

FY2015 Edition

Guidebook for the Use of Research Fund

Sophia University

- On the Publication of the Guidebook for the Use of Research Funds, FY2015 -

We would like to thank you all – all of the University's faculty members and researchers - for your hard work in your daily research activities.

In order to help you enhance and develop your research and produce excellent results, in addition to the research funds system within the University, it goes without saying that an important issue is securing research funds from other sources, such as industry-government-academia projects and from grants and subsidies. But on the other hand, the conditions and rules to use each of these funds are different and it is necessary to be fully aware of all of this information when using the relevant funds. In addition to government grants and subsidies, a large amount of tax revenue is allocated to universities as research funds and the misuse of these funds has resulted in the offender being severely criticized.

Specifically at this University, in April 2013 we published the results of a survey into the misuse of research funds and we discovered that there had been cases of misuse in the past. We took the results of this survey very seriously and have been further strengthening our measures to prevent such misuse from reoccurring and we have stated that we will work to restore societal trust.

This Guidebook is one part of these measures and it has been prepared with the intention of ensuring that all faculty members and researchers are aware of the importance of using research funds appropriately and to prevent any more occurrences of the inappropriate use of funds. In the past, the University prepared a booklet on the use of funds for the Grants-in-Aid for Scientific Research (KAKENHI), which it distributed at explanation sessions and other events. This Guidebook restructures this previous information, completely revising the FY2012 edition of this booklet and also summarizing the various rules and procedures. Major changes from last year's version are described at the page of "Changes for FY2015". Please use this Guidebook if you are uncertain about any points relating to the spending of research funds.

The use of research funds requires strict management and this can result in complexity in procedures and in various other areas. With the goal of using research funds more efficiently, we are working hard to improve any items that can be improved and so we welcome your suggestions or anything else you would like to discuss. In addition, the content of this Guidebook is revised and updated each year and so we also welcome your feedback if you notice any points that need to be revised or updated.

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Sophia University

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Changes for FY2015

Changes in the management of items related to the use of research funds up to FY2014 are as follows.

< Introduction and revisions of Research funding systems >

No.	Item	Description
1	Introduction to the “Incentive Research fund for Grants-in-Aid for Scientific Research”	A new incentive research fund will be granted to faculty members who did not pass the selection process of the Grants-in-Aid for Scientific Research (<i>Kakenhi</i>) operated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Japan Society for the Promotion of Science.
2	Budget distribution of Indirect Costs to Faculties	The indirect costs of research funds, such as Grants-in-Aid for Scientific Research (<i>Kakenhi</i>) will be distributed in part to the Faculty, etc. from which individual faculty members have obtained the funds.
3	Introduction of a carry-over system of the Individual Research Allowance	The year-end balance of the Individual Research Allowance can be carried forward to next FY. Up to half of the total annual allowance can be carried forward.
4	Changes in the Allotment Rate of the Incentive Allowance for Research Promotion	The allotment rate shall be set to 30% of overhead expenses, and the amount can be carried over to the subsequent fiscal years without limitation on the number of years. This amount will not be allotted to members of a research project.

*For details, please refer to the announcement dated March 4, 2015, “Introduction and revisions of Research funding systems, etc. in FY2015.”

<Research Fund Payment Procedure>

5	Travel Insurance Coverage for Faculty and Staff Overseas Travel	Travel Insurance covers all official overseas travel carried out by faculty staff at Sophia University. (Personal trips home or overseas are exempted.) If you want to purchase your own insurance coverage, it will no longer be covered by the school budget.
6	Changes in the procedure of employment based on part-time salaries	Part-time employees who will be employed over a period of more than 2 months are required to submit the “Employment Application” and “Confirmation Letter concerning Part-time Work Remuneration” to the Bureau of Personnel Affairs in person. (Please refer to 8-3. Procedures for remuneration and personnel expenses.)

1. System for the appropriate management of research funds

The "Guidelines for Managing and Auditing Public Research Funds at Research Institutions (Implementation Criteria)" established by the Ministry of Education, Culture, Sports, Science and Technology were amended as of February 18, 2014. In accordance with these amendments, the "Sophia University Guidelines for Appropriate Use and Management of Research Funds" were also amended, dated April 1, 2015, in order to clarify the system concerning responsibilities as shown below to ensure appropriate use of and management of research funds.

Name	official Title	Role
Chief Management Officer	President	The person who administers the entire system and is ultimately responsible for the use and management of research funds.
General Manager for Management Planning	Vice President for Academic Exchange	The person who assists the Chief Executive and oversees the use and management of research funds.
Chief Officer for Compliance Enhancement	According to Organizational Personnel Categories and Ranks ① The head of each educational organization (Dean of Faculty, Dean of Graduate School, etc.) ② The head of each management organization (Director of Administrative Bureau)	They shall have the responsibilities and authorities for the use and management of research funds in their Division.
Vice Officer for Compliance Enhancement	Assistant to the head of each educational organization (Manager of Department, Dean of Department)	Assists the person responsible for dissemination of compliance regulations, and has common responsibilities and authorities regarding use and management of research funds within their Division.

2. Consultations on research funds and Whistleblowing regarding unauthorized use of research funds

If there is anything you are unclear about regarding the use of research funds, management methods, or operational procedures, or if you have seen or heard something that suggests the improper use of research funds, please contact the following parties for a consultation.

Consultations	
Center for Research Promotion and Support (No.13 Bldg 4 th Floor: ext. 3173)	Consultations on non-University funds ¹ Note 1. Funds from government subsidies, such as the Grants-in-Aid for Scientific Research, and funds from outside of the University, including contract research funds and collaborative research funds.
Office of Accounting Group (No.13 Bldg 4 th Floor: ext. 3182)	Consultations on University funds ² Note 2. Funds used for education research, including the various individual research funds, other than those listed in Note 1 above.
Whistleblowing	
The Audit Office (Library 9 th Floor: ext. 4389)	Reporting the misuse of research funds ◆ Whistleblowing number 110 e-mail: koekitsuho110@cl.sophia.ac.jp

3. Prohibition of fraudulent acts

Inappropriate use of research funds at research facilities have recently become at issue. Any unauthorized use or fraudulent act (falsification or counterfeiting of data, etc.) shall not be justified. The Ministry of Education, Culture, Sports, Science and Technology amended the "Guidelines for Managing and Auditing Public Research Funds at Research Institutions (Implementation Criteria)" as of February 18, 2014, and established the "Guidelines for Responding to Misconduct in Research" as of August 26, 2014 to require organizations to reinforce supervision regarding inappropriate use of research funds. To comply with those guidelines, the University established the "Sophia University Guidelines for Academic Research Ethics" dated January 1, 2010, with the purpose of establishing a code of conduct for researchers, and the "Sophia University Guidelines for Appropriate Use and Management of Research Funds" amended as of April 1, 2015, for the purpose of ensuring appropriate use and management of research funds.

Both are listed at the end, so please read them. Furthermore, please be noted that any inappropriate use of research funds or fraudulent act by research activities shall impact the entire University, not just the persons who engage in misconduct.

4. Prohibited actions relating to the use of research funds

4-1. Typical prohibited actions

The following three items are representative examples of prohibited actions.



◆Causing the University to pay for fictitious transactions or causing a business partner to manage such transactions

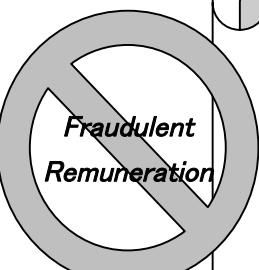
- The action of padding the amount of the invoice for the item purchased from the partner company, or making a fictitious order with falsified documents, and then causing a business to manage the surplus amounts paid by the University, after which the money is used for other purposes.
- After ordering some printed documents, even though there was no delivery of printed documents in March and the actual delivery was in April of the new fiscal year, the payment for the printing is made in advance from the budget of the previous fiscal year.



◆Causing the University to pay travel expenses for an official trip that was not taken or expenses that were not incurred

For example...

- Even though the person received travel expenses by the party at the destination, which had requested that the trip be made, these same expenses are charged to the University so that expenses are received twice for the same trip.
- Even though the official trip was changed or cancelled, no notice is given of this and payment of the expenses is improperly received.



◆Causing the University to pay remuneration for work that does not correspond to work actually carried out.

For example...

- Charges are made for work that was not actually done through writing the wrong work time in the work attendance sheet, which causes the University to use research funds inappropriately.
- In order to raise funds to pay for the maintenance and management of a research lab, the University is caused to pay students for work that did not take place and this money is then collected from students to be used for the expenses required to maintain and manage the lab.

4-2. Other examples of misconduct

In addition to the above, the following are also examples of misconduct.

For example...

- Duplication of TA working hours and working hours for part-time work (same salary is paid twice).
- Even though the time spent working is over six hours, the legally mandated break time is not provided.
- Even though an official trip is taken related to multiple research topics, time is not segmented by topic and the official trip cost is lumped under a single research fund.
- The expense of an item used for research topic A is charged to the research fund for research topic B.
- A paper is published with falsified research data.

5. Penalties for the unauthorized use of research funds and misconduct

In the event of the unauthorized use of research funds or misconduct in research activities, the following penalties will be imposed.

- Return of the relevant research funds, discontinuance of their receipt
- Suspension of eligibility to apply for other research funds over periods ranging from one to several years
- Disciplinary action within the University
- Criminal charges, etc.

In the event of the unauthorized use of research funds and other misconduct, not only the person responsible but also those who colluded with him or her (persons conducting joint research, partner companies, etc.) shall be subject to penalties. Researchers should be aware that these actions set back the educational research activities being conducted in the University as a whole and causes society to lose trust in it and so they must absolutely never engage in nor assist such actions.

6. The main public research funds

6-1. Funds from outside of the University

(Funds dealt with by the University in FY2014)

Type and name of research fund	Summary of the system
Grants-in-Aid for Scientific Research (KAKENHI) ☆	From the public research funds of the Ministry of Education, Culture, Science, Sports and Technology (MEXT), the Japan Society for the Promotion of Science accepts and reviews applications and provides funding according to the research topic. The goal of the project is to develop academic research in every field, from the humanities and the social sciences through to the natural sciences, and also from basic research through to applied research. (Inquiries: Center for Research Promotion and Support)
Health and Labor Sciences Research Grants ☆	From the public research funds of the Ministry of Health, Labour and Welfare, these research grants are to maintain the scientific advance of health services and medical treatment and also of welfare policies. (Inquiries: Center for Research Promotion and Support)
Environment Research and Technology Development Fund ☆	From the public research funds of the Ministry of the Environment, the goal of this fund is to accumulate scientific findings that are vital to promote environmental policy and to advance technological developments. (Inquiries: Center for Research Promotion and Support)
Strategic basic research programs ☆ (CREST, <i>Sakigake</i> (PRESTO), ALCA,etc.)	From the public research funds distributed by the Japan Science and Technology Agency, these programs are to promote research for the creation of new technologies that will contribute to the achievement of important national objectives within a time-limited research system. (Inquiries: Center for Research Promotion and Support)
Programs to develop research outcomes ☆ (A-STEP, etc.)	From the public research funds distributed by the Japan Science and Technology Agency, these programs are to promote the practical application of the results of research from collaborations between academia and companies and to create innovation. (Inquiries: Center for Research Promotion and Support)
Programs for contract R&D and programs to subsidize industrial technology R&D costs for theme-based applications	Public research funds from the New Energy and Industrial Technology Development Organization. (Inquiries: Center for Research Promotion and Support)
Support Program for formation of Strategic Research foundations at Private Universities	A program funded by MEXT that supports the formation of research foundations based on university management strategies. (Inquiries: Office of Accounting)
Subsidy for Maintenance Expenses for Research Equipment of Private Schools.	A MEXT grant that funds purchase of machinery, apparatus, and other equipment necessary for basic scientific research. (Inquiries: Office of Accounting)
Subsidy for Maintenance Expenses for Research Facilities of Private Schools	A MEXT grant that funds purchase of machinery, apparatus, specimens, books, and other equipment necessary for academic basic scientific research. (Inquiries: Office of Accounting)
The Science Research Promotion Fund	A research fund provided by the Promotion and Mutual Aid Corporation for Private Schools of Japan to promote academic research for which there is strong societal demand. (Inquiries: Center for Research Promotion and Support)
Contract research funds	From the research funds provided by various non-University organizations, such as government ministries, companies, and incorporated foundations, research funds for contract research. (Inquiries: Center for Research Promotion and Support)

Non-University collaborative research funds	From the research funds provided by various non-University organizations, such as government ministries, companies, and incorporated foundations, research funds to conduct joint research for shared research topics, following the intake of researchers and research expenses. (Inquiries: Center for Research Promotion and Support)
Chiyoda City Learning Grants	Chiyoda City grants-in-aid for learning investigations and research programs by research facilities within the City and that positions various phenomena as one area of study. (Inquiries: Center for Research Promotion and Support)
Research grants	Grants from various foundations promoting research. (Inquiries: Center for Research Promotion and Support)
Scholarship research donations	Donations from various companies, etc. to universities for specific researchers. (Inquiries: Office for Community & Alumni Relations)

☆...Projects included in the List of Competitive Funds published by the Cabinet Office

6-2. Research funds from within the University budget

Type and name of research fund	Summary of system
Individual Research Allowance	With the objective of promoting academic research by individual faculty members in their specialist field, research funds distributed to individual faculty members based on a unit amount decided upon in each year. (Inquiries: Office of Accounting)
Special Grant for Academic Research	This is a research subsidy program granted to researchers at our University who have distinct innovative, unique, and/or international characteristics, and to interdisciplinary and organizational research activities that reflect key characteristics of the University. The grant is offered to researchers in two research categories: “Research on Optional Subjects” in which researchers can freely select their research topic; and “Research in Priority Areas,” a type of research activity based on five themes suggested in line with the University’s educational principles. (Inquiries: Center for Research Promotion and Support)
Incentive Allowance for Dissemination of Individual Research Results	This research fund is granted to individual researchers as an incentive allowance. The objective is to disseminate research activities of individuals and the University by communicating the results of research conducted by individual researchers to an audience both within Japan and worldwide. (Inquiries: Center for Research Promotion and Support)
Incentive Allowance for Research Promotion	This is a public research fund, including Grants-in-Aid for Scientific Research. This research fund is provided to representatives of researchers who have won public research funds, with provisions for overhead expenses. The amount provided shall be set to 30% of overhead expenses. The amount can be carried over to the subsequent fiscal years without limitation on the number of years. (Inquiries: Center for Research Promotion and Support)
Incentive Research fund for Grants-in-Aid for Scientific Research	A new incentive research fund granted to faculty members who did not pass the selection process of the Grants-in-Aid for Scientific Research (Kakenhi). (Inquiries: Office of Accounting)

