**Statement of Compliance for Research Fund Spending during Academic Development Leave Period**

MM/DD/20YY

To the President of Ritsumeikan University

Affiliation

Name (signature)

In accordance with the Ritsumeikan University Regulations Concerning Academic Development Leave for Faculties or Ritsumeikan University Regulations Concerning Academic Development Leave for Assistant Professors, and with the approval of the University Senate, I will be leaving the campus of Ritsumeikan University (hereinafter "this University") for the period indicated below to engage in research (or an investigation) off campus.

During this activity when spending research funds managed by this University's Research Division, I will comply with the rules as indicated below.

Details

1. Period of off-campus research away from this University

If multiple periods are involved, enter for each.

◼ MM DD YYYY to MM DD YYYY

◼ MM DD YYYY to MM DD YYYY

◼ MM DD YYYY to MM DD YYYY

1. Conditions

In connection with the spending of research funds managed by this University's Research Division:

(1) The researcher promises to use the funds justly and efficiently, and not to engage in misconduct during the research.

(2) The researcher will carefully read the given funds' accounting data processing procedures, this University's research fund spending rules, and other required usage rules, and will comply with the established provisions. When purchasing goods at the research destination, the researcher will carefully check the deliveries.

(3) If goods are not completely consumed when the off-campus research is completed, they will be taken to the Acceptance Inspection Site or other executive office to be inspected. At that time, the originals or copies of receipts, delivery statements, etc., will be required. If these items have already been submitted, consult with the Research Office.

(4) When off-campus research is performed at this University during the off-campus research period, Acceptance Inspection by Executive Office will be performed at the Acceptance Inspection Site, etc., as usual.

(5) If the "period of off-campus research away from this University" noted in 1 changes in the future, Acceptance Inspection by Executive Office will be received at the Acceptance Inspection Site, etc., according to the circumstances during the period in which off-campus research is performed at this University.

Important Points

Since December 1, 2011, this University has made it mandatory for researchers and executive offices to perform acceptance inspections at the time of goods purchases and deliveries that involve public research funds (of the research funds managed by the Research Division), regardless of the monetary amount.   
With an "Acceptance Inspection by Executive Office", the researcher may take applicable goods and documentary evidence to an Acceptance Inspection Site, an executive office may visit a personal laboratory, or, for a remote location, a researcher, who is the purchaser, may send image data to an executive office for inspection. It has been determined that when researchers are engaged in off-campus research based on an Academic Development Leave or Academic Development Leave for Assistant Professor, it can be very difficult for researchers to perform their research when, for instance, they have to send image data on all purchased goods to the executive office during a 6-month, 1-year, or other period.   
Therefore, researchers who perform off-campus research based on said program (excluding researchers who perform off-campus research at Ritsumeikan University) are required by the Research Division to submit a "Statement of Compliance for Research Fund Spending during Academic Development Leave Period", to strive to spend research funds appropriately, and to personally check deliveries of goods that are purchased at the research destination.   
Accordingly, applicable researchers are requested to promptly enter the required information in the "Statement of Compliance for Research Fund Spending during Academic Development Leave Period", and to submit the form to the applicable Research Office.

Incidentally, goods, etc., that have not been completely consumed when the Academic Development Leave period is completed (those for which an "Acceptance Inspection by Executive Office" is possible) shall receive an acceptance inspection at the acceptance inspection site or similar site. At that time, the originals or copies of receipts, delivery statements, etc., will be required. If these items have already been submitted, consult with the Research Office. We ask for your cooperation.