

研究費の不正使用防止のために
To Prevent the Misuse of Research Funds

近年、研究費の不正使用が大きな社会問題となっています。研究費の不正使用とは、故意若しくは重大な過失による競争的資金等の他の用途への使用又は競争的資金等の交付の決定の内容やこれに付した条件に違反した使用のことです。関西大学では、文部科学省のガイドラインに基づき、本学における公的研究費の適正な運営・管理についての対応を定めた学内規程を制定し、公的研究費の不正使用防止、適正な運営・管理の体制整備に取り組んでいます。いかなる場合でも研究費の不正使用は許されません。研究費の適正な執行をお願いします。

In recent years, the misuse of research funds has become a major social problem. Misuse of research funds refers to the intentional or grossly negligent use of competitive funds, etc. for other purposes, or the use of competitive funds, etc. in violation of the content of the decision to grant them and the conditions attached thereto. Based on the Ministry of Education, Culture, Sports, Science and Technology's guidelines, Kansai University works to prevent misuse of research funds and create a system for appropriate operation and management, establishing internal regulations that stipulate the response to the appropriate operation and management of public research funds in the University. Misuse of research funds will not be tolerated under any circumstances. Please use research funds appropriately.

不正使用防止に向けた取組 Efforts to Prevent Misuse

責任体系の明確化
 Clarification of the Responsibility System

規程で責任体系を明確化しています。
 The responsibility system is clarified in the regulations.

- **最高管理責任者：学長**
 Chief officer for administration: President
- **統括管理責任者：副学長（研究推進担当）**
 General manager for administration: Vice President (in charge of research promotion)
- **コンプライアンス責任者**
 : 各学部長・研究科長・事務管理職者等
 Compliance officers : Dean of each Faculty, Graduate School, administrative managers, etc.

ルールの明確化・統一化
 Clarification and Unification of Rules

研究費支出ルールを統一化するため「研究費の支出に関する取扱内規」を制定し、研究費の使用及び管理に係る手続きを具体的に示した「研究費支出手続きハンドブック」及び「支出様式」を作成・配布しています。

In order to standardize the rules for the expenditure of research funds, we have established the "Internal Rules for Handling the Expenditure of Research Funds," and have prepared and distributed the "Handbook on Procedures for Expenditure of Research Funds" and "Expenditure Forms," which provide specific procedures for the use and management of research funds.

不正防止計画の策定・実施
 Formulation and Implementation of Misconduct Prevention Plans

不正発生要因を把握し、それに対する具体的な不正防止計画を監査室と連携のもと、策定・実施しています。

We identify the causes of fraud and formulate and implement specific fraud prevention plans in cooperation with the Independent Audit Bureau.

コンプライアンス研修、啓発活動の実施
 Implementation of Compliance Training and Awareness Raising Activities

コンプライアンス責任者である各学部長・研究科長・事務管理職者等は、所属する研究者に対しコンプライアンスに関する研修を実施し、受講状況及び理解度を把握しています。また、不正根絶に向けた継続的な啓発活動を定期的に行います。

Deans of each Faculty, Graduate School, administrative managers, etc. who are in charge of compliance conduct compliance training for their researchers to understand their participation and level of understanding. We also regularly conduct awareness raising activities aimed at eradicating misuse.

誓約書の提出
 Submission of Written Pledge

公的研究費等の運営・管理に関わる全ての構成員から、機関の規則等を遵守すること、不正を行わないこと、規則等に違反して不正を行った場合は、機関や配分機関の処分及び法的な責任を負担する旨の誓約書を徴しています。

A written pledge is collected from all members involved in the operation and management of public research funds, etc., stating that they will comply with the institution's rules and regulations, etc., that they will not commit misconduct, and that if they commit misconduct in violation of the rules and regulations, etc., they will bear the punishment and legal responsibility of the institution and the allocating institution.

告発・相談窓口の設置
 Establishment of Whistleblowing and Consultation Desk





学内外からの公的研究費等の運営・管理に関する告発及び相談の窓口を学長室に設け、学内外に広く周知しています。

Whistleblowing and Consultation Desk has been established in the Bureau of the President for whistleblowing and consulting related to the operation and management of public research funds, etc., from both inside and outside the university, and this is widely publicized both inside and outside the university.

気づかなかった、は通用しません。
 The "I wasn't aware" excuse will not work.

