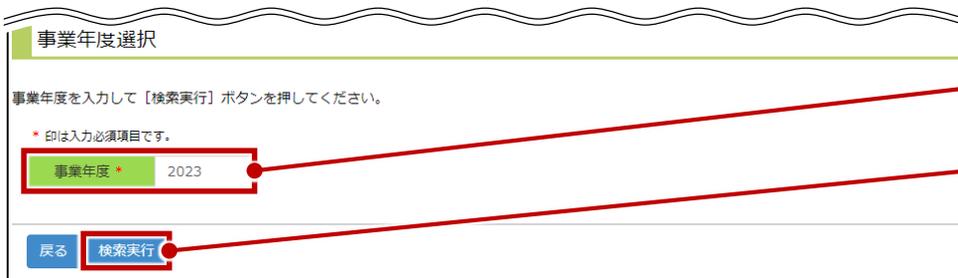
- Not required if [Application Category 1] is [B: 講演、専門的な指導・助言等] or [C: 被験者、アンケート・聞き取り調査等].
- Check beforehand that the deliverables are satisfactory.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研究費操作メニュー・研究費一覧] button.



2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Display the <<Document list>> screen for compensation and honorarium/remuneration applications.

▼ <<研究費操作メニュー・研究費一覧>> screen



1 Click the [業務完了（作業実績検収）] link.

Next page

Chapter 2. Work Based on Work Performance

Personnel Costs and Honorariums/
Remunerations Volume

Cont.

3 Display the <<報酬・謝金申請>> screen.

▼ <<Document list>> screen for compensation and honorarium/remuneration applications



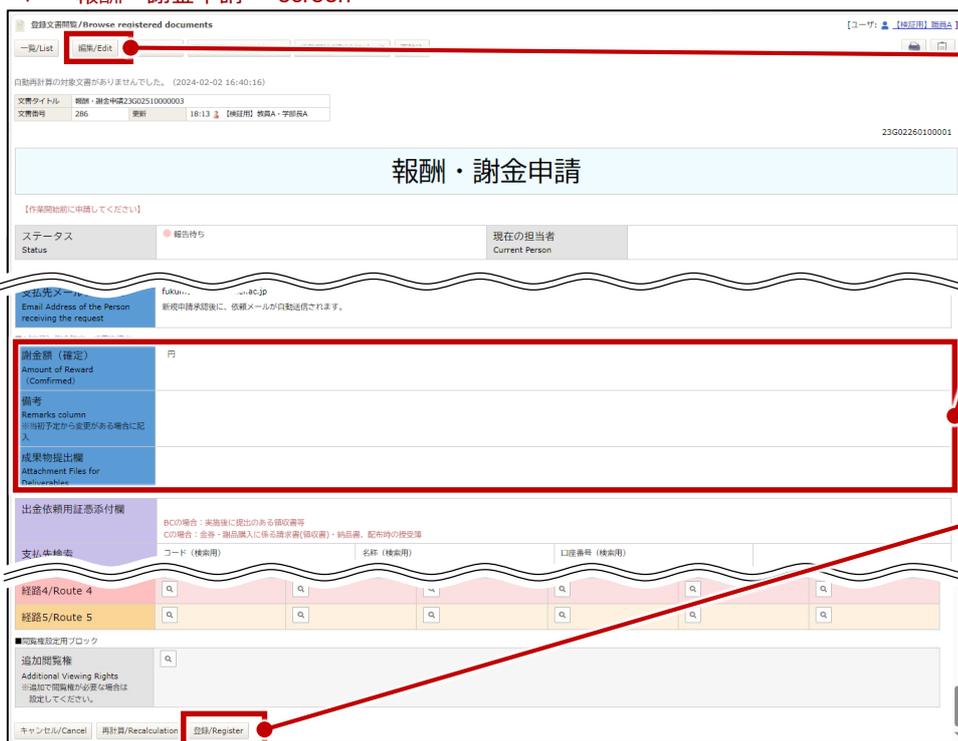
1 Click the [報告待ち (A)] tab.

