

Regarding Attendance in Compliance Education (User Manual)

As part of efforts to prevent unauthorized use of public research funding and ensure proper conduct, we have decided to require attendance in compliance education and submission of a written pledge every five years in the academic year specified by Ritsumeikan University (June 26, 2020; Committee on Research Administration).

Submission is required by researchers who are receiving or newly applying for public research funding such as the Grants-in-Aid for Scientific Research (KAKENHI) and by administrative staff involved in management and execution.

Flow of attendance in compliance education

1. Attend the compliance education (watch a video; approx. 30 minutes)
2. Participate in a comprehension check and submit a written pledge (SmartDB)

1. Attendance in compliance education

Please access the video viewing page as shown below and attend the compliance education.

Compliance Training Based on the Guidelines for Supervision and Auditing of Public Research Funds at Research Intuitions

2. Taking the comprehension check and submitting the written pledge

Please access the Pledge in Public Research Funding as shown below, take the comprehension check, and submit the written pledge. (Please see the following pages for information on how to submit the pledge from SmartDB.)

Pledge in Public Research Funds

For people who cannot access SmartDB

Please download the pledge form from the website of the Division of Research, fill in the necessary information, and mail it to the following address by on-campus mail.

Mailing address: Staff in charge of Public Research Funding, Office of Research Planning and Development, Suzaku Campus

How to Submit the Pledge in Public Research Funding

(1) Access the “Pledge in Public Research Funding” URL on SmartDB.

(2) The following application screen will be displayed.

一覧/List 登録/Register

公的研究費に関する誓約書
Pledge in Public Research Funding

立命館大学長 殿
To the President of Ritsumeikan University

申請区分 Application category ② 新規申請

提出先/問合せ先
Submit to / Contact information
↑ボタンを押して、提出先を選択してください。

申請番号 Application number

申請日 Application date 2020年10月23日

教職員番号 ID No

所属 (学部) College, Department

職位 Position

氏名 Name

メールアドレス Email

※立命館大学特別研究員 (DC) の学生証番号を入力
Funding for research conducted by JSPS Fellows (DC)
should enter student ID number in ID number of
faculty / administrative staff and DC1 or DC2 in Position.

①

【注意】

本大学において科学研究費助成事業（科研費）をはじめとする公的研究費を受給・新規応募する研究者は、コンプライアンス教育の受講（動画視聴と理解度チェック）と誓約書の提出が必要です。

Note: Researchers who receive or newly apply for public research funds such as the Grant-in-Aid for Scientific Research (Kakenhi) program are required to attend a compliance education course (watching a video and taking this comprehension check) and submit a pledge.

ステップ1 コンプライアンス教育の受講

Step 1. Watching Compliance Education Video

コンプライアンス教育を以下から受講してください。

Watch video from the link below.

[\(動画視聴\)](#) ③

[\(Watch video\)](#)

[コンプライアンス教育 資料](#)

[Resume - Compliance Education](#)

ステップ2 「公的研究費に関する理解度チェック」の受講

Step 2. Taking Comprehension Check

以下の文章の正誤を答えよ。

Mark the below statements as true or false. ④

1. 科学研究費補助金等の公的研究費は、研究者個人に支給されているのだから、個々の研究者の自己規律と責任によって不正行為を防止すべきだ。
1. Public research funds, such as scientific research grants, are given to individual researchers, so each and every individual has an obligation to prevent fund misappropriation through their own self-discipline and sense of responsibility.

* ○
 ×

～ (Omitted) ～

9. 道義的に良かれと思って行うことであれば、いかなる場合でも不正使用とはならない。
 9. If I'm acting out of good intentions from a sense of morality, then what I'm doing will never constitute misappropriation.

* ○
 ×

10. 公的研究費の使用について、不明な場合や取扱いに迷う場合には、研究費執行ガイドブックを参照するか、リサーチオフィスに相談することが望ましい。
 10. When using public research funds, if it's ever unclear or you are unsure of how to handle funds, you are encouraged to refer to the guidebook for handling research funds or to contact the research office.