6-3. Expenses to support research activities within the University

Type and name	Summary of the system
Travel Allowance for Academic Conferences	<p>Travel expense assistance limited to official travel for the purpose of attending or presenting at academic conferences.</p> <ul style="list-style-type: none"> • For attendance at overseas conferences Annual 150,000 yen per person (the upper limit for domestic conferences is 1,000,000 yen) • For attendance at domestic conferences only Annual 100,000 yen per person <p>(Inquiries: Office of Personnel Services and Benefits)</p>
Sophia Symposium	<p>The University calls for plans for a symposium, etc., and if certain standards are met, provides assistance for planning expenses with an upper limit of one million yen per event.</p> <p>(Inquiries: Vice President for Academic Exchange)</p>
Sophia University Press (SUP) Sophia University publications	<p>With the objectives of communicating to an audience not just within Japan but throughout the entire world the results of the high-level educational research being conducted in the University, the University calls for applications for publishing projects twice a year and if accepted, provides assistance for production-related publishing costs.</p> <p>(Inquiries: Office of Public Relations)</p>
Sophia University Support Program for Academic Book publication	<p>In order to promote the dissemination to the public the results of academic research by University faculty members, this program support the publication of excellent books through assistance to an upper limit of 500,000 yen for some of the costs required for the production and publication of academic books.</p> <p>(Inquiries: Center for Research Promotion and Support)</p>
Sophia University Support Program for Publication of Research Results	<p>A program to support young researchers and to promote the publication of the results of their research internationally. Assistance is provided for the costs of translating and proofreading a manuscript to assistant professors, post doctors, graduate students, etc., who intend to present the results of their research at an academic conference etc., in a foreign language or to publish a paper in an international academic journal.</p> <p>(Inquiries: Center for Research Promotion and Support)</p>

7. Table of required documents according to purpose of spending of research funds

Purpose of spending		Price standards, procedures, etc.		Person/party ordering	Name of expense item			
					Name within University	Name of the Grants-in-Aid for Scientific Research		
Purchase of items, books, etc.	Among items with an acquisition cost of 200,000 yen or more per item or set, items with a useful life of one year or more		Less than 1,500,000 yen		Equipment & Fixtures (kiki-bihin)	Facilities & equipment expenses		
			1,500,000 yen or more to 3,000,000 yen or less	Approval by internal memo (ringi)*2				
			5,000,000 yen or more	Resolution by the Board of Meeting*2				
	Among items with an acquisition cost of 100,000 yen to 200,000 yen, items with a useful life of one year or more				Office of Property	Supplies / Materials (yohin)		
	Some items with an acquisition cost of less than 100,000 yen for 1 unit or 1 set	Specified items, such as those relevant to PCs, copying machines, multi-function printers, etc.						
		Items other than those listed above	Experimental materials, chemicals, stationary, etc., directly related to research		The relevant person	Consumable supplies		
Travel expenses	Printing of books, magazines (journals), and theses		Items scheduled to be used for a short period. In the event of the Grants-in-Aid for Scientific Research, Books and magazines that are not donated or decided on.		The relevant person	Books & information material expenses		
	Domestic official travel	One way trips of less than 50km	Fares		Transportation expenses	Other		
		One way trips of more than 50km	Fares, daily allowance, and accommodation fees		Domestic research travel expenses	Domestic travel expenses		
	Overseas official travel		Fares, daily allowance, accommodation fees, miscellaneous expenses Allowance for preparation (only from the Grants-in-Aid for Scientific Research spending)		Overseas research travel expenses	Overseas travel expenses		

Required documents		Item inspection and acceptance inspection*1	Note
University Budget	the Grants-in-Aid for Scientific Research		
	<p>[At the time of order placement] (1) Purchase request for equipment/supplies (buppin konyu irai sho) [Attached documents] If the supplier is specified, provide a statement of the reason for specifying said supplier and estimates.</p>	○	In principle, the deadline for the request form for the purchase of an item for acceptance before the end of the fiscal year is the end of January
【At the time of payment】 (2) Payment slip	【At the time of payment】 (2) Application for Spending from the Grants-in-Aid for Scientific Research		
【At the time of payment】 (1) Payment slip	<p>【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research</p> <p>[Attached documents] <In the event of payment by reimbursement> • receipts • delivery slips and estimates (if applicable) <In the event of payment by invoice> • invoice • delivery slips • estimates (if applicable)</p>	○	Software is paid for from consumable supplies expenses, regardless of the amount
【At the time of payment】 (1) Payment slip	<p>【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research</p> <p>In the event of the Grants-in-Aid for Scientific Research, write all book titles.</p> <p>[Attached documents] <In the event of payment by reimbursement> • receipts • delivery slips and estimates (if applicable) <In the event of payment by invoice> • invoice • delivery slips • estimates (if applicable)</p>	○	In the event of the Grants-in-Aid for Scientific Research In the case of donations to the University for purchases during the fiscal year, books and magazines are paid for from Facilities and Equipment Expenses
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	×	
[Attached documents] Invoice for payment by reimbursement of transportation expenses	[Attached documents] Documents showing the purpose, schedule, section of train line travelled on (optional form)	×	
【Before Traveling】 (1) Official Travel Application	<p>【Before Traveling】 (1) Request for approval (Domestic) from the Grants-in-Aid for Scientific Research</p> <p>[Attached documents]</p> <ul style="list-style-type: none"> a. Documents showing the purpose and destination of the official travel, etc. e.g. academic conference program, schedule, pamphlet, exchange of emails with researchers at the destination, etc. b. Accommodation fees evidence voucher Receipts or invoices (if requesting payment directly from Sophia School Corporation to the supplier) c. If air travel is used Receipts showing itinerary, flight number, the fare, or the invoice (if requesting payment directly from Sophia School Corporation to the supplier) 	×	Documents submitted after arrival a. Official Travel Report b. Boarding card stub (If air travel is used)
【At the time of payment】 (2) Payment slip [Attached documents] Travel expenses calculation sheet	【At the time of payment】 (2) Application for Spending from the Grants-in-Aid for Scientific Research		
【Before Traveling】 (1) Official Travel Application	【Before Traveling】 (1) Request for approval (Domestic) from the Grants-in-Aid for Scientific Research	×	
[Attached documents]	<ul style="list-style-type: none"> a. Schedule (designated form) and documents showing the purpose and destination of the official travel, etc. e.g. academic conference program, schedule, pamphlet, exchange of emails with researchers at the destination, etc. b. Accommodation fees evidence voucher Receipts or invoices (if requesting payment directly from Sophia School Corporation to the supplier) c. If air travel is used Receipts showing itinerary, flight number, the fare, or the invoice (if requesting payment directly from Sophia School Corporation to the supplier) 	×	Documents submitted after arrival a. Official Travel Report b. Boarding card stub (If air travel is used)
【At the time of payment】 (2) Payment slip [Attached documents] Travel expenses calculation sheet	【At the time of payment】 (2) Application for Spending from the Grants-in-Aid for Scientific Research		

Purpose of spending		Price standards, procedures, etc.		Person/party ordering	Name of expense item	
					Name within University	Name of the Grants-in-Aid for Scientific Research
Travel expenses	Domestic or overseas invitation	Return air fare, allowance for stay, miscellaneous expenses, fares required for domestic transfers		Travel expenses on the invitation of a non-University lecturer	Domestic travel expenses or overseas travel expenses	
	Official travel requested for a non-university individual	Fares, daily allowance, accommodation fees, and miscellaneous expenses		General travel expenses	Domestic travel expenses or overseas travel expenses	
Personnel expenses & remuneration	Project post doctorate (Project PD) Project research assistant, etc. (Project RA)	Salary/insurance premiums (the part payable by the corporation) appropriated from research fund	Apply to the head of the undergraduate program or graduate school to which you are affiliated and acquire the approval of relevant professor committee or graduate school committee		Personnel expenses (salary of employees holding concurrent positions)	
	Part-time (Salary paid for hours worked on an hourly wage basis)	(1) Comparatively simple work (2) Complex and diverse administrative work, other work (3) Work requiring expertise, technological skills, and experience (4) Work requiring a high level of expertise technological skills, and experience	(1) 930 yen/hour (2) 980 yen/hour (3) 1,090 yen/hour (4) 1,280 yen/hour		Remuneration	Remuneration
	Other remuneration (Remuneration paid for completed contract work)	Lectures, meeting attendance, and preparation of manuscripts; also, proofreading, translations, interpreting, instruction and guidance requiring expertise, etc., tape transcription, transcribing, creating a homepage, etc.	The price of the work is decided according to Sophia School Corporation remuneration unit price standards. In the event of a payment that is not in accordance with these standards, you must discuss the matter in advance with the Bureau of Personnel Affairs.		Remuneration	Remuneration

Required documents		Item inspection and acceptance inspection*1	Note
University Budget	the Grants-in-Aid for Scientific Research		
<p>[Before Invitation]</p> <p>(1) Request to prepare travel expenses calculation sheet</p>	<p>[Before Invitation]</p> <p>(1) Travel expenses invoice from the Grants-in-Aid for Scientific Research</p> <p>- Application for Travel Request Form</p> <p>* When required</p> <p>[Attached documents]</p> <p>a. Documents showing the purpose of the invitation, their role, schedule, etc.</p> <p>b. Documents showing the exchange of information prior to the invitation</p> <p>c. If air travel is used</p> <p>Receipts showing itinerary, flight number, the fare, or the invoice (if requesting)</p>	×	<p>Following the invitation, submit an Official Travel Report (*) showing the need for the invitation and the result</p> <p>In the event of the Grants-in-Aid for Scientific Research</p> <p>Following the invitation, submit a Researcher Invitation Report (*) showing the need for the invitation and the researchers role in executing the research plan</p> <p>(*) Prepared by the inviting party</p>
<p>[At the time of payment]</p> <p>(2) Payment slip</p> <p>[Attached documents]</p> <p>Travel expenses calculation sheet</p>	<p>[At the time of payment]</p> <p>(2) Application for Spending from the Grants-in-Aid for Scientific Research</p>		
<p>[Before Traveling]</p> <p>(1) Official Travel Application</p>	<p>[Before Traveling]</p> <p>(1) Travel expenses invoice from the Grants-in-Aid for Scientific Research</p> <p>- Application for Travel Request Form</p> <p>* When required</p> <p>[Attached documents]</p> <p>a. Documents showing the purpose and destination of the official travel, etc. e.g. academic conference program, schedule, pamphlet, exchange of emails with researchers at the destination, etc.</p> <p>b. Accommodation fees evidence voucher Receipts or invoices (if requesting payment directly from Sophia School Corporation to the supplier)</p> <p>c. If air travel is used Receipts showing itinerary, flight number, the fare, or the invoice (if requesting payment directly from Sophia School Corporation to the supplier)</p>	×	<p>Documents submitted after the official travel</p> <p>a. Official Travel Report</p> <p>b. Boarding pass stub (If air travel is used)</p>
<p>[At the time of payment]</p> <p>(2) Payment slip</p> <p>[Attached documents]</p> <p>Travel expenses calculation sheet</p>	<p>[At the time of payment]</p> <p>(2) Application for Spending from the Grants-in-Aid for Scientific Research</p>		
<p>[At the time of employment]</p> <p>(1) Personnel employment internal memo document</p>		×	
<p>[At the time of payment]</p> <p>(2) Application for Spending from the Grants-in-Aid for Scientific Research (only for remuneration)</p> <p>[Attached documents]</p> <p>Invoice (issued by the Bureau of Personnel Affairs)</p>		×	
<p>[At the time of employment]</p> <p>(1) Employment application form</p> <p>(2) Confirmation Letter concerning Part-time Remuneration (Part-time employees of more than 2 months)</p> <p>(3) Report of exemption for dependents, etc. (transfer) (Submission is optional)</p>			
<p>[At the time of payment]</p> <p>(4) Payment slip</p>	<p>[At the time of payment]</p> <p>(4) Application for Spending from the Grants-in-Aid for Scientific Research (only for remuneration)</p>	×	<p>Treated as salary income</p> <p>Subject to withholding tax</p>
<p>(5) Work attendance table (only for part-time remuneration)</p> <p>(6) Application for payment of remuneration, charges, etc. (only for part-time remuneration)</p>			
<p>*For details, please check 8-3 page 35</p>			
<p>[At the time of payment]</p> <p>(1) Payment slip</p>	<p>[At the time of payment]</p> <p>(1) Application for Spending from the Grants-in-Aid for Scientific Research (only for remuneration)</p>		
<p>(2) Application for payment of remuneration, charges, etc. (only for other remuneration)</p> <p>[Attached documents]</p> <ul style="list-style-type: none"> Documents that can be used to confirm the work The summary of proceedings (lecture meeting, attending at meeting), manuscript (proofreading, translations), print out of the homepage screen, etc. 		○	<p>Treated as miscellaneous income</p> <p>In principle, subject to tax of 10.21%</p> <p>With regards to manuscripts (proofreading, translations) printout of homepage screens, etc., an item inspection at the Inspection Center is required</p>
<p>*For details, please check 8-3 page 35</p>			

Purpose of spending		Price standards, procedures, etc.		Person/party ordering	Name of expense item	
					Name within University	Name of the Grants-in-Aid for Scientific Research
Other	Printing expenses	1.5 million yen or less		The relevant person	Printing expenses	Other
		1.5 million yen to 3 million yen	Approval by internal memo (ringi) is required *2	The relevant person	Printing expenses	Other
		More than 3 million yen	A resolution by the Board of Meeting is required *2	The relevant person	Printing expenses	Other
	Copying expenses	Costs for OA-RIX copy cards, digitalization of paper documents (digital copies), etc.		The relevant person	Copying expenses	Other
	Stamps, postcards			The relevant person	Postage expenses	Other
	Delivery services	Home delivery services, Yu Pack deliveries, etc.		The relevant person	Shipping expenses	Other
	Contract work	Payment of a prescribed amount for a request for the comprehensive provision of a predetermined service	Conclusion of a contract work is required	The relevant person	Calculated outsourcing fees, Maintenance outsourcing fees, Other outsourcing fees, etc.	Other
	Equipment rental	Experimental apparatus, OA equipment etc.		The relevant person	Equipment & fixture rental expenses	Other
	Equipment leasing	Experimental apparatus, OA equipment etc.		Office of Property		
	Machinery/equipment repairs	For the cost of repairs to experimental apparatus, etc.		The relevant person	Equipment & fixture repair expenses	Other
	Venue rental expenses	For the purpose of holding a meeting, etc.		The relevant person	Conference expenses	Other
	Meal expenses for meetings, etc.	Upper limits for spending Lunch expenses (all excluding tax) Meetings only involving University personnel, 1,000 yen/person Meetings including non-University personnel, 1,500 yen/person Meetings only involving University personnel, 3,000 yen/person Meetings including non-University personnel, 5,000 yen/person		The relevant person	Conference expenses	Other
	Academic associations membership fees, annual dues			The relevant person	Membership expenses	Other

*1 For further details on exceptions and other items, please refer to 8-1-6 "Checklist for items requiring item inspection" on page 23.