2 Click the [詳細] button of the corresponding item.

4 Create a work completion report.

Screen Details p. 29

▼ <<報酬・謝金申請>> screen



1 Click the [Edit] button.

2 Input the confirmed amount of the honorarium/remuneration based on work performance and attach the deliverables.

3 Click the [Register] button.

Note!
The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

5 Submit the work completion report.

▼ <<報酬・謝金申請>> screen



1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

2.2.3 Screen details

Details of the <<報酬・謝金申請>> screen for work completion (work performance acceptance inspection) are as indicated below. Only the items to be specified are explained.

Reference

For other items of <<報酬・謝金申請>> screen, ⇨ refer to “2.1.4 Screen details” on p. 18 and ⇨ “2.1.5 Screen details (Items specified by application category)” on p. 21.

▼ <<報酬・謝金申請>> screen



No.	Item	Details
1	A(完了)_謝金確定・成果物提出:	Confirm the honorarium/remuneration and submit the deliverables.
	謝金額 (確定)	Input the confirmed amount of the honorarium/remuneration.
	備考	Input if there has been a change from that first established.
	成果物提出欄 Required	Attach the deliverables.

Revision History

Date Created	Version No.	Details
April 1, 2024	Version 1.0	Newly created

- MEMO -

Budget Cycle Management System: Simple Guide

Personnel Costs and Honorariums/Remunerations Volume

April 1, 2024 Ver. 1.0

Division of Research, Ritsumeikan University

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Budget Cycle Management System: Simple Guide

Checking Balance of Research Funds Volume

April 1, 2024 Ver. 1.0

About this Guide

This guide indicates the procedures for checking the spending status and remaining balance of research funds. The check results can be displayed as the balance status for each researcher and each research fund. Carefully read this guide and make sure to check using the correct procedures.

Contents

<u>1. Flow of Operations</u>	<u>2</u>	<u>3. Screen Details</u>	<u>6</u>
<u>2. Operation Procedures</u>	<u>3</u>	Revision History	12

Budget Cycle Management System: Simple Guide (Consists of Multiple Volumes)

Read this First
(General
Overview)

* How to read this manual

If using the Budget Cycle Management System for the first time, please first read Read this First (General Overview).

This explains how to access the system, menus, <<Document list>> screens for various applications, and items common to all volumes of this guide.

Afterwards, please read the guide indicating the application procedures for the corresponding application you require.