* ○
 ×

解答後「登録」ボタンを押すと、次の画面で採点結果を表示します。
 必ず正答数と解説を確認してください。



After answering, click the "Register" button to display your score on the next screen. Please be sure to check the number of correct answers and the corresponding commentary.

◇Important Points When Entering Information

* (red text)	Entry is required for all items. Application will not be possible if items are omitted.
①Submit to/Contact information	Click the menu, select “Division of Research” for the Submit to/Contact information, and then click “Select.”
②Only enter Research Fellows (DC) of the Japan Society for the Promotion of Science	To be entered by the applicable individuals only.
③Watch video/Resume - Compliance Education	Click to watch the compliance education video (link to an external page) and download the materials.
④Step 2	Please answer questions 1 to 10 of the comprehension check by selecting either “○” or “×”.

After answering all questions, click the "Register" button.

(3) Click the “Register” button to display the message “Registration Complete” on the left-hand side of the screen. ★ Check the message and then scroll down to see the correct answers and commentary for the comprehension check below Step 2.



～ (Omitted) ～

理解度チェックの正答数 Percentage of positive answers

50

%

1. 科学研究費補助金等の公的研究費は、研究者個人に支給されているのだから、個々の研究者の自己規律と責任によって不正行為を防止すべきだ。
1. Public research funds, such as scientific research grants, are given to individual researchers, so each and every individual has an obligation to prevent fund misappropriation through their own self-discipline and sense of responsibility.

正解 Answer : ×

(P4) 公的研究費は、国民の貴重な税金を原資として成り立つため、教員個人が自由に使えるお金ではありません。過去の教訓を踏まえて、研究費不正防止の意識を日ごろから高めるとともに、助成機関の使用ルールや、研究機関における使用ルールにより適切に管理されることが必要です。

(p.4) Public research funds come from the hard-earned taxes of Japanese citizens. This money cannot be used freely by faculty members. Taking from past lessons, you are required to continually strengthen your awareness to prevent misusing research funds. Additionally, you must manage expenditure by following the fund spending rules of your research organization as well as the organization that is awarding the grant.

[\(動画視聴\)](#)

[.\(Watch video\).](#)

Commentary is displayed for incorrect answers. Please double-check the materials and videos.

- The page number (P. XX) listed before the commentary is the page of the material related to the contents of the problem.
- Click “Watch video” to view the video related to the contents of the problem.

(p.8, p.27, and more) Your actions may be deemed fund misappropriation from the perspective of spending public research funds appropriately. Be aware that just because you have good intentions or your actions never caused problems before doesn't mean they won't cause problems in the future.

[\(動画視聴\)](#)

[.\(Watch video\).](#)

10. 公的研究費の使用について、不明な場合や取扱いに迷う場合には、研究費執行ガイドブックを参照するか、リサーチオフィスに相談することが望ましい。
10. When using public research funds, if it's ever unclear or you are unsure of how to handle funds, you are encouraged to refer to the guidebook for handling research funds or to contact the research office.

正解 Answer :

理解度チェックの正答数と解説を確認後、
「編集」ボタンを押し、次の画面で誓約書を確認してください。

[一覧/List](#)

[編集/Edit](#)

[再利用/Reuse](#)

[更新履歴/Update history](#)

[業務開始\(提出\)/Submit](#) 

[削除/Delete](#)

After confirming the number of correct answers and commentary for the comprehension check, click the “Edit” button and then confirm the written pledge displayed on the next screen.

After confirming the number of correct answers, commentary, and commentary videos for the comprehension check, please click the “Edit” button. Click to proceed to the “Pledge in Public Research Funding” screen.

(4) Click the “Edit” button to display the following screen.

