Consultation service for queries regarding the use of research funds

The Research Promotion Division provides an online consultation for proper management of research funds for researchers and those who are concerned with research funds.

Proper management of research funds

The Research Promotion Division’s Help Desk is at Waseda-net portal. Replies to queries will be sent by e-mail.

Access for information related to research ethics

Waseda University Office of Research Ethics
http://www.waseda.jp/e/oer/

Waseda University Research Collaboration and Promotion Center
• Security Trade Control
• Transfer of Research Materials

Contact point for reporting misconduct

The contact point receives, on behalf of Waseda, reports of violation of risk and offenses related to compliance (such as academic research ethics and harassment). Information on suspected misconduct in research or misuse of research funds is also received there.
http://www.waseda.jp/htp/contact1

For all who are concerned with research activities at Waseda University

2015

Academic Research Ethics Guide

A guide to Responsible Conduct in Research

Waseda University Charter for Academic Research Ethics

The mission of Waseda University is to achieve a high ideal of education and training in research or misuse of research funds is also received there.

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Academic Research Ethics Guide

A guide to Responsible Conduct in Research
**Rules for Preventive Measures against Research Misconduct and the Investigation Procedures**

- **Submission of written oath**
  - All researchers who participate in projects funded by public research funding are required to sign and submit the university-designated written oath to Waseda University.
  - In addition to the above, those who participate in the management of projects funded by public funding are also required to sign the university-designated written oath and submit it to the Accounting Center.

- **Establishment of Academic Research Ethical Review Committee**
  - Planning and implementation of academic research ethics related publicity, training and education
  - Collection and analysis of information related to academic research ethics
  - Surveys related to misconduct by researchers

- **Establishment of ‘research ethics’ training and courses**
  - For faculty and staff: on-demand research ethics training
  - On-demand content related to academic research ethics is provided at Course N@vi. Please read it when you participate in research projects funded by public research funding.
  - For academic research ethics overview course.

A research ethics overview course is provided at the Global Education Center for graduate students who participate in research activities in their third year and above who are about to start writing papers and conducting research, since such researchers should in advance know the basic issues regarding research ethics.

**Initiatives toward the prevention of misconduct in research activities**

- **Audit of public research funds**
  - In accordance with the ‘Guidelines for Management and Audit of Public Research Funds at Ritsumeikai University’ (specification standard) established by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the University conducts audit on public research funds in order to determine whether they are properly used and in line with their purposes.

- **Establishment of Accounting Center (Acceptance Inspection Office)**
  - The University has established an Accounting Center (Acceptance Inspection Office) in order to improve appropriateness and transparency in the procurement of articles using public research funds.

- **Standard of Appropriate Publication and Authorship of Outcomes of Research**
  - Researchers shall ensure the reliability of the data and the grounds of the research objective, research materials and procedures, task definition and assignment, and responsible of research collaborators, and to make an effort to ensure mutual understanding.

- **In joint research, the research representative, whose job it is to be fully familiar with the University, and must not remove these from the University premises without reasonable justification.**
  - When conducting joint research, Researchers are expected to (1) to clarify matters such as research objectives, research materials and procedure, task definition and assignment, and responsibility of research collaborators, and to make an effort to ensure mutual understanding.

- **For faculty and staff, on-demand research ethics training**
  - On-demand content related to academic research ethics training is provided at Course N@vi. Please read it when you participate in research projects funded by public research funding.
  - For academic research ethics overview course.

A research ethics overview course is provided at the Global Education Center for graduate students who participate in research activities in their third year and above who are about to start writing papers and conducting research, since such researchers should in advance know the basic issues regarding research ethics.

**Denial of application eligibility related to research misconduct (in the case of public research funds)**

- **Particularly malicious cases such as intentional misconduct from the beginning of the research**
  - Denial of application eligibility
  - Cases where the researcher committed misconduct alone or in collusion with a co-researcher and misused the funds

- **Malicious cases where the author is responsible for a paper or such in which misconduct was done and the social impact is significant**
  - Cases where the researcher received funds fraudulently either alone or in collusion with a co-researcher

- **Somewhat malicious cases where the author is responsible for a paper or such in which misconduct was done and the social impact is not too significant**
  - Cases where the researcher received funds fraudulently either alone or in collusion with a co-researcher

- **Malicious cases where the author was not involved in misconduct but is responsible for the paper or such and the social impact is significant**
  - Cases where the researcher was not involved in misconduct but did not fulfill his/her responsibility as the manager of research funds