Purchase of
Goods and
Subcontracting
Volume

Travel
Expenses
Volume

Personnel Costs
and
Honorariums/
Remunerations
Volume

Checking
Balance of
Research
Funds Volume
This volume

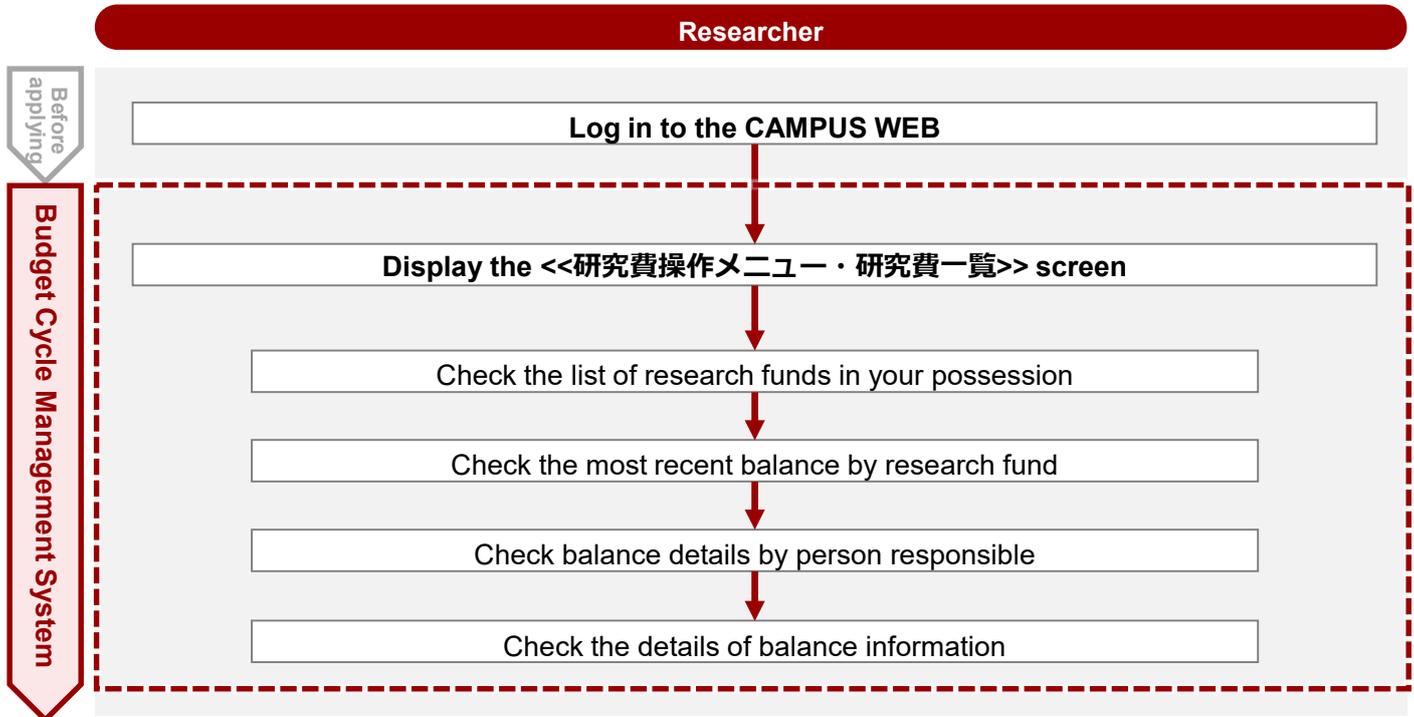
Division of Research, Ritsumeikan University

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1. Flow of Operations

The flow of operations for checking the spending status and remaining balance of research funds is as shown below.

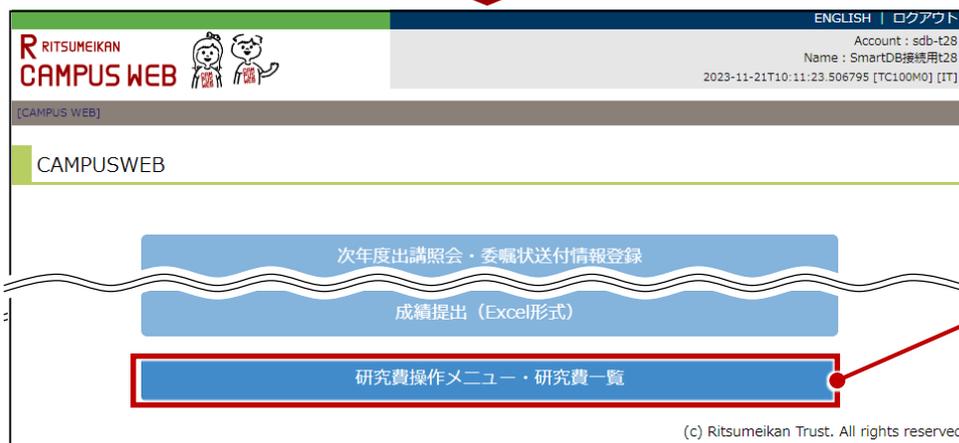


2. Operation Procedures

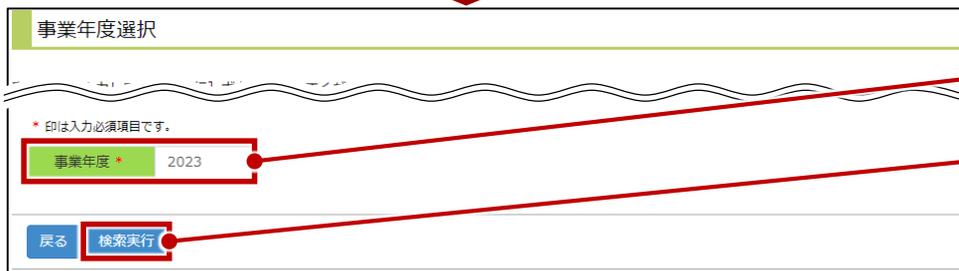
Check the balance by research fund from the list of research funds.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

Log in to the CAMPUS WEB from the Faculty & Staff Portal System.



