

Key principles for the prevention of fraudulent use of research funds at the National Graduate Institute for Policy Studies

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Regulations of the President)

Pursuant to Guidelines for the Management and Audit of Public Research Funds at Research Institutions (also called Implementation Standards; Decision of the Minister of Education, Culture, Sports, Science and Technology adopted on February 15, 2007, and revised on February 18, 2014), the National Graduate Institute for Policy Studies (hereafter referred to as “the Institute”) stipulates the following key principles to ensure proper management of research funds.

1. The Institute must clarify and publicize its institutional responsibility structures for prevention of fraudulent use of research funds.

2. The Institute must articulate the rules governing administrative procedures at the Institute and the authority of those procedures, raise member awareness of its measures to prevent fraudulent use of research funds, and establish structures and environment which deter fraudulent use of research funds.

3. The Institute must (a) set in place an Unlawful Act Prevention Plan which can eliminate factors contributing to the commission of unlawful acts and (b) ensure the ongoing implementation of that Plan.

4. The Institute must establish a workable system for the checking of budget execution, so as to ensure appropriate management of research funds.

5. The Institute must establish a system which enables members’ sharing and proper understanding of rules governing the use of research funds.

6. The Institute must establish a workable audit system to prevent fraudulent use of research funds.