

Kochi University of Technology Code of Conduct for the Proper Use of Research Funds

President (Chief Administrator)

Kochi University of Technology has established the following Code of Conduct for the Proper Use of Research Funds.

Faculty and staff members of the University (hereinafter referred to as "staff members") must faithfully follow the Code of Conduct when using any funds managed by the University that are designated for furthering the University's educational and research activities.

1. Staff members must maintain full awareness that research funds managed by the University are public funds, and must strive to use them fairly and efficiently, assuming full accountability.
2. When using research funds, staff members must comply with all relevant laws, regulations, notifications and the usage rules established by the funding agencies, as well as the regulations established by the University.
3. Staff members must strive to use research funds in a planned and appropriate manner, and must carry out appropriate administrative procedures.
4. Staff members must strive for mutual understanding and close cooperation; cooperate to prevent the misuse of research funds; and take steps to rectify their usage of funds if any issues with their use are pointed out.
5. Staff members must actively participate in training in the handling of research funds, and strive to acquire full knowledge of relevant laws, regulations and usage rules, and ensure that they fully understand the relevant procedures.
6. When using research funds, staff members must act fairly in their relationships with business partners so as not to arouse suspicion or distrust among the public.
7. If misuse of funds is suspected, staff members must not overlook the matter; rather they must respond appropriately, for example by promptly contacting a university consultation desk.