

University of Miyazaki Department Consultation Desks

If you have any questions about “paperwork procedures” or “usage, etc.” of public research funds, please get in touch with the following contact points.

The “first consultation desk” that will answer inquiries “on-campus” is as follows.

(If the details of the consultation are clear, please refer to

<https://www.miyazaki-u.ac.jp/research/madoguchi.pdf>)

Department	Telephone (extension)
Faculty of Education	5031
Faculty of Regional Innovation	7848
Faculty of Medicine	2028
Faculty of Engineering	4000
Faculty of Agriculture	7151
Center for Animal Disease Control	7674
Center for Collaborative Research and Community Cooperation	7951
Frontier Science Research Center	2882
Center for International Relations	7104
Institute for Tenure Track Promotion	7859
Center for Language and Cultural Studies	2522
Center for Education and Student Support	7161
Center for Institutional Research	2231
Health Care and Safety Center	7788
Information Technology Center	7841

Rules of Public Research Expense System (Overview)

▶ **Guide to Using Public Research Funds**
<https://www.miyazaki-u.ac.jp/research/tebiki.pdf>



University of Miyazaki
 Finance Department Receipt and Inspection Office

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University of Miyazaki
 (Finance Department Receipt and Inspection Office)

Let's check it again!

Rules for using research funds

Research funds can be spent on basically anything you need for that research. If you have any questions, please contact the “Consultation Desk of your department (p. 4).”

There are **six things you should not do** because of accounting rules.

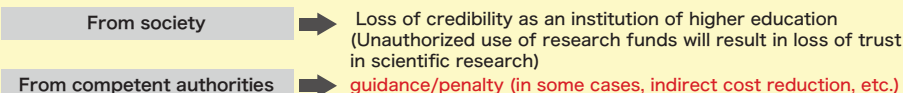
- Accounting process for different years**
 When the purchase of goods, repairs, service, etc., is finished, the inspection must be completed within that fiscal year (exceptions include fund items such as grants-in-aid for scientific research).
- Non-intended use**
 If you are receiving research funds for a specific research topic, you must not spend your research funds on anything other than that research purpose.
- Receiving travel expenses that are different from the actual events**
 After a business trip, promptly create a “Return Report” and submit it to the person in charge in your department along with the documents that confirm the business trip.
- Payment before receipt and inspection**
 The university is not entitled to pay for items that have not been through receipt and inspection (inspection of delivered goods, etc.) in the Receipt and Inspection Center.
- Payment of salary without actual work**
 The work status of TAs, RAs, and part-time employees is also managed by the person in charge of their affiliated department, but researchers themselves should equally be aware of the work situation.
- Individual accounting of donations and grants**
 Even if the donation is to an individual researcher, it should be addressed to the university if it falls under the “Rules for the Handling of the Acceptance of Donations.” First, consult with the person in charge of your department.

In the event of improper usage due to unauthorized use or gross negligence

For individuals



For universities





POINT!

Summary of Accounting Rules

Summary of Appropriate Budget Execution

- 1 Consult first if you are uncertain about the execution of public research funds**
 - Public research funds can be used widely for study expenses required for research execution if there is a legitimate reason and if they are within the scope of the usage rules. If you have any doubts about the usage, please do not make the decision yourself and consult with the "Consultation Desk of your department (p. 4)." We also recommend that you maintain close communication with the clerical staff.
- 2 Check the "Rules of Usage" especially for competitive research funds**
 - Some funds have different usage rules. Please check the application and issuance guidelines, etc., and be careful not to use the funds for purposes other than what was intended.
(In recent years, there have been cases of refunds, etc., as a result of fixed-amount investigations.)

Summary of Planned Budget Execution

- 3 Use in accordance with research plans, etc.**
 - Use competitive research funds according to your research plan so that execution does not seem unnatural, such as when equipment is purchased at the end of the research period. If it is unavoidable, please be prepared to explain it properly.