不正使用の事例
 Cases of Misuse

文部科学省 研究機関における不正使用事案より
 Source: Cases of misuse at research institutions - Ministry of Education, Culture, Sports, Science and Technology

| | |
|--|--|
|  <p>預け金 Deposit</p> | <p>架空発注により物品を購入したように装い、業者に預け金として管理させた。 Fictitious orders are placed to make it look as if the goods were purchased, but the vendor manages the money as a deposit.</p> |
|  <p>カラ出張 Fictitious business trips</p> | <p>実態を伴わない出張旅費を支出した。 Expenditures for fictitious business trips. 私的旅行費用を研究費から支出した。 Paying for private trips with research funds.</p> |
|  <p>カラ謝金 Fictitious rewards</p> | <p>実態を伴わない作業の謝金を支払った。 Rewards paid for non-existent work. アルバイト学生に虚偽の勤務時間を記入させ、大学から支払われた謝金を回収した。 Having part-time students write down false work hours and collecting the rewards paid by the university.</p> |
|  <p>品名替え Changing product names</p> | <p>支払書類の品名の書き換えを業者に指示し、実際には異なる物品を納品させた。 Instructing a vendor to rewrite the name of an item on a payment document, and having the vendor deliver an item that was actually different.</p> |

こうした不正使用を行った場合、競争的資金等の交付停止、返還、応募資格の制限（1～10年）、さらには間接経費の削減等の措置がとられることがあります。
 In the case of such misuse, measures such as suspension of the grant of competitive funds, return of funds, restriction of eligibility for application (1-10 years), and reduction of indirect expenses may be taken.

本学の関連規程等
 Related Regulations of the Kansai University

- 研究倫理規準
 Research Ethics Standards
- 公的研究費等取扱規程
 Regulations on the Handling Public Research funds.
- 公的研究費等の不正防止計画
 Plans to Prevent Misuse of Public Research Funds, etc.

WEB 関西大学研究推進部 HP
 Kansai University Division of Research Development website
 : <https://www.kansai-u.ac.jp/Kenkyushien/morals/index.html>

文部科学省ガイドライン
 Ministry of Education, Culture, Sports, Science and Technology Guidelines

- 研究機関における公的研究費の管理・監査のガイドライン (実施基準)
 Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions (Implementation Standards)

WEB 文部科学省 HP
 MEXT website
 : https://www.mext.go.jp/a_menu/kansa/houkoku/1343904.htm

WEB 文部科学省 HP - 不正使用事案
 MEXT website - cases of misuse
 : https://www.mext.go.jp/a_menu/kansa/houkoku/1364929.htm

告発・相談窓口 Whistleblowing and Consultation Desk

soudan@ml.kandai.jp

TEL 06-6368-0109
 FAX 06-6388-9923

関西大学学長室
 〒564-8680 大阪府吹田市山手町 3-3-35
受付時間 9:00～12:30/13:30～17:00 (日・祝日及び夏季・冬季一斉休業期間を除く)

Kansai University Bureau of the President
 3-3-35 Yamate-cho, Suita City, Osaka 564-8680

Hours 9:00～12:30/13:30～17:00
 (closed Sundays, national holidays, and during the University's summer and winter holidays)



研究活動における不正行為防止のために
To prevent misconduct in research activities

近年、研究活動における不正行為が大きな社会問題となっています。研究活動における不正行為とは、故意又は研究者としてわきまえるべき基本的な注意義務を著しく怠ったことにより、得られたデータや結果の捏造（ねつぞう）、改ざん、及び他者の研究成果等の盗用、二重投稿、不適切なオーサーシップなどの研究者倫理に反する行為のことです。関西大学では、文部科学省のガイドラインに基づき、研究活動上の不正行為に対する基本姿勢や、不正行為の防止及び不正行為が発生した場合の対応を定めた学内規程を制定し、研究活動における不正行為の防止に取り組んでいます。なお、これは教員に限らず、大学院生、学部生の行っているゼミや研究室での活動、卒業論文の執筆等も「研究者」の「研究活動」として捉えられる場合があるため、正しい知識と十分な注意が必要です。いかなる場合でも不正行為は許されません。公正な研究活動をお願いいたします。

In recent years, misconduct in research activities has become a major social problem. Misconduct in research activities refers to acts that violate researcher ethics, such as the fabrication or falsification of obtained data or results, the plagiarism of others' research results, double submissions, and inappropriate authorship, either intentionally or by grossly neglecting the basic duty of care that a researcher should have. Based on the Ministry of Education, Culture, Sports, Science and Technology's guidelines, Kansai University works to prevent misconduct in research activities, establishing internal regulations that stipulate the basic stance on misconduct in research activities, as well as the prevention of misconduct and measures to be taken in the event of misconduct. In addition, this is not limited to faculty members, and undergraduate and graduate students' activities in seminars and laboratories and thesis writing may also be considered as research activities of a researcher. It is therefore necessary to have the correct knowledge and take adequate caution. Misconduct will not be tolerated under any circumstances. Please conduct fair research activities.

不正行為防止に向けた取組 Efforts to Prevent Misconduct

- 責任体系の明確化**
 Clarification of the Responsibility System
- 規程で責任体系を明確化しています。
 The responsibility system is clarified in the regulations.
- 研究活動不正防止最高責任者：学長
 Chief officer for prevention of misconduct in research activities: President
 - 研究活動不正防止統括責任者：副学長（研究推進担当）
 General manager for prevention of misconduct in research activities: Vice President (in charge of research promotion)
 - 研究倫理研修責任者：各学部長・研究科長等
 Responsible for research ethics training: Dean of each Faculty, Graduate School, etc.

