

Title: Implementing research ethics education and compliance education

Implementing research ethics education and compliance education

In accordance with guidelines stipulated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), Kyushu University offers the following:

- Research Ethics Education, for researchers who wish to learn about the ethical codes they must observe.
- Compliance Education, to teach faculty members about research fund usage rules and misuse prevention measures.

These courses are offered to help prevent misconduct in research activities and to promote proper research procedures, as well as to prevent the misuse of research funds and teach proper research fund management.

Both courses are available via the e-learning system. Those who are obligated to take the course(s) are requested to review the following and complete the course(s) as soon as possible.

◇**Research Ethics Education**◇

◆**Purpose**

In line with the announced publication of “Guidelines for the Prevention of Improper Conduct in Research Activities” (stipulated by MEXT Minister) on August 26, 2014, research organizations are required to ensure the implementation of research ethics education for researchers. This is so they can learn about ethical codes and develop their sense of professional ethics, to prevent misconduct and ensure proper research activities. Since April 2015, Kyushu University has made it a policy to appoint each Department Director to serve as a Research Ethics Education Officer. Research Ethics Education Officers must offer regular research ethics education to researchers, research assistants and other staff members or students engaged in research activities who belong to their department.

◆**Who needs to take the course**

(1) **Obligated: People who are required to take the course and submit a completion certificate. Their attendance status is monitored by the Research Ethics Education Officer.**

All those directly engaged in research activities, including faculty members (and special fixed-term faculty members), URAs, those engaged in research activities out of the technical staff and hospital medical staff, research fellows, research assistants (research technicians and students hired as research assistants, assistant technicians), university members who apply for Grants-in-Aid for Scientific Research, research fellows of the Japan Society for the Promotion of Science (SPD, PD), and graduate students (M, D).

(2) Recommended: People who are urged to take the course, but who do not need to submit a completion certificate. Their attendance status is not monitored by the Research Ethics Education Officer.

Extramural researchers who are engaged in research activities for fixed-term joint research at Kyushu University, undergraduate students (especially those who have just been assigned to a laboratory), persons in charge of accepting information regarding misconduct, and clerical staff in research support sections.

◆ **How to take the course**

(1) Access the following URL (external link):

<https://edu.citiprogram.jp/>

(2) How to log in

Log in from the home page where you see “Already Registered?” (bottom-left of the screen) with your ID and password.

[CITI Japan ON Screen e-Learning Course Procedures \(\(2016 Version\)](#)

What is your ID?

Faculty members of the University: QD + Staff No. (8 characters)

Graduate and undergraduate students: QD + Student No.

*For details regarding your password and how to take the course, refer to the notice dated April 23, 2015, entitled “Implementation of Research Ethics Education for Proper Research Activities (Kyudai Kenso No.14).”

(3) Click “Responsible Research Behavior Digest” on the course screen and take the test at the end. If you answer more than 80% of the questions correctly, you can complete the course. After you complete the course, a certificate will be issued. Those who are obligated to take the course must print out the certificate and submit a copy to their Research Ethics Education Officer (Department

Director).

◇Compliance Education◇

◆Purpose

“Guidelines for Managing and Auditing Public Research Funds at Research Institutions” (stipulated by MEXT Minister) were revised as of February 18, 2014. Research organizations are now required to carry out new initiatives to prevent the misuse of research funds. The revised guidelines require the implementation of compliance education by each Compliance Promotion Officer (each Department Director) in order to give top priority to raising the professional awareness of those concerned. In light of this, Kyushu University decided to implement “Compliance Education on the Use and Management of Research Funds” and to prepare a system for measuring the attendance and understanding of all those concerned with the use and management of research funds, and to ask them to submit a written confirmation.

◆Who needs to take the course

(1) Obligated

- Faculty members (including special fixed-term faculty members)
- Staff other than faculty members who are engaged in the use and management of research funds (chief researchers, budget managers, URAs)

*People other than staff members (professors emeriti, research fellows of the Japan Society for the Promotion of Science, and etc.) who are engaged in the use and management of research funds (serving as chief researchers) are also obligated.

*To determine whether or not you are obligated to take the course, please ask at the clerical division of your department.

(2) Recommended

- Any staff members who are not obligated

◆How to take the course

(1) Access the following URL (Kyushu University e-Learning System):

<https://bb9.iii.kyushu-u.ac.jp>

(2) How to log in

Log in with your university-wide authorization ID (SSO-KID) and your password.

*If you don't have "SSO-KID," or have forgotten your ID or password, please visit the Kyushu University Single Sign-On (SSO) Web Portal (<http://sso.kyushu-u.ac.jp/forms.html>).

(3) Select "Research_Funds: Compliance Education on the Use and Management of Research Funds" from the course list, and complete the course by referring to the instructions. (Everything will be processed through the e-learning system. You will not have to print the written confirmation.)

(Reference) Course manuals for Compliance Education on the Use and Management of Research Funds

(Kyushu University on-campus use only pages)

<http://kenkyuhi-in.jimu.kyushu-u.ac.jp/tsuchi/manual20150323.pdf>

◇Other links◇

<Research Ethics Education >

◆Measures against misconduct in research activities (MEXT website)

http://www.mext.go.jp/a_menu/jinzai/fusei/index.htm

◆Promotion of proper research activities (Kyushu University website)

<http://www.kyushu-u.ac.jp/ja/research/ethics/propulsion/>

<Compliance Education>

◆Management and audit of public research funds at research organizations (MEXT website)

http://www.mext.go.jp/a_menu/kansa/08122501.htm

◆Related information on using research funds (Kyushu University on-campus use only pages)

<http://kenkyuhi-in.jimu.kyushu-u.ac.jp/>

◇Inquiries◇

Regarding research ethics education:

Scientific Research Promotion Division, Research Promotion Department,
Kyushu University

TEL: 092-802-2319, 2320 (Extension: Ito 90-2319, 2320)

E-mail: kenkyurinri@jimu.kyushu-u.ac.jp

Regarding compliance education:

Finance and Planning Division, Finance Department, Kyushu University

TEL: 092-802-2337 (Extension: Ito 90-2337)

E-mail: zassyosa@jimu.kyushu-u.ac.jp

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