Please be sure to read the [Important Points] on the reverse side before applying.

**Purchase Approval Request Form for Facilities Shared by Multiple Projects Including KAKENHI Projects**

To: Dean, Division of Research MM DD YYYY

We hereby apply, as follows, to purchase shared equipment due to multiple projects under KAKENHI (Grants-in-Aid for Scientific Research)

Affiliation, position and name of

representative applicant (manager of application):

1. Equipment to be Purchased

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Equipment to be Purchased |  | Cost (inclusive of tax) |  |

2. Apportioning of Purchase Funding

Tick the box for whichever apportioning of the purchase funding ((i) or (ii)) below is applicable.

* (i) Shared out equally among the research projects
* (ii) Shared out proportionally according to the proportions of use

3. Jointly Purchasing Researchers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Jointly Purchasing Researcher  (Affiliation, position and name) | Funds to be apportioned (research item/project number, etc.) | Proportion of Use  (Fill in only in the case of (ii) above) | Apportioned Amount  (tax-inclusive) | |
| Example entries | College of \_\_\_\_\_\_\_\_\_\_\_, Professor  Taro Ritsumei | KAKENHI (Grant) Scientific Research A  （20H00000） | 30% | 630,000 | yen |
| Manager of application |  |  | % |  | yen |
| Joint  purchaser |  |  | % |  | yen |
| Joint  purchaser |  |  | % |  | yen |
| Joint  purchaser |  |  | % |  | yen |
|  | | | Total sum |  | yen |

4. Procedures when a researcher transfer (Please check the box)

□ All purchasers agree on the following

When a researcher who has expended the burden amount to purchase the shared equipment transfers to another research institution, the equipment will, in principle, continue to be managed and used by the researcher who is still enrolled at Ritsumeikan University. (However, if all the researchers who have spent the amount to purchase the shared equipment agree, the shared equipment may be transferred to the research institution to which the researcher transfers.)

\*Carefully read the Important Points on the reverse side of this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks (Executive office communication section) | Approved by | Checked by | Received by person in charge |
|  |  |  |

Submit this form together with an Order/Contract Request Form [Division of Research Form 1-1] to the person in charge of KAKENHI at the applicable Research Office.

[Important Points]

- Under the Rules for Spending of KAKENHI by Researchers (Subsidiary Conditions)/(Granting Conditions) and the Ritsumeikan Trust Handling Code for MEXT Grants-in-Aid for Scientific Research, jointly-purchased equipment is to be donated to the University.

\*What qualifies as "shared equipment" is equipment that is used jointly in multiple KAKENHI research programs and that has a price of 500,000 yen or more one order or one set and a service life exceeding one year.

- An essential pre-condition for purchase of shared equipment is that the sharing of the equipment will not cause any hindrance to the execution of the individual research programs.

- Another condition is that the grant-aided project members (Research Representative and research partners) who bear the costs of purchasing the shared equipment must be affiliated to Ritsumeikan University.

\*A researcher cannot take part in a joint purchase of shared equipment if he or she is scheduled to transfer to another research institution at the time of the purchase.

- From among the grant-aided project members who bear the costs of purchasing the shared equipment, select one person to be the representative applicant (manager of application). Note that it is possible to combine KAKENHI grant portions and fund portions in order to purchase shared equipment. Also, it is possible for one researcher alone to purchase – as shared equipment – a single piece of equipment (machine or instrument) for use in multiple research projects that he or she is involved in.

- The handling of the case when a researcher who has paid the cost of purchasing shared equipment transfers to another research institution must be determined in advance based on the consent of all purchasers (see the response to "4. Handling of Transfer of Researchers").

- Shared equipment cannot be purchased by combining KAKENHI grant portions unless it is scheduled to be used in the fiscal year concerned.

**-** The joint purchasers must reach an agreement among themselves concerning the apportioning of the running costs subsequent to the initial purchase expense.

- The research plan at the time of application for KAKENHI shall remain as before, and there is no need to presuppose joint purchasing. Please consider joint purchasing after your application has been approved.

- If the combined use of funds from competitive research funding programs other than KAKENHI is approved and does not interfere with research funded by KAKENHI, it is possible to purchase shared equipment by adding research expenses from research funding programs other than KAKENHI. Please consult with the person in charge of the budget regarding the combined use of unrestricted budgets.

<Target programs>

Competitive research funding programs under the jurisdiction of the following five (5) corporations (hereinafter referred to as “Funding Agencies”):

- Japan Agency for Medical Research and Development (AMED)

- Japan Science and Technology Agency (JST)  
- Japan Society for the Promotion of Science (JSPS)

- National Agriculture and Food Research Organization (NARO) Bio-oriented Technology Research Advancement Institution (BRAIN)

- New Energy and Industrial Technology Development Organization (NEDO)

If you wish to purchase shared equipment by combining KAKENHI and other competitive funding programs, please be sure to consult with the person in charge of budget in advance because the handling of equipment varies, such as in terms of “handling of researcher transfers” and “ownership.” After confirming that the relevant research funding program permits the purchase of shared equipment, it is necessary to observe the provisions of each program, such as those that require the Funding Agencies to follow separate procedures.