

Guidelines for the Use of Research Funds (SOKENDAI Special Researcher Program)

1. Rules for the use of research funds

1-1. SOKENDAI Special Researchers (hereinafter called " Special Researchers ") must, in addition to these Guidelines as below, comply with the rules and regulations established by Japan Science and Technology Agency and The Graduate University for Advanced Studies, SOKENDAI or the parent institutes (inter-university research institutions where the Special researchers belong to), as well as the related laws and regulations, when using the research funds.

1-2. Special researchers must endeavor to use research funds (expenses necessary to conduct the funded research project [including expenses necessary to compile research achievements]) in a fair and efficient manner, and must not use research funds for unintended purposes or in violation of these Guidelines.

1-3. Shown below are some examples of expenses that can be paid out of the research funds.

- Goods purchase expenses
- Expenses of overseas and domestic business trips (for such purposes as gathering materials, conducting survey and research activities, having research meetings, and publishing research achievements) made by the Special Researchers (transportation, accommodation, and daily allowances)
- Travel expenses for temporary research participants (subjects of fieldwork and experiments, etc.)
- Rewards, remunerations and wages payable to Research Collaborators who organize research materials, assist in experiments, translate or proof-read documents, provide expertise, distribute or collect questionnaires, gather research materials, or perform other tasks
- Other expenses necessary to conduct the funded research project (e.g., printing expenses, copying expenses, photo development and printing expenses, communication expenses [such as postage stamps and telephone calls], transporting expenses, research site lease expenses [only if it is difficult to conduct the funded research project at SOKENDAI or the parent institutes], meeting expenses [such as meeting room charges and expenses of meals excluding alcoholic beverages], lease and rental expenses [such as lease and rental of computers, motor vehicles, and experiment equipment and tools], software license fees, equipment repair expenses, transportation expenses not included in travel expenses, expenses of publishing research achievements [charges for contributions to academic journals, website creation expenses, expenses of producing pamphlets or other materials for publication of research achievements, expenses of activities to publicize research achievements to the general public,

including children and students], and expenses of experiment waste disposal)

○The expenses listed in the table below cannot be paid.

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| Expenses not necessary to carry out the funded research project |
| Expenses required for professional certification Note: However, if SOKENDAI or the parent institute recognizes that the professional qualification is not for self-development and self-improvement, but is necessary for the execution of the funded research project, the expenses can be paid. Annual membership fees for academic societies that are necessary for the execution of the funded research project are also acceptable. |
| Security deposits |
| Other expenses that the Japan Science and Technology Agency (JST) deems inappropriate |

○Cases in which expenses are not allowable

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| Common equipment for living (such as kettle, vacuum cleaner, etc.) |
| Purchase of books and equipment for self-development like English conversation books |
| Something like liquid nitrogen and gases that cannot be separated from other research |
| Travel expenses which has something unclear to do with the funded research project |
| Purchase of books which necessity is unclear |
| Participation in conferences or symposiums fees which contents are unclear |
| Utility costs which estimation basis is unclear |
| Expenses which the date of expenditure or the payee is unclear |
| Transfer processing which causes and contents are unclear |

1-4. Combined use with other expenses

The research funds must not be used in combination with other expenses, except for the following cases:

- 1) The research funds are used to cover the cost of purchasing supplies in a lump sum that serves both the purposes of the funded research project and other purposes by ensuring clear delineation between the use of the research funds and other funds.
- 2) The research funds are used to cover the cost of one business trip that serves both the purposes of the funded research project and other purposes by ensuring clear delineation between the use of the research funds and other funds.
- 3) The research funds are used for the funded research project in combination with other funds (excluding funds whose uses are limited).

○Joint purchase with other expenses of research facilities and equipment

If the facility or equipment is essential to the funded research project and also you can secure the enough time for the use in order to accomplish your research goals, it can be purchased in combination with other funds under the following conditions.

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| The research funds can only be combined with funds for which joint use is not prohibited. |
| A reasonable explanation of the ratio of payments must be provided. |
| The research funds can only be combined with funds from SOKENDAI or the parent institutes. |

However, if you would like to purchase research facility or equipment which exceed 500,000 yen even in combination with other expenses, please consult with the offices in charge beforehand.

1-5. Notes on purchase of research facilities and equipment

○Shared use of research facilities and equipment

From the perspective of efficient management of research funds and use of research facilities and equipment, it is allowed to share to use research facilities and equipment purchased with these project funds only under the following requirements.

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| To be used for other research, etc. conducted by SOKENDAI or parent institutes as long as they do not interfere with the implementation of the funded research project. |
| To clarify the burden of expenses for repairs in case of damage and the burden of utility costs with other users in advance. It is also possible to charge other users a fee for their use. |

※Note: Reagents, materials, etc. are not covered by this article.

○Remodeling and repairing fees for research facilities and equipment

Remodeling of existing research facilities and equipment at SOKENDAI and the parent institutes can be covered by the research funds if it is directly necessary and essential for the funded research project.

Repairing costs can be covered only where the repair is necessary within normal use. If this is caused by the user's negligence, it is not covered by the research funds.