*2 Prior approval via internal memo or board meeting resolution is required for any single transactions (expenses for contract work, repair work, etc.), not limited to item purchases and printing expenses, for which the cost exceeds 1.5 million yen.

Required documents		Item inspection and acceptance inspection*1	Note
University Budget	the Grants-in-Aid for Scientific Research		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research		
	<p>[Attached documents]</p> <ul style="list-style-type: none"> • an estimate • a delivery slip • an invoice • copy of internal memo approval (When *2 applies) 	○	On invoices/receipts, write the title and number of copies of the printed matter
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	○	Note) printer card (lithograph use) is paid for from Printing expenses in intra-University items
	<p>[Attached documents]</p> <p><In the event of payment by reimbursement></p> <ul style="list-style-type: none"> • receipts • delivery slips and estimates (if applicable) <p><In the event of payment by invoice></p>	×	In the event of the Grants-in-Aid for Scientific Research If paid from the Grants-in-Aid for Scientific Research, write the purpose and breakdown
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	×	In the event of the Grants-in-Aid for Scientific Research Submit after describing the purpose and breakdown
	<p>[Attached documents] Invoices or receipts</p>		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	△	The spending item depends on the contract work
	<p>[Attached documents] A copy of the contract or invoice</p>		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	×	
	<p>[Attached documents]</p> <ul style="list-style-type: none"> • Invoices or receipts • If there is a contract, submit it 		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	○	
	<p>[Attached documents] Invoices or receipts</p>		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research		
[Attached documents] • Spending Report	[Attached documents] • The summary of proceedings	×	<p>Payments cannot be made for tea & snacks</p> <p>Payments cannot be made for alcohol</p>
	<p>[Attached documents] Invoices or receipts</p>		
【At the time of payment】 (1) Payment slip	【At the time of payment】 (1) Application for Spending from the Grants-in-Aid for Scientific Research	×	
	<p>[Attached documents] Invoices or receipts</p>		

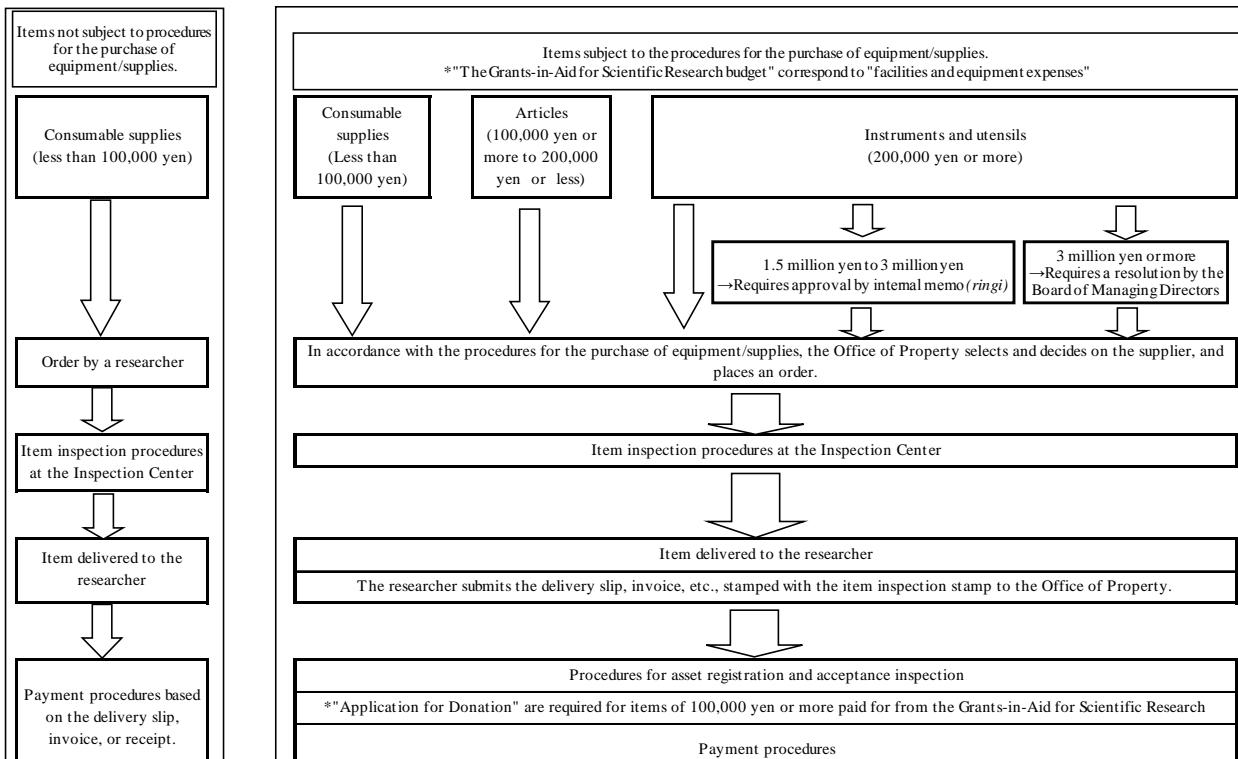
8. Procedures for the spending of research funds

8-1. Procedures for the purchase of equipment/supplies

An outline of the procedures for the purchase of equipment/supplies is as shown below.

<Diagram outlining the purchases of equipment/supplies>

8-1. Diagram outlining the purchases of equipment/supplies



Items subject to procedures for the purchase of equipment/supplies

(even consumable supplies of less than 100,000 yen are subject to procedures; the Grants-in-Aid for Scientific Research correspond to facilities and equipment expenses)

- Articles relevant to PC
 - PC (including desktop PC and note PC), Workstations, Servers, Tablet devices (iPad, etc.)
 - Copying machines, Multi-function printers

8-1-1. Systems for the item inspection and acceptance inspection

From the FY2012, all items purchased from public funds, including from research funds (all of the University budget and all external funds, such as the grants-in-aid for scientific research, etc.) shall be subject to item inspection procedures at the Inspection Station.

This measure was implemented as part of a series of measures to prevent the misuse of public funds, such as money deposited and pooled funds.

*The differences between the “item inspection” and the “acceptance inspection”

	Description of the procedure	Equipment/supplies subject to the inspection
Item inspection	Checking the actual items against the delivery slip, etc.	In principle, all equipment/supplies purchased through public funds, regardless of the amount
Acceptance inspection	Attaching the asset registration and items registration seals	Item subject to procedures for the purchase of equipment/supplies *The procedures are the same as carried out previously.

Caution!

If the delivery slips and receipts do not have an item inspection stamp certifying that they have passed the item inspection, the Bureau of Financial Affairs cannot issue the evidence voucher that is necessary for payment.

8-1-2. Item that are subject to an item inspection and an acceptance inspection

(1) Item subject to an item inspection

Item purchased from public funds, regardless of the amount, and that correspond to spending for the following expense items, shall be subject to an item inspection. In the case of spending from the grants-in-aid for scientific research, please read budget items accordingly as the corresponding expense item. However, items purchased from on-campus retailing stores, i.e., **Maruzen (on-campus only), Patine Sports, and OA-RIX, which have a permanent presence on campus, and from a Sophia School Corporation designated WEB central buying system (SOLOEL ARENA, Tanomail)** shall not be subject to an item inspection (Items purchased from through off-campus Maruzen handlings are subject to an item inspection).

Supplies/materials, consumable supplies, books and reference materials, printing fees, book-binding fees, photocopying fees, repair/maintenance fees, equipment/fixtures

Any purchased items that do not fall under the above categories but involve equipment supply or deliverables (e.g. gifts for visitors to the University purchased out of hosting/entertainment fees, etc.) will be subject to item inspection.

*For further details on whether an item inspection is required, please refer to 8-1-6 “Checklist for items requiring item inspection” shown below.

(2) Items subject to acceptance inspection

As before, items purchased by the Purchase Request for Equipment/Supplies (payment by invoice, reimbursement, Grants-in-Aid for Scientific Research, etc.) shall be subject to an acceptance inspection. After the items inspection and delivery of the item, the acceptance inspection shall be carried out at the Inspection Station and the purchaser is requested to be present.

8-1-3. Delivery of items subject to items inspection (address for delivery)

When an item that is subject to an item inspection is ordered and is to be purchased from public funds, please make sure to write “**c/o the Inspection Station**” on the University address. Also, please write on the order form the name of your building and room number, the name of your affiliation (department/position), your name, and your telephone number.

There are separate regulations for deliveries to locations outside of the Yotsuya campus.

8-1-4. Location and office hours for the items inspection and acceptance inspection

1. Yotsuya Campus

(1) Location

Inspection Station (the Information Service Office, 1st Floor, Bldg No.2)

* There are separate procedures for locations other than the Yotsuya Campus.

(2) Office Hours

Monday to Friday 9: 30 am to 11: 30 am, 12: 30 pm to 4: 45 pm

*The opening hours during the summer and winter holiday periods will be announced separately.

(3) Contact information

Items inspections 4078 (ext.), kenpin_kanzai@cl.sophia.ac.jp

Acceptance inspections 3156 (ext.), kensyu_kanzai@cl.sophia.ac.jp

2. Ichigaya Campus

(1) Location

Inspection Station (Ichigaya Main Building, 1st Floor, 114A)

(2) Office Hours

⇒ Monday to Friday 9:30 am – 4:30 pm

* The opening hours during the summer and winter holiday periods will be announced separately.

(3) Contact Information

Items inspections 8509 (ext.) kenpin_kanzai@cl.sophia.ac.jp

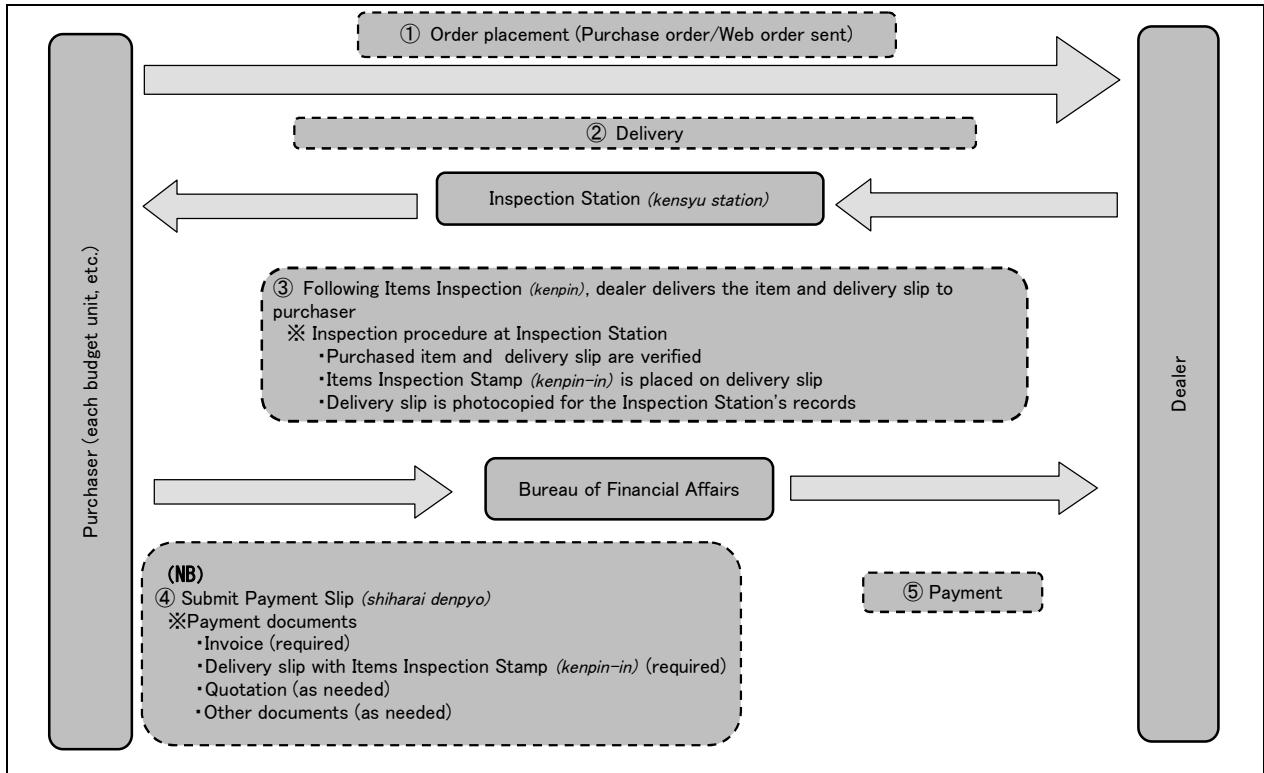
Acceptance inspections 3156 (ext.) kensyu_kanzai@cl.sophia.ac.jp

8-1-5. The concrete flow involved in a purchase

There are a variety of different types of purchases of equipment and supplies. But here, purchases are classified as for items for which procedures for the purchase of equipment/supplies (the procurement procedures specified by the Office of Property) are required or purchases for which these procedures are not required. In the case of other purchases, please refer to (3) Summary of other procedures for the purchase of equipment/supplies and the Guide to Using the Inspection Station published by the Office of Property.