1 Click the [研究費操作メニュー・研究費一覧] button.



2 Input the fiscal year of the project.

3 Click the [検索実行] button.

2 Check the list of research funds in your possession. [Screen Details](#) ▶ p. 6 to 7



1 Click the [確認] link if you want to check the most recent balance by research fund.

Reference

- Details are displayed in a new tab.
- Click the [閉じる] to close the screen.

Next page

Chapter 2. Operation Procedures

Checking Balance of Research Funds Volume

Cont.

3 Check the balance of the specified research fund.

Screen Details ▶ p. 7 to 9

▼ <<研究費別収支一覧照会 (担当者別) >> screen

RITSUMEIKAN CAMPUS WEB

Account : sdb-t28
Name : SmartDB接続用t28
2023-11-24T16:16:23.721701 [BMD12L0] [IT]

研究費別収支一覧照会 (担当者別)

研究費別収支情報は以下のとおりです。
この画面では、担当者別の収支明細が照会できます。[確認]リンクから操作してください。

研究課題情報

代表分担区分	大分類名称	中分類名称	科研費応募区分	科研費交付事業区分	課題番号	科研費繰越年度	分担者課題校番
代表者	科学研究費助成事業	基盤研究 (A)	一般	補助金	23AAEST01		

採択年度	研究開始年度	研究終了年度	研究課題名
2023	2023	2023	テスト課題01

代表者

研究機関	部局名	職位等	氏名
立命館大学			【検証用】教員A・学部長A

年度別管理情報

事業年度	BCM予算コード	BCM予算コード名称	研究開始日	交付内定日	交付決定日	管理事務局
2023	23AAA060001	23年度テスト予算01	2023/04/01			OICリサーチオフィス

担当者別配分情報

予算額	研究機関	氏名	物品費	旅費	人件費・謝金	その他	管理費ほか	合計
	立命館大学	【検証用】教員A・学部長A	500,000	500,000	500,000	500,000	500,000	2,500,000
	課題全体		500,000	500,000	500,000	500,000	500,000	2,500,000

支出額	研究機関	氏名	物品費	旅費	人件費・謝金	その他	管理費ほか	合計
	立命館大学	【検証用】教員A・学部長A	110,000	0	0	0	0	110,000
	課題全体		110,000	0	0	0	0	110,000

担当者区分	研究機関	部局名	氏名	①予算額	②前年度未使用額	[A] 収入額 (①+②)	[B] 支出額	[C] 残額([A] - [B])	[D] 支出率([B] / [A])
代表者	立命館大学		【検証用】教員A・学部長A	2,500,000	0	2,500,000	110,000	2,390,000	4.3%
確認			課題全体	2,500,000	0	2,500,000	110,000	2,390,000	4.3%

閉じる

1 Click the [確認] link if you want to check the balance details by person responsible.

Reference

- Details are displayed in a new tab.
- The list is displayed starting from the fund for which withdrawal processing related to the corresponding disbursement has been completed.
- Click the [閉じる] to close the screen.

4 Check the detailed balance information of the specified person responsible.

Screen Details ▶ p. 10

▼ <<研究費別収支明細照会 (収支簿型) >> screen

研究費別収支明細照会 (収支簿型)

収支明細情報は以下のとおりです。
この画面では、収支明細の詳細が照会できます。[確認]リンクから操作してください。

(全 4 件)

年月日	摘要	収入	支出	残高	収支番号	担当者	支払先	備考
	予算額	2,500,000		2,500,000				
23/12/12	テスト01		30,000	2,470,000	物品費 23102510000003	【検証用】教員A・学部長A	和研業株式会社	
23/12/12	テスト02		80,000	2,390,000	物品費 23102510000004	【検証用】教員A・学部長A	ナカライテスク株式会社	
	計	2,500,000	110,000	2,390,000				

閉じる

1 If you want to check the detailed balance information, click the corresponding [確認] link.

Reference

- Details are displayed in a new tab.
- Click the [閉じる] to close the screen.

