



Access to the Research Budget Management System (Budget Cycle Management: BCM) now available via the "Faculty Portal"

Please note that due to changes in the CAMPUS WEB specifications, access to the "Research Budget Management System (BCM)" was made available via the "Faculty Portal" at 9:00 a.m. on August 27 (Thu.).

Please refer to the URL below for announcements from the Division of Research and the "Quick Guide to the BCM," among other resources.

<https://fp.ritsumei.ac.jp/facultyportal/s/research/researchexpenses/budget-management>



Employment of part-time and other non-regular staff in connection with the minimum wage revision

As is customary at this time of year, minimum wage rates are revised by region. Consequently, the hourly rate standards for non-regular staff and other personnel will be reviewed, and corresponding regulations will be amended. While the necessary procedures are posted on the Faculty Portal and other channels, we ask that you take this opportunity—not only as a Principal Investigator (PI) responsible for the "proper execution of research funds" but also as the "employer" of research staff—to ensure appropriate compliance. Please review the following points once again.

- Working conditions: Have they been updated to reflect current job duties?
Are hourly wages appropriate in light of the minimum wage?
- Work management: Do work records accurately reflect actual working hours?
When changing the employment period, job duties, or working conditions, do you properly follow the prescribed procedures?



Attendance at compliance/research ethics education

As part of our efforts to prevent the misuse of public research funds and ensure their proper execution, we require attendance at compliance education and research ethics education.

Compliance education is mandatory, particularly for those receiving or newly applying for public research funds, including Grants-in-Aid for Scientific Research (KAKENHI). Information regarding the compliance education videos and the submission of the written pledge (online) is summarized below.

*Starting in AY2026, the interval for mandatory education has been reduced to three years.

<https://www.ritsumei.ac.jp/page.jsp?id=470175>

Research ethics education, meanwhile, is mandatory for all researchers enrolled at the University when conducting research. Researchers are required to complete the education every five years during the year designated by the University; this year is a mandatory education year. All researchers—including those who have completed similar ethics training at their previous institutions—must access the Japan Society for the Promotion of Science's e-learning system, eLCoRE, at the URL below and complete the training course provided there.

<https://elcore.jsps.go.jp/top.aspx>

Compliance



Cases of misconduct that actually occurred in other universities



On the MEXT webpage below, the outlines of the actual cases of misconduct are disclosed.

https://www.mext.go.jp/a_menu/kansa/houkoku/1364929.htm (in Japanese only)

The report below summarizes one of those incidents.

Regardless of the amount involved, if an expenditure cannot be adequately justified in light of ethical standards and social norms, it may be deemed “inappropriate.” If the use of research funds is found to be illegitimate, individual researchers may be required to repay public research funds or face restrictions on future grant applications, while the relevant institution may face reductions in its indirect costs.

Please refer to the latest version of the “Research Fund Spending Guidebook” for the University’s policy on the proper execution of research funds and the various corresponding procedures. For any questions or concerns, please contact the Research Office at your campus.

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Type of misconduct	Use for unauthorized purposes
Year of occurrence	AY2019
Amount of research funds deemed improperly spent	2,952 yen
Reason for the decision	The researcher in question regularly makes purchases on behalf of third parties and has explained that he/she mistakenly combined his/her own research expenses with those of third parties in his/her reimbursement request. However, that he/she separated the receipts from the itemized statements and listed the items on the receipts himself/herself, even though those items were not used for his/her own research in the first place; and that he/she cannot verify the purchase of the listed items, among other factors, led to the conclusion that numerous aspects of the purchase were peculiar and unreasonable in light of generally accepted standards. Consequently, it was determined that public research funds had been used for unauthorized purposes (misuse) and that the researcher had used the funds for his/her own benefit or for the benefit of a third party (misappropriation).
Occurrence factors and recurrence prevention	A web-based procurement system had been implemented at the relevant institution by 2019. While orders were supposed, in principle, to be placed by the administrative department, certain purchases were handled directly by researchers or exempted from inspection for those less than a specified amount, in consideration of research needs; however, there were instances where supporting documents, such as itemized lists, were not submitted everything. Orders should be placed only after verification by the administrative department, deliveries should be made to the inspection counter, and supporting documents issued by vendors (such as receipts) should be submitted consistently.

The same institution also reported another case of misconduct during the same period (AY2019), involving the use of 3,960 yen for unauthorized purposes.

Publication of Newsletter

This Newsletter is published quarterly as part of our awareness-raising activities and is intended to disseminate and deliver information for the proper execution of research funds regularly, such as sharing misuse cases, including those that have occurred at other organizations, and the factors that have led to their occurrence, as well as matters pointed out during internal audits and voucher inspections. The next issue is scheduled to be published in December 2026.



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