(1) In the event that procedures for the purchase of equipment/supplies are not required

Flow in the procedure



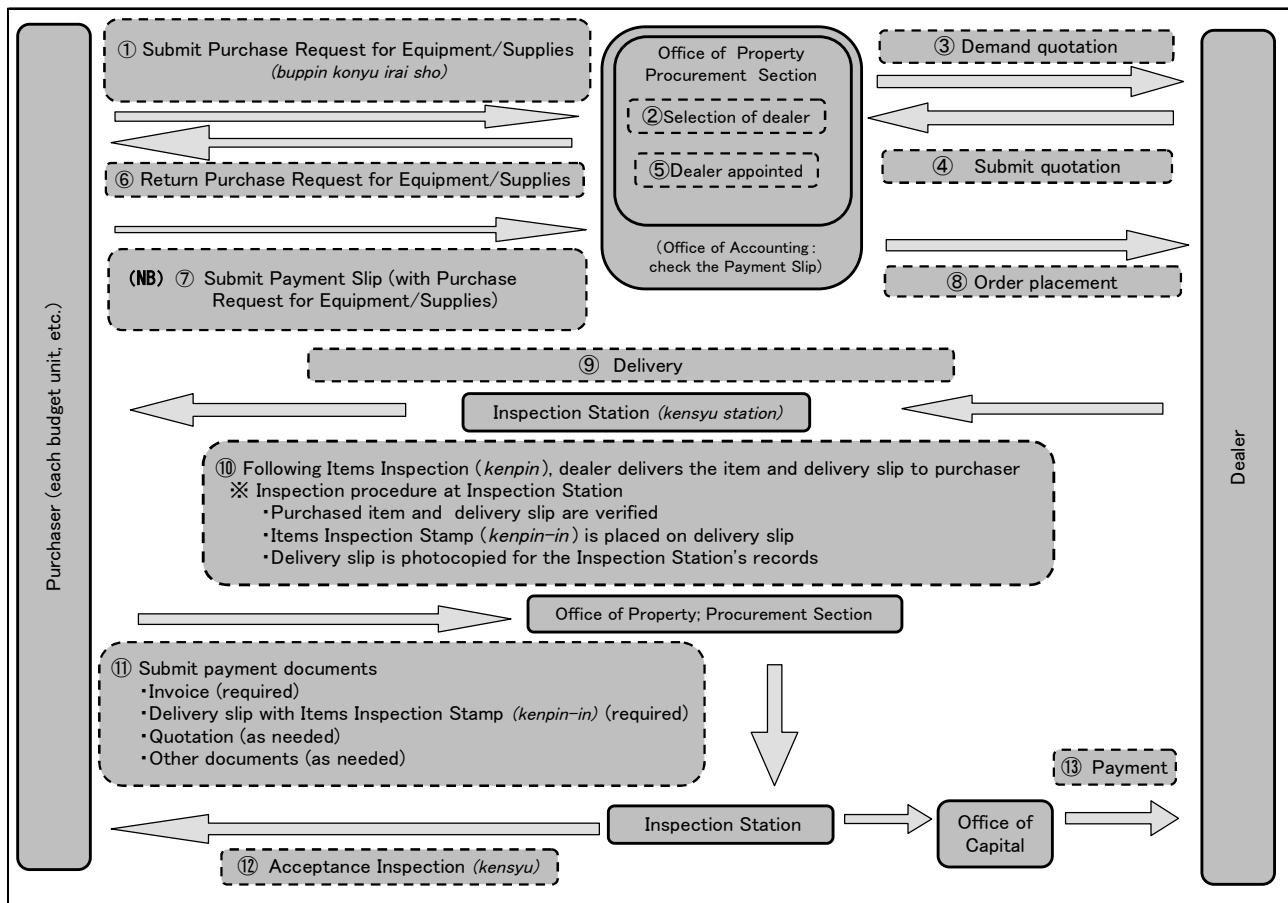
- 1) The purchaser himself/herself places an order. In principle, please make sure to write “Care of the Inspection Station” on to the address for the delivery.
- 2) The purchased item is delivered by the supplier.
- 3) The item inspection is carried out at the Inspection Station. After an item inspection, the supplier delivers the item to the purchaser.
- 4) The purchaser issues a payment slip and submits it together with the evidence vouchers to the Office of Accounting in the Bureau of Financial Affairs. Within the evidence vouchers, please make sure that the delivery slip has been stamped with the item inspection stamp at the Inspection Station. A delivery slip that has not been stamped cannot be accepted.

(Note) If payment is made by the Grants-in-Aid for Scientific Research budget, please submit the “Grants-in-aid for Scientific Research Expenditure Request” instead of the payment slip together with the evidence vouchers to the Center for Research Promotion and Support.

- 5) The payment is processed by the Bureau of Financial Affairs.

(2) In the event that procedures for the purchase of equipment/supplies are required

Flow in the procedure



1) The purchaser submits a Purchase Request for Equipment/Supplies to the Office of Property.

2~6) The Procurement Section in the Office of Property obtains an estimate, etc., and selects and determines the supplier. Subsequently, the Purchase Request for Equipment/Supplies is returned to the purchaser.

7) The purchaser generates a payment slip and submits it together with the evidence vouchers to the Office of Accounting in the Bureau of Financial Affairs.

(Note 1) If payment is made by the Grants-in-Aid for Scientific Research budget, please submit the "Grants-in-aid for Scientific Research Expenditure Request" instead of the payment slip together with the evidence vouchers to the Center for Research Promotion and Support.

8) After the Office of Accounting procedures have been completed, the Procurement Section in the Office of Property places the order with the selected supplier.

9) The purchased good is delivered by the supplier.

10) The item inspection is carried out at the Inspection Station. After the item inspection, the supplier delivers the item to the purchaser.

11) The purchaser shall, in principle, submit the evidence vouchers (the delivery slip stamped with an item inspection stamp, the invoice, etc.) to the Procurement Section in the Office of Property within five days (excluding holidays or weekends) from the date of delivery.

Within the evidence vouchers, please make sure that the delivery slip has been stamped with an items inspection stamp at the Inspection Station. Delivery slips that have not been stamped with this stamp cannot, in principle, be accepted.

12) The person responsible for the acceptance inspection in the Office of Property carries out the asset registration and then the acceptance inspection, which is witnessed by the purchaser.

(Note 2) Items costing 100,000 yen or more that are purchased from the Grants-in-Aid for Scientific Research budget must be processed according to procedures for donations to the University. Therefore, at the time the acceptance inspection is conducted, you will be given an Application Form for the Donation of a Fixed Asset/Item. After filing in and placing your seal on the form and obtaining the approval of the head of the

organization to which you are affiliated, please submit it as soon as possible to the Office of Property. Also, as part of the same procedures, it is necessary to submit an Application Form for the Retirement of a Fixed Asset/Item when said item is being scrapped.

13) After the acceptance inspection, the payment will be processed by the Office of Capital.

◆ The handling of donations of purchased books from the Grants-in-Aid for Scientific Research budget

Books purchased from the grants-in-aid for scientific research budget are a different expense item than money donated or scheduled to be donated to the University.

Facilities and Equipment

- Books scheduled to be donated to the University during the relevant fiscal year
- Books costing 100,000 yen or more for 1 copy or 1 set
- * A Purchase Request for Equipment/Supplies is not required.
- * Please submit a book ledger to the Research Support Center.
- * Please bring books to the Library (the International Academic Exchange team) by the end of February.

Consumable supplies

- Books to be donated to the University in the following fiscal year or subsequent ones
- Books not to be donated to the University
- You do not decide whether to donate the books to the University or not.

◆ Items for which procedures for the purchase of equipment/supplies are required but were purchased without completing the required procedures

In cases where a payment by reimbursement was made due to unavoidable circumstances, such as the item was urgently needed, and when the purchaser wanted to purchase it with a receipt, etc., it is necessary to submit a Statement of Reason for Payment by Reimbursement (designated form). In addition, in such a situation the sequence of stages for the items inspection and acceptance inspection will be different than shown in the diagram above, so please inquire to the Procurement Section in the Office of Property/Inspection Station for further details.

(3) Outline of other procedures for the purchase of items, etc.

Transaction type	Outline of the procedure
Payment by invoice (when procedures for the purchase of equipment/supplies are not required)	Please refer to P.21
Payment by invoice (when procedures for the purchase of equipment / supplies are required)	Please refer to P.22
Payment by reimbursement (when home delivery is used)	<ol style="list-style-type: none"> 1) The purchaser himself or herself places an order with the supplier, adding “Care of the Inspection Station” to the delivery address. 2) After the ordered item has completed an item inspection at the Inspection Station, it is delivered to the purchaser. 3) After delivery, the receipt stamped with an item inspection stamp becomes the evidence voucher and the payment slip is submitted to the Bureau of Financial Affairs.
Payment by reimbursement (when the item is purchased directly at a store, etc.)	<ol style="list-style-type: none"> 1) The receipt issued by the store, etc., where the item was purchased and the purchased item itself is taken unopened (unused) to the Inspection Station. * Please submit the items for an item inspection, in principle, within 5 days from the date of the receipt (excluding weekends and holidays). 2) After an item inspection, the receipt stamped with an item inspection stamp becomes the evidence voucher and the payment slip is submitted to the Bureau of Financial Affairs.

Repairs/upgrades requested from each budget unit	<ol style="list-style-type: none"> 1) The purchaser himself or herself places an order from the supplier (requests a repair/upgrade). 2) After the repair/upgrade is completed, an item inspection is carried out at the Inspection Station, 3) After an item inspection, the receipt stamped with an item inspection stamp becomes the evidence voucher and the payment slip is submitted to the Bureau of Financial Affairs.
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8-1-6. Checklist of items subject to inspection

The following table shows examples of transactions for which it is not easy to distinguish whether an item inspection is required for the item purchased. If your transaction is not shown in the following table and you are not sure if an item inspection is required, please contact the Inspection Station (ext. 4078).

(Required/not required: = subject to an item inspection, = not subject)

The purchased item and details of the transaction	Required/not required	Reference
Food and drink expenses (box lunch meals, beverages, etc.)	<input checked="" type="checkbox"/>	Water, etc. purchased for purposes other than drinking (e.g. experiments) shall be subject to an item inspection
Newspapers, subscribed periodicals, (lump sum payment) materials included in membership fees, etc.	<input checked="" type="checkbox"/>	—
Software, reference materials, electronic books, licenses, etc., downloaded from the Internet	<input type="circle"/>	In principle, the inspection will be conducted on the actual items. For electronic books purchased on iPad or Kindle, bring a printout of the online purchase screen and the device. In case of software and license contents installed in PCs that cannot be brought to the Inspection Station, an item inspection will be conducted instead with a printout of the online purchase screen that shows the product name and the amount paid, and a printout of the front page of the purchased software/license
Items purchased during official travel	<input type="circle"/>	<p>When an item inspection is to be carried out for an item purchased while on official travel or when outside the University, <u>please bring a document certifying that the trip was official travel to carry out official University duties (such as a copy of an approved Official Travel Application, etc.) and the purchased item.</u></p> <p>In addition to the above, the items indicated below shall be subject to an item inspection.</p> <p>Items paid for from book materials expenses, unused consumable supplies</p> <p>⇒ <u>In principle, you must submit an item for an item inspection within 5 days (excluding weekends and holidays) from the day you returned from the official travel destination.</u></p> <p>Used (opened) consumable supplies</p> <p>⇒ <u>Please submit a dated photograph showing all of the purchased item (prior to use) to the Inspection Station</u></p>

Outsourcing expenses and remuneration (other remunerations) for which there is a deliverable	<input type="radio"/>	Translations, proofreading, audiotape transcriptions, business-card production, copying, creating or updating a website, DVD production/editing, etc. ⇒ deliverables shall be subject to an item inspection. * For outsourcing and other remuneration expenses that have no delivery slips, the Inspection Station will place an items inspection stamp on a separate form it provides. * Services such as interpreting that have no deliverables and part-time work remuneration are not subject to an item inspection
Copying expenses	<input type="radio"/>	Subject to an item inspection ⇒ Copies ordered from a dealer outside of the University, or at vendors that are not public institutions, such as from a convenience stores, Kinko's, etc.
	<input type="checkbox"/>	Not subject to an item inspection ⇒ Copies from a multi-function machine with count meters, such as provided by OA-RIX, etc., or obtained from the Sophia University Library, or public institutions such as the National Diet Library
Liquid Nitrogen purchased at the Faculty of Science and Technology (Air Liquide Japan Ltd.)	<input type="checkbox"/>	An item inspection is not required as its use is counted by meter
Chemicals, gases, and laboratory animals	<input type="radio"/>	An item inspection are required, but if the inspection cannot be conducted at the Inspection Station, it can be conducted at the appropriate facility within the University

Expenditure on “consumable supplies” from the Grants-in-Aid for Scientific Research budget

- Expenses for consumable supplies that do not correspond to expenses for equipment and apparatus (please refer to 8-1, “Diagram outlining the purchase of equipment/supplies”) within spending on equipment/supplies shall include costs relating to chemicals, laboratory animals, glass apparatus, and the printing of individual thesis. However, general printing expenses are included in “Other,” expenses not in “Consumable supplies” expenses.
- **When books are to be purchased from the Grants-in-Aid for Scientific Research budget, it is necessary to provide an evidence voucher clearly describing the title of each book. If there is no delivery slip, please write the book title on the back of the receipt or similar document. If the title of the book cannot be written there, please provide the title on an attachment (any format).**
- When filing in an expenditure request, please make sure to write the name of the item and the number to be purchased in the “Summary” column.