Next page

Chapter 2. Operation Procedures

Checking Balance of Research Funds Volume

Cont.

5 Check the details of the specified balance information.

 p. 11

▼ <<研究費別収支明細照会 (全件) >> screen



Account : sdb-t28
 Name : SmartDB接続用t28
 2023-11-24T16:17:52.198673 [BMD14L0] [IT]

📄 研究費別収支明細照会 (全件)

基本情報

BCM予算コード	: 23AAA060001	BCM予算コード名称	: 23年度テスト予算01
共通種別	: テスト01	支払年月日	: 2023/12/12
表示用費目区分	: 1:物品費	収支処理区分	: 60:出金依頼
支出者	: sdb-t28:【検証用】教員A・学部長A	支払先	: 19017028:和研薬株式会社
備考・その他	:	申請ステータス	: 40:出金依頼済

[SmartDB申請親文書リンク](#)

(全 1 件)

申請文書明細番号	紐づけ申請文書明細番号	明細摘要	金額	勘定科目コード	費目コード	レコード変更区分	用品ラベル番号	出金依頼データ出力区分
23I02510000003-001		実験用品 (テスト)	30,000	3598333:科研費・消耗品費	10:物品費			未出力

[閉じる](#)

Reference

Click the **[閉じる]** to close the screen.

Completed after you have checked the information.

End

3. Screen Details

The details of balances of research funds that you can check using the <<研究費操作メニュー・研究費一覧>> screen are as follows.

▼ <<研究費操作メニュー・研究費一覧>> screen

ENGLISH | ログアウト
Account : sdb-t28
Name : SmartDB接続用t28
2023-11-21T10:13:09.297908 [BMD11F0] [IT]

[CAMPUS WEB] > [研究費操作メニュー・研究費一覧]

研究費操作メニュー・研究費一覧

- 指定した事業年度に保有している研究費の一覧は以下の通りです。
- 「確認」を押下すると、当該研究費の最新の収支状況詳細を確認することができます。

再読み込み

(全 3 件)

	事業年度	大分類名称	中分類名称	BCM予算コード	BCM予算コード名称	代表者氏名	研究開始年度	研究終了年度	科研費繰越年度	担当者区分	担当者氏名
確認	2023	科学研究費助成事業	基盤研究(A)	23AAA060001	23年度テスト予算01	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認	2023	総合科学技術研究機構		23CBB950016	研究環境整備費（【検証用】教員A・学部長A）	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認	2023	大学院生研究費		23FAB690001	2023年度個人研究費	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A

メニューに戻る 検索条件変更

No.	Item	Details
1	再読み込み	Re-search under the same search conditions to provide the most recent search results.
2	確認	Displays research funds information by researcher.
	事業年度	Displays the fiscal year of the research project.
	大分類名称	Displays the name of the main classification.
	中分類名称	Displays the name of the sub-classification.
	BCM予算コード	Displays the BCM budget code.
	BCM予算コード名称	Displays the name of the BCM budget code.
	代表者氏名	Displays the name of the representative.
	研究開始年度	Displays the fiscal year the research started.
	研究終了年度	Displays the fiscal year the research ended.
	科研費繰越年度	Displays the carry-over fiscal year of a KAKENHI carry-over project.
	担当者区分	Displays the classification of the researcher responsible for the research project.

Chapter 3. Screen Details

Checking Balance of Research Funds Volume

No.	Item	Details
	担当者氏名	Displays the name of the researcher responsible for the research project.
3	メニューに戻る	Returns to the top page of the CAMPUS WEB.
	検索条件変更	Returns to the <<検索条件指定>> screen.

