

## Consultation service for usage rules and office procedure

### < Inquiry counters at the University at a whole >

Content of consultation		Inquiry counter	Phone number	
Matters concerning application procedure and usage rules for research funds	Matters concerning research funds	Grant Support Section, Grant Support Office, Research and Industrial Collaboration Promotion Department	90	2327
	Matters concerning trustee agreements	Funded Research Contract Section, Industrial Collaboration Promotion Division, Research and Industrial Collaboration Promotion Department	092-400-0547	
Matters concerning accounting procedures		Finance and Planning Section, Finance and Planning Division, Finance Department	90	2337

※ Contract the department in charge about the competitive research funds whose jurisdiction does not belong to「Research and Industrial Collaboration Promotion Department」

< Inquiry counters at departments >

【◇】:Inquiry counters for matters concerning applications

【☆】:Inquiry counters for matters concerning accounting procedures

Name of department or project	Inquiry counter	Phone number	
School of Letters, School of Education, Graduate School of Humanities, Graduate School of Human-Environment Studies, Faculty of Humanities, Faculty of Human- Environment Studies	【◇】 Academic Cooperation Section, General Affairs Division, Administrative Office (Humanities, Social and Cultural Studies, Human-Environment Studies, Law, Economics, and Languages and Cultures Humanities, Human-Environment Studies, Law and Economics)	90	6321
	【☆】 Accounting Section 1, Financial Affairs Division, Administrative Office (Humanities, Social and Cultural Studies, Human- Environment Studies, Law, Economics, and Languages and Cultures Humanities, Human- Environment Studies, Law and Economics)		6332
School of Law, School of Economics, Graduate School of Law, Law School (Professional Graduate School), Graduate School of Economics, Faculty of Law, Faculty of Economics, Graduate School of Integrated Sciences for Global Society, Faculty of Social and Cultural Studies, Faculty of Languages and Cultures, Advanced Asian Archaeological Research Center	【◇】 Academic Cooperation Section, General Affairs Division, Administrative Office (Humanities, Social and Cultural Studies, Human-Environment Studies, Law, Economics, and Languages and Cultures Humanities, Human-Environment Studies, Law and Economics)	90	6321
	【☆】 Accounting Section 2, Financial Affairs Division, Administrative Office (Humanities, Social and Cultural Studies, Human- Environment Studies, Law, Economics, and Languages and Cultures Humanities, Human- Environment Studies, Law and Economics)		6335

School of Sciences, Graduate School of Sciences, Graduate School of Mathematics, Graduate School of Systems Life Sciences, Joint Graduate School of Mathematics for Innovation, Faculty of Sciences, Faculty of Mathematics, Institute of Mathematics for Industry, Radioisotope Center, The Kyushu University Museum, International Research Center for Space and Planetary Environmental Science, Low Temperature Center, Research Center for Advanced Particle Physics	【◇】	Research Support Section, General Affairs Division, Administrative Office(Sciences) General Affairs Division	90	4006
	【☆】	Travel expenses, Fees: Accounting Section, Financial Affairs Division, Administrative Office (Sciences) Matters concerning goods purchase: Supplies Section, Financial Affairs Division, Administrative Office (Sciences)		4018 4021
School of Medicine, Graduate School of Medical Sciences, Faculty of Medical Sciences, Research Center for Education in Health Care System, Research Center For Environment and Developmental Medical Sciences	【◇】	Research Strategy Section , Academic Research Cooperation Division , Administrative Office (Medical Sciences, Dental Science and Pharmaceutical Sciences)	91	6780
	【☆】	Accounting Section 1, Financial Affairs Division, Administrative Office (Medical Sciences, Dental Science and		6006
School of Dentistry, School of Pharmaceutical Sciences, Graduate School of Dental Science, Graduate School of Pharmaceutical Sciences, Faculty of Dental Science, Faculty of Pharmaceutical Sciences, Medical Institute of Bioregulation	【◇】	Research Strategy Section, Academic Research Cooperation Division, Administrative Office (Medical Sciences, Dental Science and Pharmaceutical Sciences)	91	6780
	【☆】	Accounting Section 2, Financial Affairs Division, Administrative Office (Medical Sciences, Dental Science and Pharmaceutical Sciences)		6005

Kyushu University Hospital	<p>【◇】 Academic Cooperation Section, Academic Research Support Division, Administration Department (University Hospital)</p>	91	6031
	<p>Generalization: Audit Section, Management Planning Division, Administration Department (University Hospital)</p> <p>【☆】 Travel expenses, Fees: Payroll Section, General Affairs Division, Administration Department (University Hospital)</p> <p>Matters concerning goods purchase: Supplies Section 1, Accounting Division, Administration Department (University Hospital)</p>		5034 5042 5058
Center for Advanced Medical Innovation (CAMI)	<p>【◇】 Academic Cooperation Section, Academic Research Support Division, Administration Department (University Hospital)</p>	91	6031
	<p>Generalization: Research Fund Management Section, Academic Research Support Division, Administration Department (University Hospital)</p> <p>【☆】 Travel expenses, Fees: Research Fund Management Section, Academic Research Support Division, Administration Department (University Hospital)</p> <p>Matters concerning goods purchase: Supplies Section 1, Accounting Division, Administration Department (University Hospital)</p>		6032 5058
Kyushu University Beppu Hospital	<p>【◇】 General Affairs Section, attached to Head of Administration, Beppu Hospital, Administration Department (Beppu Hospital)</p>	0977-27-1602	
	<p>【☆】 Management Planning Section, attached to Head of Administration, Beppu Hospital, Administration Department (Beppu Hospital)</p>	0977-27-1609	
School of Engineering, Graduate School of Engineering, Faculty of Engineering, Center for Molecular Systems (CMS), Bioengineering Research Center, Urban Institute, Research Center for Steel, Center for Future Chemistry, The Ultramicroscopy Research Center, Natural Disaster Information Center of Western Japan, Center for Polymer Interface and Molecular Adhesion Science, Center for Accelerator and Beam Applied Science	<p>【◇】 Academic Promotion Section, Academic Research Support Division, Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)</p>	90	2405
	<p>【☆】 Accounting Section 1, Accounting Division, Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)</p>		2715

