

国際教養大学 研究費不正使用防止計画（2021年度～2023年度）

基本方針	不正発生要因	不正使用防止計画
1. 機関内の責任体系の明確化	責任体系、権限が十分周知されていない	不正防止に係る新たな取組体制について学内に周知するとともに、所属長には承認時のチェックポイント及び裁量事項等について引き続き整理した上で配付する。
2. 適正な運営・管理の基盤となる環境の整備	研究費に対する規範意識が低い	文部科学省が公表している実際の研究費不正使用事例を教材にして啓発活動を行う。
	研究費使用に関するルールを理解度が低い	研究費マニュアルの内容を継続して見直すほか、コンプライアンス教育の内容充実と理解度の把握を図る。
3. 研究費の適正な運営・管理活動	雇用したアルバイト学生に雇用条件と異なる勤務をさせているケースがある。	雇用条件通知書の内容について教員、学生双方への説明を徹底するほか、勤務簿に工夫を加えて入力ミスを減らす。
	雇用したアルバイト学生等の勤務実態が十分把握されていない	雇用条件通知時に注意事項について説明した文書を添付し、教員・学生の双方から内容を確認した旨の誓約書にサインをもらう。
	換金性の高い物品について、研究者の異動時における適切な管理方法が定められていない	換金性の高い物品の返納または残存価格に応じた譲渡、売却の手続き、データの取扱いについてルールを定め、運用する。
	担当者間で執行ルール、事務処理手順の共有が徹底されていない	研究費担当職員用の業務マニュアルを作成する。
4. 情報発信・共有化の推進	通報窓口、相談窓口の認知度が低い	不正防止に係る新たな取組体制について教員だけでなく学生にも周知する。
5. モニタリングの在り方	内部監査の範囲が限定的である	科研費以外の教員研究費に関する監査実施について、監査室と検討を行う。

Research Fund Misuse Prevention Plan (AY2021- AY2023)

Basic policy on measures for prevention of misuse of research support and/or funding	Factors that can cause misuse	Misuse prevention plan
1. Clarify the system of responsibility within the university	Information about the system of responsibility and authority is not disseminated adequately	Information about the new organizational system for preventing fraud will be disseminated throughout the university, and checkpoints and discretionary items at the time of approval will continue to be organized and distributed to Program Directors.
2. Develop an environment for the proper operation and management of public research funding	There is low awareness of the norms related to public research funding.	We will conduct educational activities using actual case studies of misuse of research funds published by the Ministry of Education, Culture, Sports, Science and Technology as teaching materials.
	There is a lack of understanding of the rules related to the use of public research funding.	The content of compliance education and its understanding will be enhanced via a review of the content of the research funding manual.
3. Promoting the proper operation and management of research funding	There are cases where hired research assistant students are made to work in a capacity different from their stated employment conditions.	The contents of the notice of employment conditions will be thoroughly explained to both faculty and students, and devise a workbook to reduce the number of entry errors.
	The appropriate working conditions of casually-employed students are not sufficiently understood.	A document will be attached explaining the precautions to be taken at the time of notification of employment conditions, and both the faculty member and student will sign a written pledge that they have read the contents.
	Appropriate management methods are not established yet for high-liquidity goods when researchers are transferred.	Establish and operate rules for procedures for the return or transfer of items with high cash value or for sale according to their residual value, and for the handling of data.
	The execution rules and administrative procedures have not been thoroughly shared among personnel in charge.	An operations manual for staff in charge of research funding will be developed.
4. Promote information dissemination and sharing	There is low awareness of the consultation desk and reporting contact office.	The new system for fraud prevention will be made known not only to faculty members but also to students.
5. Developing a monitoring system	The scopes of internal audits are limited.	Discussions will be held with the Audit Office regarding the implementation of audits of faculty research funds other than those for KAKENHI.