▼ <<研究費別収支一覧照会（担当者別）>> screen



Account : sdb-t2
 Name : SmartDB接続用t2
 2023-11-24T16:16:23.721701 [BMD12L0] [I

🏠 研究費別収支一覧照会（担当者別）

研究費別収支情報は以下のとおりです。
この画面では、担当者別の収支明細が照会できます。[確認]リンクから操作してください。

1 研究課題情報

代表分担区分	大分類名称	中分類名称	科研費応募区分	科研費交付事業区分	課題番号	科研費繰越年度	分担者課題枝番
代表者	科学研究費助成事業	基盤研究（A）	一般	補助金	23AATEST01		

採択年度	研究開始年度	研究終了年度	研究課題名
2023	2023	2023	テスト課題01

2 代表者

研究機関	部局名	職位等	氏名
立命館大学			【検証用】教員A・学部長A

3 年度別管理情報

事業年度	BCM予算コード	BCM予算コード名称	研究開始日	交付内定日	交付決定日	管理事務局
2023	23AAA060001	23年度テスト予算01	2023/04/01			OICリサーチオフィス

4 担当者別配分情報

予算額	研究機関	氏名	物品費	旅費	人件費・謝金	その他	管理費ほか	合計
	立命館大学	【検証用】教員A・学部長A	500,000	500,000	500,000	500,000	500,000	2,500,000
	課題全体		500,000	500,000	500,000	500,000	500,000	2,500,000

支出額	研究機関	氏名	物品費	旅費	人件費・謝金	その他	管理費ほか	合計
	立命館大学	【検証用】教員A・学部長A	110,000	0	0	0	0	110,000
	課題全体		110,000	0	0	0	0	110,000

5

	担当者区分	研究機関	部局名	氏名	①予算額	②前年度未使用額	【A】収入額 (①+②)	【B】支出額	【C】残額(【A】 - 【B】)	【D】支出率(【B】 / 【A】)
確認	代表者	立命館大学		【検証用】教員A・学部長A	2,500,000	0	2,500,000	110,000	2,390,000	4.3%
確認				課題全体	2,500,000	0	2,500,000	110,000	2,390,000	4.3%

6 閉じる

Chapter 3. Screen Details

Checking Balance of Research Funds Volume

No.	Item	Details
1	研究課題情報:	Displays research project information.
	代表分担区分	Displays the representative allocation category.
	大分類名称	Displays the name of the main classification.
	中分類名称	Displays the name of the sub-classification.
	科研費応募区分	Displays the KAKENHI application category.
	科研費交付事業区分	Displays the KAKENHI granted project category.
	課題番号	Displays the project number.
	科研費繰越年度	Displays the carry-over fiscal year of the KAKENHI.
	分担者課題枝番	Displays the branch number if a partner's project.
	採択年度	Displays the fiscal year of adoption.
	研究開始年度	Displays the fiscal year the research started.
	研究終了年度	Displays the fiscal year the research ended.
	研究課題名	Displays the name of the research project.
2	代表者:	Displays information of the representative.
	研究機関	Displays the research institution.
	部局名	Displays the department name.
	職位等	Displays the position and related information.
	氏名	Displays the name.
3	年度別管理情報:	Displays management information by fiscal year of the research project.
	事業年度	Displays the fiscal year of the project.
	BCM予算コード	Displays the BCM budget code.
	BCM予算コード名称	Displays the name of the BCM budget code.
	研究開始日	Displays the research start date.
	交付内定日	Displays the tentative granting date of the research project.
	交付決定日	Displays the definite granting date of the research project.
	管理事務局	Displays the Administrative Office of the research project.
4	担当者別配分情報:	Displays allocation information by person responsible of the research project.
	予算額	Displays the budget amount.
	支出額	Displays the expenditure amount.
	研究機関	Displays the research institution.
	氏名	Displays the name.
	物品費	Displays the total amount of goods costs.
	旅費	Displays the total amount of travel costs.
	人件費・謝金	Displays the total amount of personnel and honorarium/remuneration costs.

Chapter 3. Screen Details

Checking Balance of Research Funds Volume

No.	Item	Details
	その他	Displays other total amounts.
	管理費ほか	Displays the total amount of management and related costs.
	合計	Displays the total.
5	研究費別収支一覧情報:	Displays a list of balance information by research fund.
	確認	Displays the detailed balance information by person responsible.
	担当者区分	Displays the category of the person responsible.
	研究機関	Displays the research institution.
	部局名	Displays the department name.
	氏名	Displays the name of the researcher.
	① 予算額	Displays the budget amount of the current fiscal year.
	② 前年度未使用額	Displays the unused amount of the budget of the previous fiscal year.
	【A】 収入額 (① + ②)	Displays the revenue amount.
	【B】 支出額	Displays the expenditure amount.
	【C】 残額 (【A】 - 【B】)	Displays the balance amount when the check is made.
	【D】 支出率 (【B】 / 【A】)	Displays the expenditure rate when the check is made.
6	閉じる	Closes this screen when the check of the list of balance by research fund is completed.