Graduate School of Information Science and Electrical Engineering, Graduate School of Integrated Frontier Sciences, Faculty of Information Science and Electrical Engineering, System LSI Research Center (SLRC), Research Institute of Superconductor Science and Systems, International Research Center for Hydrogen Energy, Center for Japan-Egypt Cooperation in Science and Technology (E-JUST Center), Center of Plasma Non-interface Engineering, Research Center for Hydrogen Industrial Use and Storage, Research and Development Center for Five-Sense Devices, Education and Research Center for Mathematical and Data Science, Center for Organic Photonics and Electronics Research (OPERA), Next-Generation Fuel Cell Research Center, Research Institute of Advanced Electric Propulsion Aircrafts	【◇】 Academic Promotion Section, Academic Research Support Division, Administrative Office ( Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)	90	2405
	【☆】 Accounting Section 2, Accounting Division, Administrative Office ( Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)		2400
School of Design, Graduate School of Design, Faculty of Design, Center for Designed Futures	【◇】 Research Support Section, General Affairs Division, Administrative Office (Design)	95	4429
	【☆】 Accounting Section, Financial Affairs Division, Administrative Office (Design)		4411
School of Agriculture, Graduate School of Bioresource and Bioenvironmental Sciences, Faculty of Agriculture, Environmental Control Center for Experimental Biology, Institute of Tropical Agriculture, Material Management Center, Plant Frontier Research Center, University Farm	【◇】 Research Support Section, General Affairs Division, Administrative Office (Agriculture)	90	4507
	【☆】 Accounting Section, Financial Affairs Division, Administrative Office (Agriculture)		4512
University Forest	【◇】 Research Support Section, General Affairs Division, Administrative Office (Agriculture)	90	4507
	【☆】 General Affairs Section for University Forest, Financial Affairs Division, Administrative Office (Agriculture)		092-948-3102

Interdisciplinary Graduate School of Engineering Sciences, Faculty of Engineering Sciences, Research Institute for Applied Mechanics, Institute for Materials Chemistry and Engineering, Center of Advanced Instrumental Analysis, Research Center for Green Technology, Research Center for Synchrotron Light Applications, Research Center for Plasma Turbulence, Research and Education Center for Offshore Wind, Inter-University Network for Common Utilization of Research Equipments	【◇】	Research Support Section, General Affairs Division, Administrative Office (Chikushi Campus)	93	7917
	【☆】	Accounting Section, Financial Affairs Division, Administrative Office (Chikushi Campus)		7507
University Library	【◇】	General Affairs Section, Library Planning Division, Administrative Office (University Libraries)	90	2472
	【☆】	Accounting Section, Library Planning Division, Administrative Office (University Libraries)		2473
International Institute for Carbon-Neutral Energy Research, Platform of Inter/Transdisciplinary Energy Research, Kyushu University Institute for Asian and Oceanian Studies (Q-AOS), Research Center for Negative Emissions Technologies	【◇】	Research Support and Public Relations Division, I <sup>2</sup> CNER-Q-PIT Office of Research Support Services(IQ-ORSS)	90	6935
	【☆】	Accounting and Contracting Division, I <sup>2</sup> CNER-Q-PIT Office of Research Support Services(IQ-ORSS)		6936
Research Institute for Information Technology, Cyber Security Center, Learning Analytics Center, Data-Driven Innovation Initiative	【◇】	Management Section, Information Technology and Planning Division, Information System Department	90	2614
	【☆】	Finance and Accounting Section, Information Technology and Planning Division, Information System Department		6242
Faculty of Arts and Science School of Interdisciplinary Science and Innovation Counseling and Health Center	【◇】	General Affairs Section, Education Support Division, Student Affairs Department	90	5921
	【☆】	Accounting Section, Education Support Division, Student Affairs Department		5907

<p>Institute for Advanced Study, The International Student Center, Research Center for Korean Studies, Center for Environment and Safety, Kyushu University Archives, Admission Center, Robert T. Huang Entrepreneurship Center, EU Centre (EUIJ-Kyushu), Yunus &amp; Shiiki Social Business Center (SBRC), Center for Science, Technology and Innovation Policy Studies, Academic Research and Industrial Collaboration Management Office, Ito Clinic, Administration Bureau</p>	<p>【◇】</p>	<p>research funds: Grant Support Section, Grant Support Office, Research and Industrial Collaboration Promotion Department</p>	<p>90</p>	<p>2327</p>
	<p>【◇】</p>	<p>trustee agreements: Funded Research Contract Section, Industrial Collaboration Promotion Division, Research and Industrial Collaboration Promotion Department</p>	<p>092-400-0547</p>	
	<p>【☆】</p>	<p>Generalization: Finance and Planning Section, Finance and Planning Division Travel expenses: General Accounting Section, Accounting Division Fees: Payroll Section, Human Resources and Salaries Division Matters concerning goods purchase: Supplies Section, Procurement Division</p>	<p>90</p>	<p>2337 2350 2242 2372</p>