

To Our Students:

Know What Constitutes Misuse of Research Funds

The misuse of research funds is not limited to personal diversion or embezzlement. It also includes the following:

- Invoicing of honorariums (monetary rewards), salaries and travel expenses that differs from the actual facts and amounts
- Depositing research funds with a supplier as payment for a fictitious delivery
- Misuse of research funds for purposes other than research, either intentionally or as a result of gross negligence
- Misuse of funds in violation of the decision to grant research funds and its conditions

The vast majority of the funds that become research funds come from the hard-earned money the citizens of Japan have paid as tax revenues. The misuse of research funds is therefore impossible to justify for any reason.

Of these various areas, those particularly relevant to you as a student include receiving honorariums, salaries and travel expenses that are paid for helping to run academic laboratories.

With regard to the payment of such honorariums, salaries and travel expenses, the following examples discuss the misuse (fraudulent receipt) of research funds. You must strictly avoid any such behavior.

Falsified Honorariums/Falsified Salaries or Allowances

- Reporting fraudulent attendance records to the university and receiving honorariums and salary for work that has not actually been performed.

Falsified Business Travel, Inflated Travel Expenses, Duplicated Travel Expense Receipts

- Submitting fraudulent business trip reports to the university and receiving reimbursement for travel expenses while not actually taking the business trip(s) reported.
- Invoicing the university for travel expenses of greater value than the actual costs incurred and receiving fraudulent travel expense reimbursement while using less expensive means of transportation for business trips.
- Submitting business trip reports to the university and receiving travel expense reimbursement while also receiving travel expense payments from other institutions.

Redirecting Funds

- After being paid honorariums, salaries or travel expenses that you are entitled to from the university, it is strictly prohibited to respond to a request or demand from a laboratory to take a part or all of those funds to use for other purposes in the laboratory or redistributed to other students.
Note: Actions such as laboratories redirecting funds are strictly prohibited.

Please consult with the report reception desk mentioned below if you are being pressured to engage in any of the aforementioned actions, or feeling anxious about the possibility.

○ Research Fund Misuse Report Reception Desk
Saitama University General Affairs Department, General Affairs Division
TEL 048-858-3005 e-mail : soumu@gr.saitama-u.ac.jp
<http://www.saitama-u.ac.jp/guide/disclosure/prevention/index.html#inquiry>

Notes:

1. Please refer to the abovementioned website for details concerning reporting and related matters.
2. Submitting such reports will not be grounds for being subjected to any disadvantage or detrimental treatment.