▼ <<研究費別収支明細照会（収支簿型）>> screen

研究費別収支明細照会（収支簿型）

収支明細情報は以下のとおりです。
この画面では、収支明細の詳細が照会できます。[確認]リンクから操作してください。

(全 4 件)

	年月日	摘要	収入	支出	残高	費目	収支番号	担当者	支払先	備考
		予算額	2,500,000		2,500,000					
1	確認	2023/12/12	テスト01	30,000	2,470,000	物品費	23I02510000003	【検証用】教員A・学部長A	和研業株式会社	
	確認	2023/12/12	テスト02	80,000	2,390,000	物品費	23I02510000004	【検証用】教員A・学部長A	ナカライテスク株式会社	
		計	2,500,000	110,000	2,390,000					

閉じる

No.	Item	Details
1	確認	Displays detailed balance information.
	年月日	Displays the date (YY/MM/DD) on which the research fund was spent.
	摘要	Displays an abstract of the balance.
	収入	Displays the revenue of the research fund.
	支出	Displays the expenditure of the research fund.
	残高	Displays the balance of the research fund.
	費目	Displays the type of expense of the research fund.
	収支番号	Displays the balance number of the research fund.
	担当者	Displays the person responsible of the research fund.
	支払先	Displays the payee of the research fund.
	備考	Displays the remarks. The following details are indicated by a [★]. <ul style="list-style-type: none"> ● Details of orders of goods that have been approved but disbursement has not been made ● Details that are being held back in preparation for personnel costs, or payment of high-priced goods or services
2	閉じる	Closes this screen when the check of detailed balance information is completed.

▼ <<研究費別収支明細照会 (全件) >> screen



Account : sdb-t28
 Name : SmartDB接続用t28
 2023-11-24T16:17:52.198673 [BMD14L0] [IT]

研究費別収支明細照会 (全件)

1	基本情報	BCM予算コード : 23AAA060001 共通摘要 : テスト01 表示用費目区分 : 1:物品費 支出者 : sdb-t28:【検証用】教員A・学部長A 備考・その他 :	BCM予算コード名称 : 23年度テスト予算01 支払年月日 : 2023/12/12 収支処理区分 : 60:出金依頼 支払先 : 19017028:和研薬株式会社 申請ステータス : 40:出金依頼済
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2 [SmartDB申請親文書リンク](#)

(全 1 件)

申請文書明細番号	紐づけ申請文書明細番号	明細摘要	金額	勘定科目コード	費目コード	レコード変更区分	用品ラベル番号	出金依頼データ出力区分
23I02510000003-001		実験用品 (テスト)	30,000	3598333:科研費・消耗品費	10:物品費			未出力

4 [閉じる](#)

No.	Item	Details
1	基本情報	Displays the basic information of the detailed balance information selected on the <<研究費別収支明細照会 (収支簿型) >> screen.
2	SmartDB申請親文書リンク	Displays the BCM expenditure request form of the corresponding budget.
3	申請文書明細番号	Displays the statement number of the application document.
	紐づけ申請文書明細番号	Displays the statement number of the linked application document.
	明細摘要	Displays a statement abstract of the balance.
	金額	Displays the amount of the balance.
	勘定科目コード	Displays the accounting item code of the balance.
	費目コード	Displays the type of expense code of the balance.
	レコード変更区分	Displays the record change category of the balance.
	用品ラベル番号	Displays the accessory label number of the balance.
	出金依頼データ出力区分	Displays the output category of the expenditure request data.
4	閉じる	Closes this screen when the check of the list of balance by research fund is completed.

Revision History

Date Created	Version No.	Details
April 1, 2024	Version 1.0	Newly created

- MEMO -

Budget Cycle Management System: Simple Guide

Checking Balance of Research Funds Volume

April 1, 2024 Ver. 1.0

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