不正発生時の調査体制の整備
 Establishment of an Investigation System in the Event of Misconduct

調査委員会の構成や調査方法等、不正発生時の調査体制を定めた「研究活動における不正行為に関する取扱規程」を制定し、速やかに対応できる体制を整えています。
 We have established the "Regulations for the Handling of Misconduct in Research Activities," which stipulates the composition of the investigation committee, investigation methods, and other systems for investigating misconduct when it occurs, and have put in place a system for responding promptly.

告発・相談窓口の設置
 Establishment of Whistleblowing and Consultation Desk

学内外からの不正行為の告発及び相談の窓口を学長室に設け、学内外に広く周知しています。
 Whistleblowing and Consultation Desk has been established in the Bureau of the President for whistleblowing and consulting about misconduct from both inside and outside the university, and this is widely publicized both inside and outside the university.

研究倫理研修の実施
 Implementation of Research Ethics Training

研究倫理研修責任者である各学部長・研究科長等のもと、教員や学生等、広く研究活動にかかわる者を対象に研究倫理に関する研修を定期的実施し、受講状況及び理解度を把握しています。
 Under the supervision of the Deans of each Faculty and Graduate School, who are responsible for research ethics training, we regularly conduct training on research ethics for a wide range of people involved in research activities, including teachers and students, to ascertain the status of participation and level of understanding.

知らなかった、は通用しません。
 The "I didn't know" excuse will not work.

| 特定不正行為 Specific Misconduct | |
|---|---|
| 文部科学省のガイドラインでは、次の行為を「特定不正行為」としています。 According to the Ministry of Education, Culture, Sports, Science and Technology's guidelines, the following acts are designated as "specific research misconduct." | |
|  ねつ造 Fabrication | 存在しないデータ、研究結果等を作成すること。 Making up non-existent data or research results, etc. |
|  改ざん Falsification | 研究資料・機器・過程を変更する操作を行い、データ、研究活動によって得られた結果等を真正でないものに加工すること。 Manipulating research materials, equipment, or processes to change data or results obtained from research activities to those that are not true. |
|  盗用 Plagiarism | 他の研究者のアイデア、分析・解析方法、データ、研究結果、論文又は用語を当該研究者の了解又は適切な表示なく流用すること。 Appropriating the ideas, analysis, analytical methods, data, research results, research paper(s), or words of other researchers without obtaining the permission of the researchers or giving appropriate credit |
| 上記以外に、以下の行為等も不正行為となります。 In addition to the above, the following acts are also misconduct. | |
|  二重投稿 Duplicate submission | 他の学術誌等に既発表又は投稿中の論文と本質的に同じ論文を未発表論文として投稿すること。 Submitting essentially the same research paper as one that has already been published or submitted to another journal. |
|  不適切なオーサーシップ Improprate authorship | 論文著作者が適正に公表されていないこと。 Failure to attribute authorship of a paper to the qualified authors |
| こうした不正行為を行った場合、競争的資金等の交付停止、返還、応募資格の制限（1～10年）、さらには間接経費の削減や文部科学省 HP での不正事案の概要等の公開（特定不正行為と認定された場合）等の措置がとられることがあります。 In the case of such misconduct, measures such as suspension of the grant of competitive funds, return of funds, restriction of eligibility for application (1-10 years), reduction of indirect expenses, and publication of the outline of the misconduct on the Ministry of Education, Culture, Sports, Science and Technology website (if the misconduct is recognized as a specific research misconduct) may be taken. | |
| 本学の関連規程等 Related Regulations of the Kansai University | 文部科学省ガイドライン Ministry of Education, Culture, Sports, Science and Technology Guidelines |
| 研究倫理規準 Research Ethics Standards | 研究活動における不正行為への対応等に関するガイドライン Guidelines for Responding to Misconduct in Research |
| 研究活動における不正行為に関する取扱規程 Regulations for the Handling of Misconduct in Research Activities | WEB 文部科学省 HP MEXT website : https://www.mext.go.jp/a_menu/jinzai/fusei/index.htm |
| WEB 関西大学 研究推進部 HP Kansai University Division of Research Development website : https://www.kansai-u.ac.jp/Kenkyushien/morals/index.html | WEB 文部科学省 HP - 不正行為が認定された事案 MEXT website - cases where misconduct has been recognized : https://www.mext.go.jp/a_menu/jinzai/fusei/1360484.htm |

告発・相談窓口 Whistleblowing and Consultation Desk

soudan@ml.kandai.jp 

TEL 06-6368-0109
 FAX 06-6388-9923

関西大学学長室
 〒564-8680 大阪府吹田市山手町 3-3-35
受付時間 9:00～12:30/13:30～17:00（日・祝日及び夏季・冬季一斉休業期間を除く）

Kansai University Bureau of the President
 3-3-35 Yamate-cho, Suita City, Osaka 564-8680
Hours 9:00～12:30/13:30～17:00
 (closed Sundays, national holidays, and during the University's summer and winter holidays)