Summary of Appropriate Contract

- 4 First, check your wallet in the merchandise billing system**
 - Obviously, you cannot shop without money (budget).
- 5 Researcher's authorization to place orders**
 - Researchers can place an order with a total contract amount of less than 500,000 yen for the allocated budget!
However, you cannot split what can be ordered in bulk.
 - Do not forget to ask multiple vendors for quotations. Make an effort to buy cheaply!
- 6 Items that researchers cannot order**
 - Since researchers cannot place orders for contracts with multiple payments, building repairs, or construction work, etc., please ask the person in charge of your department. In principle, requests for the purchase of books are directed to the Administrative Section of the University library Office. (For books to be purchased with the Grant-in-Aid for Science, please request the bureau in charge or the co-op.)
- 7 Place your order according to your preference**
 - In addition to placing orders by phone or with the sales staff, you can also place orders via the Internet. However, this is limited to vendors who can arrange the necessary documents for payment.
- 8 When placing an order, it should first be inputted into the goods billing system**
 - After placing an order, input it into the billing system!
Or submit the "Purchase Request Form" and related documents to the person in charge of your department.
- 9 Delivery is through the Receipt and Inspection Center (For books, through the University library)**
 - For items sent through courier services, please check with the Receipt and Inspection Center. In addition, books (including magazines) for educational research can be checked with the University library.
- 10 Affix your signature only once! Duplicate signatures can lead to "fraud"!**
 - When you have signed the delivery once, please do not sign again for whatever reason.



Summary of Appropriate Business Travel

- 11 When a business trip has been decided, input it in the business travel expenses system first.**
 - Create the required documents in the Business Travel Expense System by the departure date; attach the materials with the details of your business; and submit them to the person in charge of your department. If you wish to cancel or change the schedule of your business trip, please notify the person in charge of your department.
- 12 Promptly complete the billing procedure after the business trip**
 - Please complete the travel expense claim procedure within two weeks after the business trip is completed. Please submit the required documents such as the return report, receipts (original) when flying, boarding passes, and a breakdown of expenses if you took a package trip. For overseas business trips, please submit a quotation sheet with the breakdown of details and an itinerary sheet (E-ticket, etc.).

Summary of Appropriate Employment

- 13 The use of research assistants begins with employment**
 - Before requesting assistants for your research, please complete the employment procedure with the person in charge of your department. Don't forget to check the details, time, and conditions of the work.
- 14 Salary expenditure begins with understanding the work status**
 - Always keep track of your work status using the attendance book, etc. Also, make sure that there are no duplicate jobs, such as someone who is employed with A funds at the same time as with B funds, or employing a student who has classes.

Summary of external funds

- 15 Donations, subsidies, etc., are managed by the university!**
 - Please use the donations, etc., as public funds managed by the university. The same applies to contributions made to individual researchers as stipulated in Article 5 of the Donation Acceptance Office Handling Regulations.
- 16 Public research funds can be reimbursed**
 - Consignment and joint studies with companies will begin after the date of payment of research funds, but there is a temporary reimbursement system for research funds from public institutions through university funds.
- 17 Property purchased with external funds is subject to the rules of the distributing institution.**
 - Please donate the equipment and supplies purchased with Grant-in-Aid for Science to the university. (Donations are automatically made in accordance with university procedures, so additional procedures are not necessary.)
 - Equipment and supplies purchased with research funds from public institutions must be managed according to the rules of the contractor.
- 18 Public research funds can be carried over if conditions are met**
 - Grants-in-Aid for Scientific Research, etc., can be carried over to the next fiscal year under several conditions, such as truly unavoidable circumstances.
 - Ministry of Education, Culture, Sports, Science and Technology Grant-in-Aid for Scientific Research → Consult with Research Promotion Section, Research Promotion Division
 - Grant-in-Aid for Scientific Research → Unless it is the final year of research, there is no prior procedure. Can be automatically carried over to the next fiscal year
 - Other than the above → First, consult with the Consultation Desk of your department (page 4).

Summary of the safe use of goods

- 19 Buildings, equipment, and goods are the property of the university! Beware of fire and theft! When handling dangerous substances, have a safety and health manual on hand!**
 - Use things carefully.
 - Researchers should manage poisonous substances under the Drug Administration System.