8-2. Procedures for official travel and travel expenses

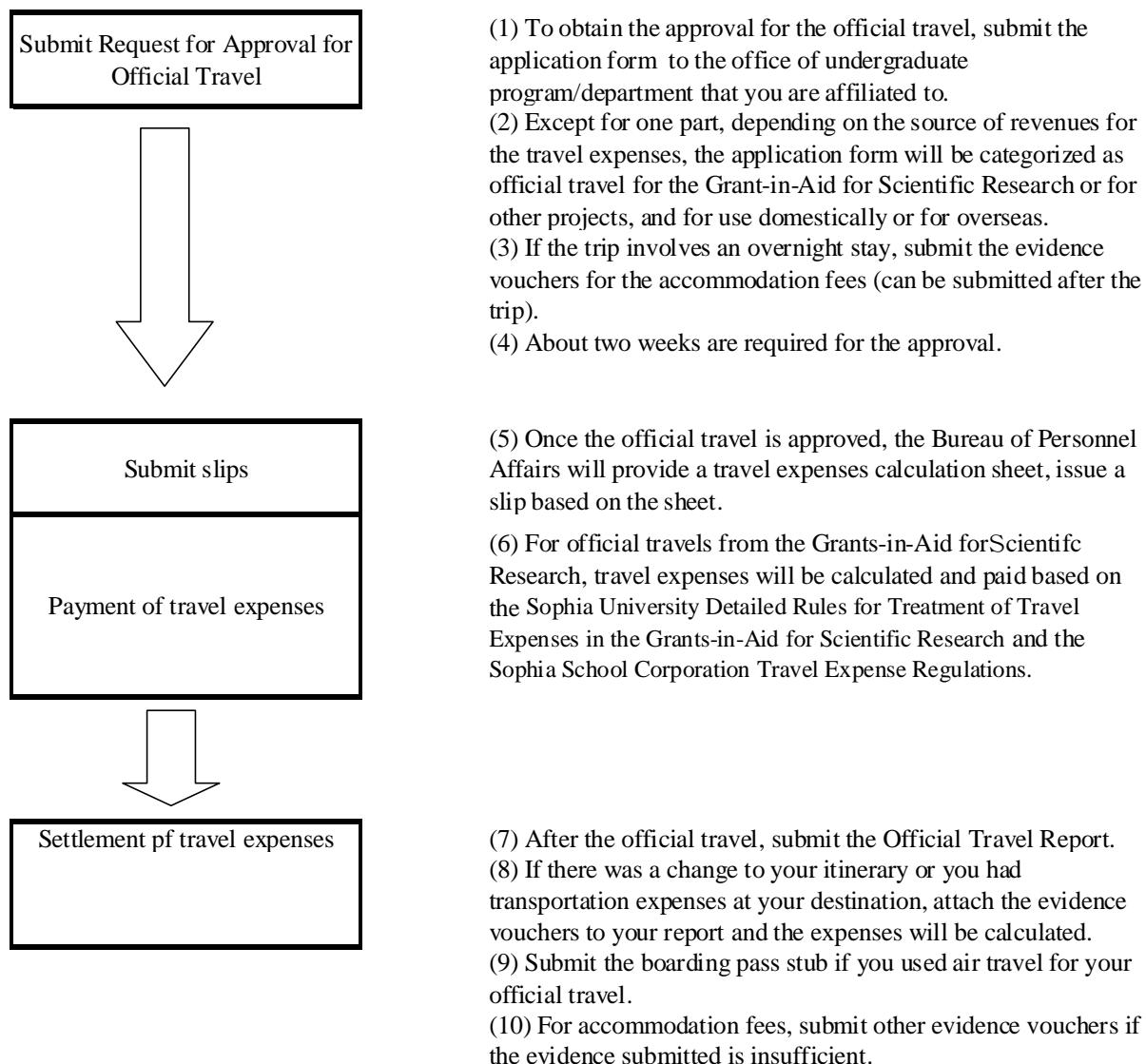
In cases of official travel made in conjunction with research activities, the expenses pertaining to the official travel can be paid from research funds.

The calculation of travel expenses uses the place where the person normally works as the starting point and in cases of official travel to destinations of 50km or more away (one way) or that require more than two hours to reach, in addition to transportation expenses a daily allowance, accommodation fees, and other expenses can be provided. For destinations that do not meet these requirements, only the actual costs of transportation can be paid.

In the event that the official travel is cancelled or the schedule is changed due to unavoidable reasons, please report this as quickly as possible to the Bureau of Personnel Affairs for the travel expenses to be adjusted accordingly.

Diagram outlining the payment of travel expenses

8-2 Diagram outlining the payment of travel expenses



8-2-1. When the person submitting the documents is to go on the official travel

(1) Required documents

	Other than Grants-in-Aid for scientific research	Grants-in-Aid for Scientific Research
1) Documents approving the official travel	Official Travel Application (domestic official travel) Application of Foreign Travel Request (overseas official travel)	Application for approval for official travel from the Grants-in-Aid for Scientific Research (domestic or overseas)
2) Documents for payment of travel expenses	Slips Travel expenses calculation sheet (Based on 1, prepared by the Office of Personnel Services and Benefits)	Application for Spending from the Grants-in-Aid for Scientific Research
3) Evidence vouchers and required documents attached to 1) * Paste onto the designated official travel voucher slip and clip them to the Official Travel Report	a. Schedule (designated form, required for overseas travel only) and documents showing the purpose and destination of official travel, e.g. program for academic conference, schedule, pamphlets, email records with researchers at the destination, etc. b. For air travel Itinerary and flight number, receipt showing the airfare, or the invoice (in the event that payment is requested directly from Sophia School Corporation to the supplier) c. Evidence voucher for accommodation fees The official evidence voucher shall be the <u>invoice or the receipt</u> . The initial calculation is made based on the other vouchers first provided, but after the official travel, attach the receipt to the Official Travel Report shown below (accommodation itemized receipt) and submit it to the <u>Bureau of Personnel Affairs</u> . <u>If there is a difference between the later amount and the initial calculation and allowance, it shall be adjusted accordingly.</u>	
4) Documents required after the official travel *Paste onto the designated official travel voucher slip and clip them to the Official Travel Report	Official Travel Report (designated form) *to be submitted within one month from the end of the official travel Attached documents <ul style="list-style-type: none">• Boarding pass stub (for air travel)• Evidence voucher for accommodation fees (when an official evidence voucher was not attached at the time of application)• Evidence voucher and statement of reasons for transportation expenses at destination	Official Travel Report (record) * to be submitted within one month from the end of the official travel

Please submit the documents to the Office of Personnel Services and Benefits (Bldg No.13, 5th Floor)

However, the Official Travel Report for 1), 2) 3) and 4)" Other than Grants-in-Aid for scientific research", should be submitted via the office of your affiliated undergraduate program, department, or research facility.

*Japan Society for the Promotion of Science research fellows 1) require the seal of the researcher being accepted in the "Head of Department" column), and then must submit it to the Center for Research Promotion and Support together with 2), 3) and 4).

Notes:

About two weeks are required to complete each of the stages of the approval of an official travel application, the calculation of the travel expenses, and the processing of slips. Please plan your official travel while leaving sufficient time for each these steps and submit your application as soon as possible.

On the Official Travel Report, please write the specific details of the activities you engaged during the trip to make it as clear as possible the actual circumstances of the official travel.

(2) List of items for which expenses are provided

	A: Other than the Grants-in-Aid for Scientific Research		B: Grants-in-Aid for Scientific Research	
	Domestic official travel	Overseas official travel	Domestic official travel	Overseas official travel
1) Transportation expenses	<p>Fares for the use of trains, boats, airplanes, etc.</p> <p>Limited express fares can be paid for travel of 60km or more one way (100km intervals for the bullet train), or express fares for travel of 50 km or more one way.</p> <p>Airfare can be paid if certain conditions are met.^(Note 1)</p>	<p>Airfare</p> <p>The actual fare can be paid with the upper limit set as the usual round trip fare for economy class (the lowest class of seating).</p> <p>However, if certain conditions are met, a higher class of seating can be used and the actual fare paid for.^(Note 2)</p> <p><u>Take the Skyliner (train) to Narita International Airport.</u></p>	<p>Fares for the use of trains, boats, airplanes, etc.</p> <p>Limited express fares can be paid for travel of 60km or more one way (100km intervals for the bullet train), or express fares for travel of 50 km or more one way.</p> <p>Airfare can be paid if certain conditions are met.^(Note 1)</p>	<p>Airfare</p> <p>The actual fare can be paid with the upper limit set as the usual round trip fare for economy class (the lowest class of seating).</p> <p>However, if certain conditions are met, a higher class of seating can be used and the actual fare paid for.^(Note 2)</p> <p><u>The Narita Express (train) can be used to Narita International Airport.</u></p>
2) Daily allowance ^(Note 3) * A and B are handled differently.	<p>Paid according to the number of days of official travel.</p> <p><u>According to the time period from the day of departure to the day of return, half the amount of the daily allowance is provided.</u></p>	<p>The period used for the calculation is from the day of departure to the day of return.</p> <p>An overnight flight qualifies for a Class C(丙) daily allowance.</p>	<p>Paid according to the number of days of official travel.</p>	<p>The period used for the calculation is from the day of departure to the day of return.</p> <p>An overnight flight qualifies for a Class C(丙) daily allowance.</p>
3) Accommodation fees ^(Note 3)	<p>With the University regulations amount set as the upper limit, payment of actual costs according to the number of nights during the official travel period.</p> <p>There are special handling procedures for stays at the “School” facilities.</p>	<p>With the University regulations amount set as the upper limit, payment of actual costs according to the number of nights during the official travel period.</p>	<p>With the University regulations amount set as the upper limit, payment of actual costs according to the number of nights during the official travel period.</p> <p>There are special handling procedures for stays at the “School” facilities.</p>	<p>With the University regulations amount set as the upper limit, payment of actual costs according to the number of nights during the official travel period.</p>

	A: Other than Grants-in-Aid for Scientific Research		B: Grants-in-Aid for Scientific Research	
	Domestic official travel	Overseas official travel	Domestic official travel	Overseas official travel
4) Allowance for Preparation	-	-	-	A 50,000 yen upper limit per fiscal year (in the case of one official travel of 14 days or less from the day of leaving the country to returning to the country, an upper limit of 25,000 yen per trip)
5) Other possible allowances for expenses	When recognized as necessary, the actual costs of transportation expenses at the destination, such as taxi fares (Note) A receipt for the taxi fare must be submitted together with a <u>statement of the reason for use</u> (any form).	1) The expenses shown in the left column 2) Miscellaneous expenses Inoculation vaccination expenses, visa fees, entry /exit taxes, etc. <u>However, passport issuance fees cannot be paid for.</u>	When recognized as necessary, the actual costs of transportation expenses at the destination, such as taxi fares (Note) A receipt for the taxi fare must be submitted together with a <u>statement of the reason for use</u> (any form).	1) Expenses shown in the left column 2) Miscellaneous expenses Inoculation vaccination expenses, visa fees, entry / exit taxes, passport issuance fees, etc.

※ Travel insurance fees

Travel Insurance will cover Faculty and Staff overseas travel with a blanket policy starting in 2015. Applications for insurance coverage will be processed by the Bureau of Personnel Affairs. Your insurance certificate will be forwarded to you. Travel Insurance will be paid by the Sophia School Corporation. If you want to buy your own insurance coverage, it can no longer be covered by the University.

(Note 1) The range for which air travel can be used for domestic official travel

Air travel can be used for Kyoto or regions to the west, Sendai, Yamagata or regions to the north, Hokuriku area and Kii Peninsula.

(Note 2) The class of airline seating that can be used for overseas official travel

In principle, economy class shall be used, but if from the perspective of maintaining for the person on the trip their usual environment for educational research activities both before and after the official travel, seating arrangements shall be handled as follows.

Among persons going on official travel that are Category B according to the Sophia School Corporation Travel Expenses Regulations

a. Professors, associate professors

If the flight time exceeds 8 hours, business class can be used.

b. Lecturers, assistant professors

If the flight time exceeds 8 hours, a higher category of seating within the lowest class can be used (for example, premium economy)

*1. The fares shall be within the scope of a regular, economy class airline fare, but please try to arrange the least expensive plane ticket possible.

*2. The names of the classes of seating may differ according to the airline, but the University defines the lowest class of seating as "economy class" and the higher class of seating that is nearest to economy class as "business class."

If the class of seating to be used does not correspond to your category as provided for by the regulations, please confirm this in advance with the Bureau of Personnel Affairs.

*3. If the travel involves connecting flights, the “flight time” will be totaled to include the time spent waiting for connecting flights.

(Note 3) Daily allowance, accommodation fees

For the amounts of daily allowance and accommodation fees provided for by the regulations, please refer the Sophia School Corporation Travel Expense Rules in the appendix at the back of this Guidebook and also the Sophia University Detailed Rules for Treatment of Travel Expenses in the Grants-in-Aid for Scientific Research.

(3) Handling of aggregated totals

Researchers may only aggregate the allowances from multiple research funds, such as from the Grants-in-Aid for Scientific Research budget and individual research allowance, and use the aggregated total for travel expenses on those occasions when a single trip involves official travel for multiple purposes and also when it is made clear which expenses are to be paid for from which of the relevant research funds. The use of aggregated totals is not allowed in order to supplement a shortfall in research funds. The details are as follows.

The use of aggregated research funds is only allowed in situations permitted by the relevant rules and regulations.

Within the University budget, funds from individual research allowance , graduate school research funds, research promotion incentive funds, and travel expenses for academic society meetings may be aggregated when the allocation of expenses according to the official travel purpose and the time periods are clearly distinguished. However, travel expenses for academic society meetings can only be provided for official travel for which the purpose of the travel is participating in the relevant academic society meetings.

e.g. In the event of a single official travel of 3 days and 2 nights with multiple purposes, one of which is for a research topic relating to Grants-in-Aid for Scientific Research (the first and second days) and another is for a research topic relating to individual research (the third day).

Method of aggregation

A: **Possible**: in the event that the fare for the return trip is paid from Grants-in-Aid for Scientific Research, the daily allowance and the accommodation fees for the first and second days for the activities relating to Grants-in-Aid for Scientific Research are paid from the Grants-in-Aid for Scientific Research, and the daily allowance for the third day for the activities relating to the individual research is paid for from other research funds (various individual research allowance, etc.)

Grants-in-Aid for Scientific Research	Other research funds	Grants-in-Aid for Scientific Research
Fare (outward trip)	1)Daily allowance, accommodation fee	2)Daily allowance, accommodation fee

B: **Possible** : in the event that the daily allowance and the accommodation fees for the first and second days for the activities relating to Grants-in-Aid for Scientific Research are paid from the Grants-in-Aid for Scientific Research, and the daily allowance for the third day for the activities relating to the individual research is paid for from other research funds (various individual research allowance, etc.) and the fare for the return trip is paid half-and-half by each of these two research allowance.

Grants-in-aid for Scientific Research		Other research funds	
Fare (outward trip)	1)Daily allowance, accommodation fee	2)Daily allowance, accommodation fee	3)Daily allowance

C: Possible : in the event that the daily allowance and the accommodation fees for the first and second days for the activities relating to Grants-in-Aid for Scientific Research are paid from the Grants-in-Aid for Scientific Research, and the daily allowance for the third day for the activities relating to the individual research is paid for from other research funds (various individual research allowance, etc.), and the fare for the return trip is paid for by other research funds (various individual research allowance, etc.)

Other research funds	Grants-in-Aid for Scientific Research	Other research funds
Fare (outward trip)	1)Daily allowance, accommodation fee	2)Daily allowance, accommodation fee

D: Not possible : in the event that the fare for the return trip is paid from Grants-in-Aid for Scientific Research and the daily allowance and the accommodation fees for the first and second days for the activities relating to Grants-in-Aid for Scientific Research and the daily allowance for the third day for the activities relating to the individual research are paid for from other research allowance (various individual research allowance, etc.)

Grants-in-Aid for Scientific Research	Other research funds	Grants-in-Aid for Scientific Research
Fare (outward trip)	1)Daily allowance, accommodation fee	2)Daily allowance, accommodation fee

E: Not possible : in the event that the fare for the return trip is paid from other research funds (various individual research allowance, etc.) and the daily allowance and the accommodation fees for the first and second days for the activities relating to Grants-in-Aid for Scientific Research and the daily allowance for the third day for the activities relating to the individual research are paid for from Grants-in-Aid for Scientific Research.