○Drones

Note that unmanned aircraft (drones) weighing 100g or more that are flown outdoors must be registered with the Ministry of Land, Infrastructure, Transport and Tourism.

○Fees for the use of research facilities and equipment at SOKENDAI and the parent institutes

If the use of research facilities or equipment at SOKENDAI or the parent institutes is charged, it can be paid from the research funds if it is necessary to carry out the funded research project.

○Maintenance fees for research facilities and equipment

Maintenance fees for research facilities and equipment that are necessary for the funded research project may be covered by the research funds, even if they are owned by SOKENDAI or the parent institutes. However, maintenance fees for the research facilities and equipment used jointly with other research projects must be shared on a reasonable basis.

○Leasing and rental

Research facilities and equipment may be leased or rented. However, even in the case of leasing or renting, the contract should be based on competition. In addition, the lease or rental must be more economical than the purchase. Leasing or renting should not place too heavy load on the funded research project.

○Property rights for goods

Generally, the property of goods acquired with the research funds belongs to SOKENDAI or the parent institutes.

1-6. Notes on travel expense

Travel expenses may be paid from the research funds if the following requirements are met.

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| Traveler | <ul style="list-style-type: none">➤ SOKENDAI Special Researchers themselves➤ Temporary research participants (subjects of fieldwork and experiments, etc.) |
| Purpose | <ul style="list-style-type: none">➤ Gathering materials, conducting survey, attending research meeting, etc.➤ Presentation of research achievements➤ Other reasons necessary to carry out the funded research project |

○The basis for calculation of travel expenses should be met the travel expense regulations of SOKENDAI or the parent institutes.

1-7. Notes on meeting expenses

Meeting expenses may be paid from the research funds if the following requirements are met, but should be kept as simple as possible.

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| Payable expenses | The following expenses for sponsoring a conference (workshop, symposium) directly related to the funded research project, such as the presentation of research results, and attended by outside |
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| | <p>researchers</p> <ul style="list-style-type: none"> ➤ Room charges ➤ Expenses of meals excluding alcoholic beverages ➤ Other expenses necessary for the meeting |
| Notes | <ul style="list-style-type: none"> ➤ Regular meetings attended by project participants only are not covered. ➤ When co-sponsoring with other research institutes or academic societies, the expenses should be appropriately shared. ➤ The research funds cannot pay for the banquet when attending the conference. |

1-8. Others

○Expenses related to academic societies

Conference participation fees and proceedings fees directly necessary for the execution of your research project, such as research presentations, may be paid.

The annual membership fee may be paid if participation in the activities of the society is necessary to carry out the funded research project.

○Multi-year contracts

Multi-year contracts for leasing, maintenance, annual magazine subscriptions, software licenses, annual membership fees for academic societies etc. are possible. However, note that the research funds for a given year can only pay for the equivalent expenses for that year, even if expenses for multiple fiscal years are paid in advance. From the following year onward, expenses paid in advance may be charged from research funds only during the period of appointment. However, software licenses and e-books that can be downloaded at a fixed rate for a certain period of time may be fully charged to research expenses for the fiscal year if the following requirements are met:

- ① The licenses, etc., are essential to the conduct of the research for the relevant fiscal year.
- ② The delivery acceptance process has been completed within the relevant fiscal year.
- ③ The date of start of use is within the relevant fiscal year.
- ④ The licenses, etc. cannot be cancelled (returned or refunded) after purchase. Alternatively, if cancellation is possible, the cancellation deadline must fall within the period of appointment, and no cancellation may be made after purchase.
- ⑤ The period of the licenses, etc., must be within the period of appointment.

*For perpetual licenses, if the above requirements ① to ④ are met, the full amount can be paid from research funds for that fiscal year. However, this applies only where a perpetual license

is the only available option.

○Purchase of goods with maintenance services

Goods (e.g., server devices) may be purchased with multi-year maintenance service if the following requirements are met.

(i) The maintenance service is not optional.

(ii) The maintenance fee cannot be separated from the main unit.

(iii) (i) and (ii) must be verifiable on the documents.

1-9. Period of use

○The research funds may be used only during the term of appointment as a special researcher.

○**In principle, research funds shall be used within the relevant fiscal year.** However, if for some unavoidable reason it is difficult to complete the execution within the fiscal year, it may be carried over to the next fiscal year (however, it is not possible to extend the period of appointment or to carry over again) without prior procedures.

The research funds carried over and the research funds for the next fiscal year must be managed separately, but it is possible to combine them to use.

○The conference participation fee or airfare for scheduled to be held in the following fiscal year may not be paid out of the grant for the current fiscal year. If payment is unavoidably required during the current fiscal year due to payment deadlines, etc., please consult with your program (department) office or the contact listed below.

2. Procedures for the Use of Research Funds

The procedure for using the research funds differs depending on the parent institute where your program (department) is located, so please follow the guidance provided by your program office.

3. Internal Audit

The research funds may be subject to special audits which include not only documents investigation but also strict authentication of facts situations such as actual use of the research funds and delivery status.

[For inquiries in regard of these guidelines above]

SOKENDAI Special Researchers (General Category / Special Category (BOOST))

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