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

公的研究費に関する誓約書
Pledge in Public Research Funding

立命館大学 貴賓
To the President of Ritsumeikan University

誓約後に「登録」ボタンを押し、「業務開始」ボタンを押してください。

申請区分 Application category * ● 新規申請

ステータス Status * ● 申請前 ○ 申請済 ○ 受理済 ○ 取下げ

提出先/問合せ先 Submit to / Contact information * 提出先/問合せ先選択
↑ ボタンを押して、提出先を選択してください。

申請番号 Application number 43

申請日 Application date 2020年10月23日

教職員番号 ID No

所属 (学部) College, Department

職位 Position

氏名 Name

メールアドレス Email

※立命館大学特別研究員 (DC) のみ申請番号を入力
Funding for research conducted by JSPS Fellows (DC)
should enter student ID number in ID number of
faculty / administrative staff and DCI or DCI in Position.

※日本学術振興会特別研究員 (DC) のみ選択
Funding for research conducted by JSPS Fellows (DC)
should enter student ID number in ID number of
faculty / administrative staff and DCI or DCI in Position.

ステップ3 誓約書の提出
Step3. Pledging

「立命館大学研究倫理指針」Research Ethical Guidelines at Ritsumeikan University.
および以下の誓約書の内容を確認してください。 ①
See Research Ethical Guidelines at Ritsumeikan University and contents of Pledge below.

誓約書 Pledge

～ (Omitted) ～

* “Public research funds” refers to:
①Grants-in-Aid for Scientific Research (KAKENHI)
②Competitive funds allocated by the Ministry of Education, Culture, Sports, Science and Technology and other public fund-allocating bodies
③Research funds allocated by government organizations, independent administrative institutions, local governments, special public corporations, and similar entities
④Grant money, etc. to which “appropriate management and auditing shall be performed according to the Guidelines for Management and Auditing of Public Research Funds at Research Institutions (Code of Practice)” applies by notification from the Ministry of Education, Culture, Sports, Science and Technology or rule indicated by the allocating body

上記の内容について誓約します。 I make a pledge to the above. ②
 誓約 Pledge

誓約後に「登録」ボタンを押し、「業務開始」ボタンを押してください。

After completing the written pledge, click the “Register” button and then the “Submit” button.

◇Important Points When Entering Information

①Step 3	Please check the contents of the “Ritsumeikan University Research Ethics Guidelines” and the written pledge.
②Written pledge	Please insert a check mark in the check box for “Pledge.”

(5) Click the “Register” button.

(6) The following screen is displayed after clicking the “Register” button.

Confirm that “Registration Complete” is displayed. Then, click the “Submit” to complete submission.

Please note that the submission is not completed unless you press the “Submit” button.

文書登録/Document registration

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

文書の登録が完了しました。 “Registration Complete”

文書タイトル	公的研究費に関する誓約書		
文書番号	185	更新	08:56

誓約後に「登録」ボタンを押し、「業務開始」ボタンを押してください。

公的研究費に関する誓約書
Pledge in Public Research Funds

立命館大学長 殿
To the President of Ritsumeikan University

申請区分 Application category	新規申請	
ステータス Status	申請前	
提出先/問合せ先 Submit to/Contact information	D: 研究倫理・公的研究費担当 #13 ↑ ボタンを押して、提出先を選択してください。	研究部
申請番号 Application number	00003	
申請日 Application date	2020/11/06	

(7) After clicking the “Submit” button, submission is complete when “The Pledge for Public Research Funding has been submitted.” is displayed.

登録文書閲覧/Browse registered documents

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history

文書タイトル	公的研究費に関する誓約書		
文書番号	185	更新	08:59

公的研究費に関する誓約書が開始されました。 “The Pledge for Public Research Funding has been submitted.”

誓約後に「登録」ボタンを押し、「業務開始」ボタンを押してください。

公的研究費に関する誓約書
Pledge in Public Research Funds

立命館大学長 殿
To the President of Ritsumeikan University

申請区分 Application category	
ステータス Status	申請済