Other research funds	Grants-in-aid for Scientific Research	Other research funds
Fare (outward trip)	1)Daily allowance, accommodation fee	2)Daily allowance, accommodation fee

◆ The method for apportioning the total airfare when there are multiple official travel destinations and purposes of travel (in the event that it is not a simple round-trip airfare)

When there are different purposes for the official travel and the person travels by aircraft to a subsequent destination within the trip, the total airfare and all other fares required for the official travel are totaled. However, there are occasions when it is not clear which fares correspond to which section of travel. In these cases, the methods of apportioning the fares are as follows.

- 1) Apportioned in accordance with the distance travelled in the aircraft.
- 2) Apportioned in accordance with the time spent in the aircraft.

8-2-2. In the event that a non-University personnel is requested to go on official travel

(1) Required documents

	Other than Grants-in-Aid for Scientific Research	Grants-in-Aid for Scientific Research
1) Documents approving official travel	Application to prepare a travel expenses calculation sheet (designated form)	Travel expenses invoice from the Grants-in-Aid for Scientific Research ^{Note 1} Application to Prepare an Official Travel Application*
2) Documents for payment of travel expenses	Slips Travel expenses calculation sheet (1) prepared by the Office of Personnel Services and Benefits	Application for Spending from the Grants-in-Aid for Scientific Research
3) Attached evidence vouchers and required documents attached to 1) * Paste onto the designated official travel voucher slip and clip them to the Official Travel Report	a. Schedule (designated form, required for overseas travel only) and documents showing the purpose of the official travel, destination to be visited, e.g. program for academic conference, schedule, pamphlets, email records with researchers at the destination to be visited, etc. b. For air travel Itinerary and flight number, receipt showing the fare, or the invoice (in the event of a request for payment directly from Sophia School Corporation to the supplier) c. Evidence voucher for accommodation fees The official evidence voucher shall be the <u>invoice or the receipt</u> . The initial calculation is made based on the other vouchers first provided, but after the official travel, attach the receipt to the Official Travel Report shown below (accommodation itemized receipt) and submit it to the <u>Bureau of Personnel Affairs</u> . If there is a difference between the later amount and the initial calculation and allowance, it shall be adjusted accordingly.	
4) Documents required after the official travel *Paste onto the designated official travel voucher slip and clip them to the Official Travel Report	Official Travel Report (designated form) ^{Note 2} [Attached documents] <ul style="list-style-type: none">• Boarding pass stub (for air travel)• Evidence voucher for accommodation fees (when an official evidence voucher was not attached at the time of application)• Evidence voucher and statement of reasons for transportation expenses at destination	Official Travel Report (record) ^{Note 2}

Note 1. When paid in conjunction with remuneration, please refer to P.34, 8-2-4 below.

Note 2. The Official Travel Report

To be prepared by the person who went on the official travel; please submit it to the Office of Personnel Services and Benefits via the person who requested the official travel.

* "Application for Travel Request Form"

When non-University individuals wish to have the University officially request them to undertake travel, they must submit a request to the Center for Research Promotion and Support.

A Travel Request Form under The President's name will be created and sent to the organization to which the non-University individuals belong, requesting them to return a letter of acceptance. The returned letter of acceptance will be documented evidence.

(2) Expenses that shall be paid for

Fundamentally, the expenses paid for shall be the same as described in P.28, 8-2-1(2), but in the event that a student of the University needs to go on official travel in order to carry out research, excluding instances of official travel for Grants-in-Aid for Scientific Research, in principle a daily allowance cannot be paid.

8-2-3. When inviting visitors from overseas

The procedures, etc., for the payment of travel expenses when inviting distinguished researchers from overseas to Japan to carry out research activities are as follows.

(1) Required documents

	Other than Grants-in-Aid for Scientific Research	Grants-in-Aid for Scientific Research
1) Documents giving approval for official travel	Application to prepare a travel expenses calculation sheet (designated form)	Travel expenses invoice from the Grants-in-Aid for Scientific Research ^{Note 1}
2) Documents for payment of travel expenses	Slips Travel expenses calculation sheet (in accordance with 1), prepared by the Office of Personnel Services and Benefits.	Application for Spending from the Grants-in-Aid for Scientific Research
3) Attached evidence vouchers and required documents attached to 1) * Paste onto the designated official travel voucher slip, and clip them to the Official Travel Report	a. Materials showing the purpose and the destination of the official travel, e.g. program for the academic conference etc., from the inviting person, schedule during the stay, documents showing the invitation request (records of emails), etc. b. If air travel is used A receipt showing the itinerary, flight number, and fare; the invoice (when payment is requested directly from Sophia School Corporation to the supplier)	
4) Documents required after the official travel * Must be submitted as important proof confirming the facts of the official travel * Paste onto the designated official travel voucher slip (or the Researcher Invitation Report) and clip them to the Official Travel Report	Official Travel Report ^{Note 2} Attached documents • Boarding pass stub (if air travel is used) Evidence vouchers and statement for reason of use of transportation expenses and other expenses at the destination	Researcher Invitation Report ^{Note 2}

Note 1. When paid in conjunction with remuneration, please refer to P.34, 8-2-4 below.

Note 2. A report prepared by the person inviting the overseas researchers that explains the need to invite the relevant researchers and the role that they will play in carrying out the relevant research program. The relevant researcher is not required to prepare and submit an Official Travel Report.

(2) Expenses according to purpose of spending

	Other than Grants-in-Aid for Scientific Research	Grants-in-Aid for Scientific Research
1) Transportation expenses	<p>Airfare</p> <p>The actual cost may be paid with the upper limit set as the regular, economy class (the lowest class of seating) airfare.</p> <p>However, a higher class of seating may be used and the actual airfare paid if certain conditions are met^{Note 1}.</p> <p><u>Take the Skyliner (train) from Narita International Airport</u> may be used.</p>	<p>Airfare</p> <p>The actual cost may be paid for within the range of a regular, business class return airfare.</p> <p><u>The Narita Express (train) from Narita International Airport can be used.</u></p>
2) Allowance for stay ^{Note 2}	Upper limit amount: 18,000 yen per day	
3) Miscellaneous expenses	Visa fee, entry/exit taxes, landing fee, etc.	Fee for issuance of passport
4) Other expenses	As necessary, transportation expenses during the period the person is invited	

Note 1. The same conditions as official travel for a faculty member of university personnel..

Note 2. Allowance to be paid from the day of entering the country to the day of leaving the country

8-2-4. When expenses are paid in conjunction with remuneration

When travel expenses are paid, they are handled differently depending whether they are paid in conjunction with remuneration or not, as shown in the following table. Please also refer to the remuneration items in the rules on the payment of transportation expenses and travel expenses.

Expenses that will be paid	Handling of expenses	Tax
Remuneration+travel expenses ^{Note 1, 2}	As remuneration	Depends on whether there is a Sophia School Corporation invoice and receipt Yes → tax exempt No → taxable, in principle
Remuneration only	As remuneration	Taxable, in principle
Travel expenses only	As travel expenses	Tax exempt

Note 1: When expenses required for official travel are paid with remuneration, they are treated not as travel expenses, but as remuneration for cooperation in requested activities that include the actual costs required for official travel.

Note 2: When expenses are paid from the Grants-in-Aid for Scientific Research budget, for the format of the application form please use the travel expenses invoice from the Grants-in-Aid for Scientific Research (when paid in conjunction with remuneration etc.) and the Researcher Invitation Report as the form for the Official Travel Report.

From April 2013, from the perspective of preventing misconduct and improving the appropriateness of the payment of expenses, the University introduced a system of payment of actual costs of accommodation for official travel and made the submission of an Official Travel Report compulsory and we would like to remind everyone that when submitting this report, the boarding pass stub for the air travel is also to be submitted. We are aware that those going on official travel now have to submit a greater number of documents than before and we thank you for your cooperation and understanding in this matter.

8-3. Procedures for remuneration and personnel expenses

8-3-1. Methods of paying remuneration

(1) Types of remuneration and descriptions

The University pays two types of remuneration; “Part-time work remuneration” and “Other remuneration.” The definitions and a summary of each type are as follows.

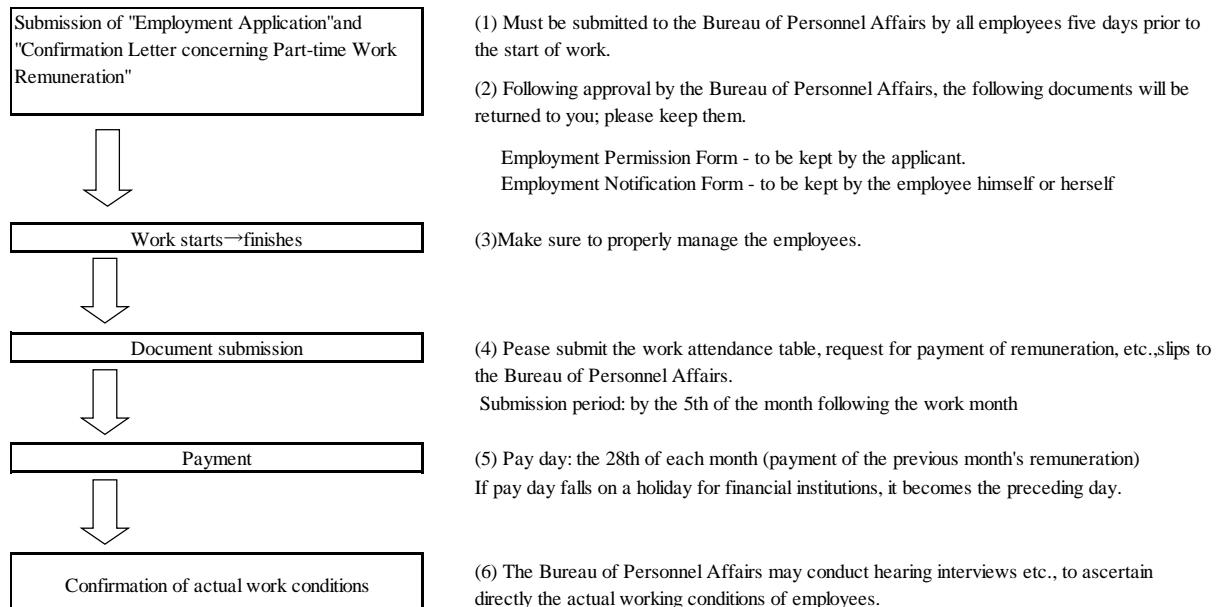
	Part-time work remuneration	Other remuneration
Definition	Remuneration paid according to the time worked and by an hourly wage rate	Remuneration paid on the completion of a specific assigned task, regardless of the number of hours taken
Specific examples	Arranging materials, reducing data, assisting in experiments, etc.	Fees for lectures, manuscripts, translations, proofreading, etc.
Unit Price	Please refer to the “Part-time work remuneration” column in the Sophia School Corporation Remuneration Unit Price Standards [*] [*] Please refer to P.41-42, the Remuneration Unit Price Standards Table	Please refer to the relevant type of work and category in the Sophia School Corporation Remuneration Unit Price Standards [*] [*] Please refer to P.41-42, the Remuneration Unit Price Standards Table
Required documents [*] All documents are provided by the Bureau of Personnel Affairs	Documents to be submitted to the Bureau of Personnel Affairs (1) At the time of employment - Employment Application Form (for part-time work remuneration) To be submitted in advance by all employees, regardless of length of work period - Research Assistant Confirmation Letter Application for dependency exemption, etc. (Transfer) *optional (2) At the time of payment [the University budget (excluding department of science and engineering)] Work Attendance Table (solely for part-time work remuneration) [the University budget (department of science and engineering)] Application form for payment of remuneration, charges (for part-time remuneration) Work Attendance Table (solely for part-time remuneration) * Original document [the Grants-in-aid for scientific research] Application form for payment of remuneration, charges (for part-time remuneration) Work Attendance Table (solely for part-time remuneration) * Original document Application Form for Spending from the Grants-in-Aid for Scientific Research (solely for remuneration)	Documents to be submitted to the Bureau of Personnel Affairs [The University budget (excluding department of science and engineering)] Materials that form the basis of the calculation of the remuneration price unit e.g. a copy of the invoice, a copy of a lecture pamphlet, etc. [the University budget (department of science and engineering)] Application for payment of remuneration (for Other remuneration) Materials that form the basis of the calculation of the remuneration price unit [the Grants-in-aid for scientific research] Application for payment of remuneration (for Other remuneration) Application Form for Spending in the Grants-in-Aid for Scientific Research (solely for remuneration) Travel expenses invoice in the Grants-in-Aid for Scientific Research (when paid in conjunction with remuneration, charges, etc.) Materials that form the basis of the calculation of the remuneration price unit Note: Deliverables accompanying services, such as translations, proofreading, and tape transcriptions, must undergo item inspection procedures at the Inspection Center. (Submit the original inspection certificate to the Bureau of Financial Affairs, and a copy to the Bureau of Personnel Affairs)

Required documents *All documents are provided by the Bureau of Personnel Affairs	Documents to be submitted to the Bureau of Financial Affairs Slips Application for payment of remuneration, etc. (for part-time work remuneration) (approved by the Bureau of Personnel Affairs) Original×1, copy×1	Documents to be submitted to the Bureau of Financial Affairs Slips Application for payment of remuneration, etc. (for other remuneration) (approved by the Bureau of Personnel Affairs) Original×1, copy×1 Evidence vouchers to be attached to the slip e.g. the minutes (in the event of remuneration for attendance at a lecture, meeting, etc.) Copy of the lecture pamphlet Manuscript sample (in the case of translations and proofreading) Note: Deliverables accompanying a service such as translation, proofreading, tape transcription, etc., must undergo an item inspection procedures. Invoice Receipt (in the event payment by reimbursement)
National income tax withheld	It is treated as employment income and is subject to national income tax withheld.	It is treated as miscellaneous income and in principle, is subject to taxation of 10.21%.* As there are exceptions for non-residents, etc., please contact the Bureau of Personnel Affairs for further details.

*Including the Special Income Tax for Reconstruction

(2) Part-time work remuneration

1) Flow of procedure



Notes

- Please make sure to submit the Employment Application Form five days prior the employment start date. If necessary, please submit a Report of Exemption for Dependents, etc. (please refer to P.38).
- Part-time workers who will be employed for a period of more than 2 months are required

to submit the Employment Application and Research Assistant Confirmation Letter to Personnel Services and Benefits Counter in person.

- iii. Please submit an Employment Application Form for each fiscal year.
- iv. The Work Attendance Table must be completed by the person carrying out the part-time work.
- v. A faculty member who requests you perform work cannot pay you directly in lieu of part-time work remuneration.
- vi. From the perspective of preventing the misuse of research funds, a hearing interview or similar measure may be conducted to confirm the actual conditions for part-time work. Please make sure to manage your work appropriately.
- vii. In the event of a change to the employment period or the budget unit, please describe the changes on the Employment Application Form and submit it.

2) Notes concerning employing people for part-time work

- i. When employing a University student, please make sure it does not impede the research guidance that the relevant student receives or the classes that he or she attends.
- ii. Japan Society for the Promotion of Science research fellows cannot be employed.
- iii. When employing a dispatched researcher through a contract with a worker-dispatch operator and who is to be paid for out of the Grants-in-Aid for Scientific Research, please discuss the matter in advance with the Center for Research Promotion and Support.

3) Work management of part-time work

On the employment of a part-time worker, please make sure to properly manage them in accordance with the Labor Standards Law and all other relevant laws and regulations both inside and outside of the University. In particular, please be aware of the following important points.

- i. The upper limit for scheduled working hours is 8 hours a day and less than 20 hours a week.

However, if the part-time worker is a University student or when the period of employment is less than one month, the upper limit for scheduled working hours becomes as provided for by law (8 hours a day and 40 hours a week).

(The approach regarding scheduled working hours and posts held concurrently with other work duties within the University)

- a. Scheduled working hours shall include the hours worked for other work duties within the University (through concurrently held positions, such as temporary employees, TA, RA, etc.) When employing a person for part-time work, please confirm in advance their situation regarding work duties.
- b. Even if the hours worked are within the range of scheduled working hours, a person cannot work in more than one work position during the same day. Also, in the event that the person concurrently holds another work position within the University, the total number of hours they may work during the course of a week must not exceed the legally prescribed upper limit (40 hours).

ii. Breaks

When working hours exceed 6 hours, please provide the employee with a break of at least 45 minutes duration during the course of their working hours. (Labor Standards Law Article 34)

Note: 1 hour break is provided when working hours exceed 8 hours

iii. Extra pay for night work

The hourly rate of pay for work performed after 10 p.m. shall be increased by 25%. (Labor Standards Law Article 37)

iv. Part-time work for overseas students with a “study abroad” resident qualification

For overseas university students attending Sophia University, or Sophia University Junior College Division, and who have a “study abroad” resident qualification, with regards to the educational or research activities at the University to which they are registered and for which they receive remuneration, they are not required to obtain permission for activities outside of their resident qualification, regardless of whether they are a regular student or a non-regular student and they shall be permitted to work 28 hours a week in activities outside the scope of their qualification (8 hours a day or less during a long holiday period).

However, if their resident qualification is “accompanying a family member,” the person must obtain from the Immigration Bureau a permit to engage in activities outside the scope of their qualification. Please submit a copy of the relevant permit to the Bureau of Personnel Affairs 10 days prior the intended employment start date.

4) Application for Reductions

As is shown the below, withholding tax is treated differently depending on the period of continuous employment and the declaration filed.

	Continuous period of employment	Does a declaration need to be filed?	Withholding tax
(1)	Not exceeding 2 months ^{※1}	No	Amounts less than 9,300 yen per day are not taxed
(2)	Exceeding 2 months, a declaration filed at an office other than Sophia University	No	Is taxed.
(3)	Exceeding 2 months, works in another position, a declaration has been filed	No	It is taxed according to the amount paid. However, a monthly salary that when combined with the salary of any other positions is less than the following amounts is not taxed. Students - 119,000 yen per month Non-students- 88,000 yen per month Amounts less than that are not taxed.
(4)	Exceeding 2 months, a declaration has not been filed with Sophia University or with another office	Optional	Is treated the same as (3) when a declaration has been filed and the same as (2) when it has not been filed.

※1 Includes the hours worked in relation to other work duties within the University (currently held positions, such as temporary employees, TA, RA, etc.)

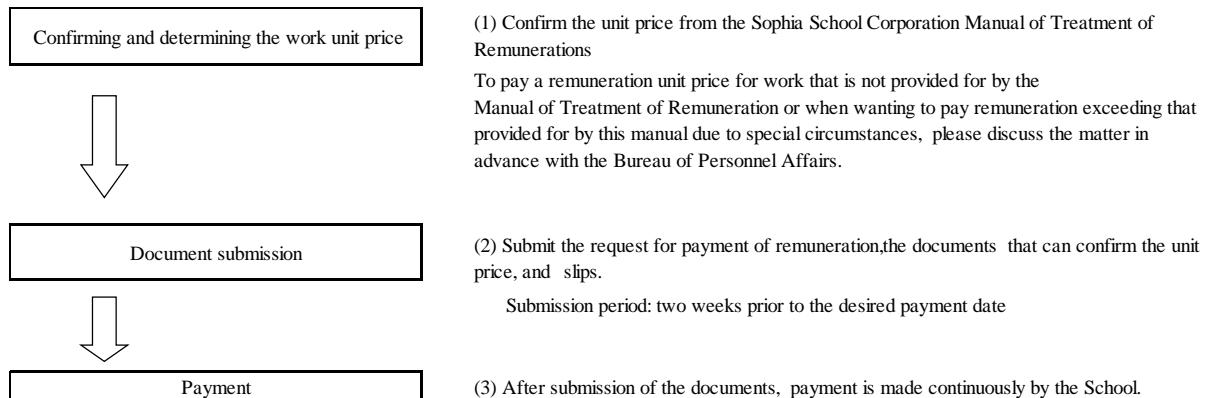
An Application for Reductions must be submitted each year.

5) Transportation expenses

- i. The actual transportation expenses can be provided for employees receiving part-time work remuneration.
- ii. Transportation expenses provided for employees receiving part-time work remuneration shall be the actual transportation costs, with the upper limit set as 1,800 yen per day. However, students in a University undergraduate program shall only be provided with travel expenses during holiday periods when they have no classes scheduled at the University.
- iii. Please inquire separately to the Bureau of Personnel Affairs for the treatment of payments of actual costs required for official travel, such as the distribution and collection of questionnaires, the acquisition of documents, etc.

(3) Other remuneration

1) Flow of procedure



Notes

- i. When determining the remuneration unit price for remuneration in order to conduct research overseas, please investigate thoroughly the typical prices in the country concerned and make sure the amount provided is not excessive.
- ii. Please confirm the items in P.35, “8-3-1(1) Types of remuneration and descriptions” for the documents required for the payment procedures.
- iii. Deliverables accompanying services, such as translations, proofreading, and tape transcriptions, must undergo items inspection procedures at the Inspection Center.

2) Transportation expenses and travel expenses

- i. The remuneration unit price for “Other remuneration” shall include transportation expenses and other expenses, but when work is entrusted to person living in a location requiring a one-way journey of 50 km or more or a one-way journey of 2 hours or more, or when it is deemed to be particularly necessary, travel expenses other than remuneration can be provided.
- ii. When expenses are provided with remuneration, they shall be subject to national income tax withheld (10.21%*). However, when there is an invoice or receipt issued by the airline company, travel agency, etc., that is addressed to Sophia School Corporation for the actual cost, the amount can be treated as tax exempt. Please contact the Bureau of Personnel Affairs for further details.

*Includes the Special Income Tax for Reconstruction

(4) Payment of remuneration to a person invited from overseas

The rate of national income tax withheld that applies to short-term visitors (non residents) who will not be residing in Japan for more than 1 year is a flat rate of 20.42%*, but in order to avoid double taxation between Japan and the country in which that person normally resides, an income tax convention system is in place through agreements between Japan and various countries so that income is not subject to taxation in Japan and a home country.

- 1) Income tax conventions do not apply for all countries and in addition, the content is different according to the country; therefore, please make sure to consult with the Bureau of Personnel Affairs about your situation.
- 2) Persons invited from countries with which Japan has an income tax convention are, in principle, exempt from taxation. After filling in the required items on the prescribed form provided by the Bureau of Personnel Affairs (Application Form for Income Tax Convention), please submit it to the Bureau of Personnel Affairs.
- 3) In addition to the usual Application Form for Income Tax Convention, residents of the United States, France, the United Kingdom, and Australia, the Netherlands, Switzerland, New Zealand and Sweden must submit an Attachment Form for Limitation on Benefits Article (provided by the Bureau of Personnel Affairs) and a Certificate of Residency from their country of residence. The procedures to acquire a Certificate of Residency normally take one month or more and also certain conditions must be met in order for the document to be issued. If you know you are going to be invited to Japan from one of the above countries, please arrange to obtain this certificate before you receive the invitation. If you cannot obtain it prior to entering the country, you will be required to pay the prescribed national income tax withheld (20.42%*).
- 4) It is possible that in the future, revisions to the relevant laws will mean citizens from an increasing number of countries will be required to submit attached documents in addition to the application form, such as the case with citizens of the above eight countries. If an income tax convention applies to your situation, please confirm the details with the Bureau of Personnel Affairs.

*Includes the Special Income Tax for Reconstruction

(5) Payments by reimbursement

The payee bank account shall be the bank account of the person engaged in the work or collaborating with the research, but payments by reimbursement are only possible in the case of "Other remuneration." In such cases, from the perspective of not impeding tax processing for that fiscal year, please complete the payments to the relevant person by some point during December of the relevant fiscal year.

8-3-2. Method of payment of personnel expenses

When research funds obtained from outside of the University are intended to be used to employ research fellows (research project post-doctorates (projects PDs)), research assistants (research project research assistants (project RAs)), or other administrative staff, please discuss the matter with the Center for Research Promotion and Support in advance and at the earliest possible stage, such as at the point in time that the expenses to apply for the relevant research funds are being estimated. Also, please inquire to the Bureau of Personnel Affairs for the details of the procedures for employing the relevant person.

Sophia School Corporation Remuneration Unit Price Standards

Type of work	Category	Unit	Upper limit (yen)	Summary	Rate of national income tax withheld (Note 1, Note 2)	Payment application category
1. Remuneration for part-time work	1) Comparatively simple work duties	Hourly rate	930		1) Continuous employment of 2 months or less: Table of Monthly Amounts, Class C 2) Continuous employment of more than 2 months: Table of Monthly Amounts; Class A or Class B (for both 1) and 2), the tax rate for non-residents is 20.42%) *Income Tax Law Article 183	Compensation for services
	2) Complicated and diverse clerical work, other work duties	Hourly rate	980			
	3) Work duties requiring specialist knowledge, technical skills, or experience	Hourly rate	1,090			
	4) Work duties requiring a high level of specialist knowledge, technical skills, or experience	Hourly rate	1,280			
2. Remuneration for lectures	1) Special lectures	1.5 hourly rate	100,000	Special lectures are those lectures held for all students and University staff that possess a special characteristic, such as a commemorative lecture, and include requests to well-known academics, etc.	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment
	2) General lectures (professor / officer class)	1.5 hourly rate	50,000			
	3) General lectures (associate professor / head of bureau class)	1.5 hourly rate	30,000			
	4) General lecturers (other than the above)	1.5 hourly rate	10,000			
3. Remuneration for attendance at meetings	1) Professor / officer class	No. of times	15,000	When from the University budget, to be provided only to persons from outside of the University.	1) In the case of a commission contract for a fixed period of time Table of Monthly Amounts: Class B (non-residents: 20.42%) *Income Tax Law Article 183	Compensation for services
	2) Associate professor / head of bureau class	No. of times	10,000			
	3) Other than above	No. of times	5,000		2) Other than above No withholding at source (tax return filed by person in question)	Remuneration for assignment
4. Remuneration for preparing a manuscript	1) Japanese	No. of sheets	1,500	1 sheet = 400 characters	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment
	2) Foreign language	No. of sheets	4,500			
5. Remuneration for proofreading a manuscript	1) Japanese	No. of sheets	800	1 sheet = 400 characters	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment
	2) Foreign language	No. of sheets	2,400	1 sheet = 300 characters		
6. Remuneration for translations	1) Foreign language → Japanese	No. of sheets	2,400	1 sheet = 400 characters	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment
	2) Japanese → foreign language	No. of sheets	4,800	1 sheet = 300 characters		
	3) Foreign language → foreign language	No. of sheets	7,200	1 sheet = 200 characters		

Sophia School Corporation Remuneration Unit Price Standards

Type of work	Category	Unit	Upper limit (yen)	Summary	Rate of national income tax withheld (Note 1, Note 2)	Payment application category	
7. Remuneration for interpreting	1) Simultaneous interpreting	Day rate	100,000	When 4 hours or less, half the day rate	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment	
	2) Consecutive interpreting	Per hour	10,000				
8. Remuneration for teaching and/or guidance requiring specialist knowledge, etc.		No. of times	5,000	Arts, sports, and other areas requiring such specialist knowledge	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204	Remuneration for assignment	
9. Tape transcription	1) Japanese	Item	8,000	1 item = 60 minute tape	No withholding at source (tax return filed by the relevant person)	Remuneration for assignment	
	2) Foreign language	Item	12,000				
10. Word-processor engrossment		Sheets	950	1 sheet = 400 characters	No withholding at source (tax return filed by the relevant person)	Remuneration for assignment	
11. Remuneration for producing a website homepage, etc.	1) Planning, program design	No. of times	30,000		No withholding at source (tax return filed by the relevant person)	Remuneration for assignment	
	2) Producing a website top page	Sheets	10,000	1 sheet = A4 size	Rate of national income tax withheld: 10.21% (non-residents: 20.42%) *Income Tax Law Article 204		
	3) Producing general pages on the website	Sheets	5,000				
	4) Updating work	No. of times	5,000				

(Note 1) "Non-resident" indicates a short-term resident who does not have a residency qualification to stay in Japan for more than one year. He/she is required to pay a uniform rate of national income tax withheld of 20% (Income Tax Law Article 164).

(Note 2) From January 1, 2013, Japan has levied the Special Income Tax for Reconstruction. For this tax, 2.1% is levied on national income tax withheld. (Residents: 10% → 10.21% non-residents: 20% → 20.42%)

9.General items of concern on the spending of funds

9-1.Requirements for evidence vouchers

Documents such as receipts, invoices, delivery slips, and estimates shall not be recognized as evidence documents if they do not meet certain requirements. On receiving such documents, please confirm that they include the required contents shown below. Moreover, photocopies cannot be used as evidence documents.

In conjunction with the implementation of the item inspection (*kenpin*) system for all items from FY2012, receipts and delivery slips (or vouchers equivalent to the delivery slip) must be stamped with the item inspection stamp (*kenpin-in*) designated by the Inspection Center, in addition to the required points below. Please be aware that a delivery slip, receipt, or equivalent voucher that has not been stamped with the inspection stamp cannot be accepted and without them, the payment cannot be made.

For further details on the item inspection and acceptance inspection procedures, please refer to “8-1.Procedures for the purchase of equipment/supplies.”

9-1-1.Items to be confirmed on the delivery slip and invoice

Address: The delivery slip should be addressed clearly to “Sophia University” or “Sophia School Corporation.” *For the Grants-in-aid for Scientific Research (*kakenhi*), add Faculty and name of principal researcher.

Date of issue:
The date of issue must be given (date must be during the appropriate fiscal year; documents dated with any other year is invalid.)

Name and seal of the issuer:
Name, seal of issuer and company seal must be given.
*Company seal is required for business corporations and limited companies. If the issuer is an individual, name and seal are required.

〒 102- 8554 東京都千代田区紀尾井町7-1 03-3238-3182 上智大学 文学部 上智次郎様	納 品 書		納品日: 平成XX年4月10日 伝票番号 03-100 担 当 千代田 太郎		
			株式会社 紀尾井商事 〒 102- 8554 東京都千代田区紀尾井町7-1 電話: 03-3238-9999 みずほ銀行 四ツ谷支店 当座預金 999-99999		
下記の通り納品申し上げます。					
月 日	商品名	数量	単価	金額	備考
4 10	CD-R	10	1,200	¥12,000	Amount of item: Amount must be clearly stated. There are cases where it is not stated on the delivery slip
	バインダー	5	350	1,750	
	ファイル	10	80	800	
合計	税 抵	14,550	消費税	728	総 額
					¥15,278

Item or content of services received:
Check that the name of the item/content of services and amount of transaction are stated.
If details are not given, please attach supportive documents that include the details.

Important

A delivery slip, receipt, or equivalent voucher for the relevant item that has not received an item inspection stamp at the Inspection Center will not be accepted as an evidence voucher.

9-1-2. Items to be confirmed on the receipt

A receipt issued from a cash register (upper image) and a general receipt (lower image)

Address and telephone number of the issuer

Breakdown of the payment

Address: The delivery slip should be addressed clearly to "Sophia University" or "Sophia School Corporation."

*For Grants-in-aid for Scientific Research (*kaken hi*), add Faculty and

Item or content of services received:

Check that the name of the item/content of services and amount of transaction are stated.

Revenue stamps:

領收証書
毎度ありがとうございます
上智大学 文学部
上智 次郎 様

〒100-8798 郵便事業株式会社
東京都千代田区霞が関1-3-2
20XX年4月3日 16:28

[別納2]
第一種定形
18.0g
@80 1通
¥80
特殊取扱
(内訳)
速達
¥270
小計
¥350

[販売]
80円普通切手(キジバト)
80円 50枚
¥4,000
小計
¥4,000
課税計
(内消費税等
¥16)
非課税計
¥4,000

合計
¥4,350
お預り金額
¥5,000
おつり
¥650

印紙税申告納付につき麹町税務署承認済

担当 野添 美紀 発行No.72484 端01箱01
連絡先: 麹町本通郵便局
TEL: 03-3262-9805

Caution!
The amount:
Is the total amount per receipt sheet under 10,000 yen

Date of issue: The date of issue must be given (date must be during the

領收書
発行日: 平成XX年4月15日

Name and seal of the issuer: Name, seal of issuer and company seal must be given.
*Company seal is required for business

株式会社 紀尾井商事
〒102-8554
東京都千代田区紀尾井町9
電話: 03-3238-9999

Revenue stamps:
A revenue stamp (and a seal impressed across it) is required on the receipt for cash transactions of 50,000 yen or more. This is not applied to payments made by credit cards.

9-1-3. Other notes

- (1) Even when purchasing items overseas, it is necessary to submit evidence documents that show the same required items that confirm the transaction as indicated in the preceding article, such as for receipts and other documents. If you anticipate that it will be difficult to obtain such a receipt, please prepare in advance an English-language receipt (designated form).
- (2) From FY2014, from the perspectives of responding to the increasingly strict accounting procedures and to facilitate well-planned research funding, please be aware that the submission deadline for evidence vouchers for reimbursement payments has been changed to within 3 months of the date of receipt (that is shown on the receipt). (but excluding cases when the person does not attend or work at the University during the relevant time period due to sabbatical leave, long-term training, etc.) If a credit card statement is submitted in place of a receipt, the submission deadline will be calculated retroactively from the date the card was used.

9-2. Matters relating to other spending procedures

9-2-1. Exchange rates when payments are made in foreign currencies

When payments are transacted in a foreign currency, it is necessary to convert them to Japanese yen when the request for reimbursement is made. The exchange rate shall be the rate (issued by the Bureau of Financial Affairs) at the point when the payment slip is issued. As an exception, travel expenses are converted to Yen based on the rate of the day the Bureau of Personnel Affairs calculates the expenses. Please convert the amount to yen using the rate announced each week on the Sophia Noticeboard via the Administrative network or the Sophia School Corporation intra-University homepage (<http://clmars.cl.sophia.ac.jp>).

If a credit card was used for the transaction, it is also possible to apply for reimbursement with the amount shown on the credit card statement.

9-2-2. When using a credit card

- (1) Payment method: limited to single payments (revolving or instalment payments cannot be used).
- (2) If there is a receipt: payments by reimbursement are repaid based on the relevant receipt.

If there isn't a receipt: it will be necessary to provide the originals of the documents that can be used to confirm the details of the payment, such as the invoice and delivery slip from the relevant supplier, and the detailed statement of credit card use issued by the credit card company.

- (3) The credit card company may require one or two months to deliver the detailed statement of credit card use; therefore, please try as much as possible to refrain from using your credit card around the end of the fiscal year. Also, please be aware that if the date the credit card is debited is after April 1 of the following fiscal year, it will not possible to pay the amount from the research funds from the preceding fiscal year.

9-2-3. Use of shopping points relating to a payment by reimbursement

Payments made by using shopping points are not subject to reimbursement. Reimbursements can only be made for the amount paid by cash or credit card. Moreover, discount purchases using shopping points cannot be applied to purchases of equipment and fixtures, for asset handling reasons.

9-2-4. Internet transactions

When a transaction with overseas vendors and academic societies is made via the Internet where orders are placed via the Internet and payments are made according to the card information submitted at the time of application, the payment procedures are as follows:

(1) The following two documents will be necessary:

- i) An original copy of the credit card statement issued by the credit card company
- ii) Documents showing the details of the transaction printed out of the computer screen (e.g. date, the supplier, price, transaction details, etc.)

[Notes]

Payment details shown on a credit card statement issued by a credit card company are not sufficient. Original documents are required as well as documents printed from a PC, which can be repeatedly copied.

(2) For Amazon purchases

As an exception to this rule, credit card statements are not required for online purchases made from a company such as Amazon as long as an original copy of a document that states the following information can be submitted: the original credit card transaction document indicating (i) "Paid via Visa", etc.) and (ii) the balance due as 0.00. On the other hand, expenses cannot be settled only with the credit card statement, since the above document may be submitted separately and cause duplicate payment.

[Notes]

Documents from Amazon normally contain information such as the item name, price, total amount, and date of purchase, which clearly indicates what has been purchased. In addition, "Paid" and "Balance Due 0.00" indicates that the item(s) has been paid for.

(3) For purchases on Amazon.co.jp (excludes Amazon.co.jp Marketplace purchases)

Required evidence documents

- i) When a "**Delivery statement and Receipt**" is enclosed with the delivered item, hand in the "**Delivery statement and Receipt**." For items that require an item inspection, the form must have the items inspection stamp.
- ii) When only a "**Delivery statement**" is enclosed with the delivered item, hand in the following 2 documents:
 - "**Delivery statement**" (For items that require an item inspection, the form must have the items inspection stamp.)
 - "**Receipt**" of the purchased item: the "**Receipt**" can be printed out from "Your Orders" page by accessing the Amazon.co.jp "Your Account" page.

[Notes]

Payments cannot be settled only with the "Receipt" since it can be printed out from the computer many times and cause duplicate payment.

- *For Amazon Marketplace purchases, print out the “Receipt” from the “Your Account” page and submit it with the “Shipping slip,” which is equivalent to the “Delivery statement.”
- *Some of the orders may not have a delivery statement enclosed with the delivery. In this case, please submit any documents (e.g. shipping note handwritten by the retailer, etc.) that provide details of the purchase.
- *If you access “Your Orders” page several times, the “Receipt” will display the word “COPY” after the second print out. In principle, we cannot accept a “Receipt” that bears the word “COPY.” We strongly advise you to print out the “Receipt” at the time of the first access.
- *For further details, please refer to the “Help” section of Amazon.co.jp.
- *If you order several items in one order, the receipt will not be displayed on the “Your Orders” page until all items are shipped. If there is a possibility that any of the items you order will be subject to delayed shipment, please place the orders separately.
- *For any Amazon purchases other than from Amazon.co.jp (Amazon.com, etc.), please submit an original copy of the delivery statement that shows the details such as the item name, price, total amount, date of purchase, and confirmation that the payment has been completed by credit card (an indication of “Paid” and “Balance due 0.00” is necessary), as mentioned previously.

(4) For Kinokuniya “Book Web Pro” purchases

If you purchase books through Kinokuniya’s Internet bookstore “Book Web Pro,” a “Purchase details and Receipt” will be sent to you. Payments can only be settled with this form, without the credit card statement.

- ★ For purchases made at retailers other than Amazon and Kinokuniya “Web Book Pro,”, payments can be made if an original copy of the document that states the following information can be obtained: the credit card transaction document indicating (i) “Paid”, (ii) card type, and (iii) the balance due 0.00. However, if the document cannot be confirmed as an original copy, we may ask you to submit the credit card statement.

Note on Grants-in-Aid for Scientific Research payments

- In principle, payments cannot be handled by cash (a cash payment at the counter of the Bureau of Financial Affairs) or done using a post office voucher.
- For information on overseas remittance procedures, please inquire at the Center for Research Promotion and Support in advance.

10. Related University regulations and guidelines

The main regulations, etc., on the payment and management of research funds are as follows

上智大学公的研究費等にかかる不正防止計画

(Countermeasure scheme against unauthorized use of Sophia University public research funds)

上智大学学術研究倫理に関するガイドライン

(Sophia University Guidelines for Academic Research Ethics)

上智大学研究費の適正な使用・管理のガイドライン

(Sophia University Guidelines for Appropriate Use and Management of Research Funds)

上智大学における研究費の不正使用に係る調査の手続きに関する内規

(University regulations regarding investigation procedures for unauthorized use of Sophia University research funds)

上智学院経理規程 (Jouchigakuin keiri kitei)

上智学院物品等購入手続 (Jouchigakuin buppin tou kounyu tetsuzuki)

上智学院謝金取扱要領 (Jouchigakuin shakin toriatsukai youryou)

上智学院旅費規程 (Jouchigakuin ryohi kitei)

上智大学科学研究費助成事業事務取扱要領

(Jouchidaigaku kagaku kenkyuuhi josei jigyou jimu toriatsukai youryou)

上智大学科学研究費助成事業旅費取扱に関する細則

(Jouchidaigaku kagaku kenkyuuhi josei jigyou ryohi toriatsukai ni kansuru saisoku)

The relevant regulations, including the above-mentioned, can be found on the University homepage, which can be accessed by connecting to the intra-University network from the PCs in research facilities and other campus locations.

Sophia University official homepage (research page)

<http://www.sophia.ac.jp/jpn/research/sunivrsc/>

Sophia School Corporation Regulations

<http://kitei.cl.sophia.ac.jp/>

11. Other matters relating to research activities

11-1. Inputting and updating “Information about Sophia’s Education and Research Database”

The University has constructed the “Information about Sophia’s education and research” database with the objective of disseminating information on the educational research activities being carried out by its faculty member to the society.

This database communicates to people outside of the University the information that is input into it on each individual faculty member’s educational research activities. In order to ensure this publically available information is up-to-date at all times, please make sure to input and update your data regularly.

Method of logging on to the “Information about Sophia’s Education and Research Database”.

(1) Open your Internet browser and type in the following address into the address bar.

<https://rscdb-i.cc.sophia.ac.jp/>

Or, after logging in to Loyola, the top screen will show the above-mentioned URL and you can also click on this link to access it.

(2) Input your individual code and password

Individual code: University personnel number (8 digits)

Password: In the initial settings it will be the same as your individual code. Please change it after logging in for the first time.

* Inquiries about the database: Center for Research Promotion and Support, Bureau of Academic Research and Information (tel: 03-3238-3173)

11-2. Procedures for intellectual property and patents

One of the important missions required of the University is to create intellectual property, establish and maintain a system for its management and utilization, and return it to society.

In order to carry out this mission, the University enacted the Sophia University Regulations on Inventions, and Sophia University Intellectual Property Policy, etc. If you should invent something during the course of your normal research activities, first please contact the Center for Research Promotion and Support. After being notified of an invention, Center for Research Promotion and Support will convene the Invention Committee to discuss it and if it determines that the invention belongs to the organization, it will initiate application proceedings with the Patent Office.

To obtain your rights as an inventor, you must submit an application to the Patent Office and have it accepted. Please report any invention as quickly as possible so that the best possible use can be made of your important research results.

Inquiries: Center for Research Promotion and Support (tel: 03-3238-3173)

11-3. Reviews of conflicts of interest

When a faculty member is provided with public research funds, or when he or she plans to use public research funds for their research activities, a review may be carried out to make sure that the individual economic profit of the relevant faculty member and their obligations to non-University organizations are not in conflict with the mission of the University or their obligations within the University (conflicts of interest). Please contact the Center for Research Promotion and Support when applying for public research funds for which this review is obligatory.

These reviews are carried out by the Conflicts of Interests Committee.

11-4. Reviews of ethics for ‘Research on Human Subjects’

When conducting research on human subjects that requires data concerning personal information, personal conduct, environment, information on mental and physical state, the method of investigation and management of acquired data must satisfy the requirements of ethics review. Research involving human participants will be subject to ethics review to check if the research will consider all relevant scientific and social methods and means.

These reviews are carried out by the Ethics Committee for ‘Research on Human Subjects’ at Sophia University’.

For further details, please contact the above-mentioned Center for Research Promotion and Support.

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