

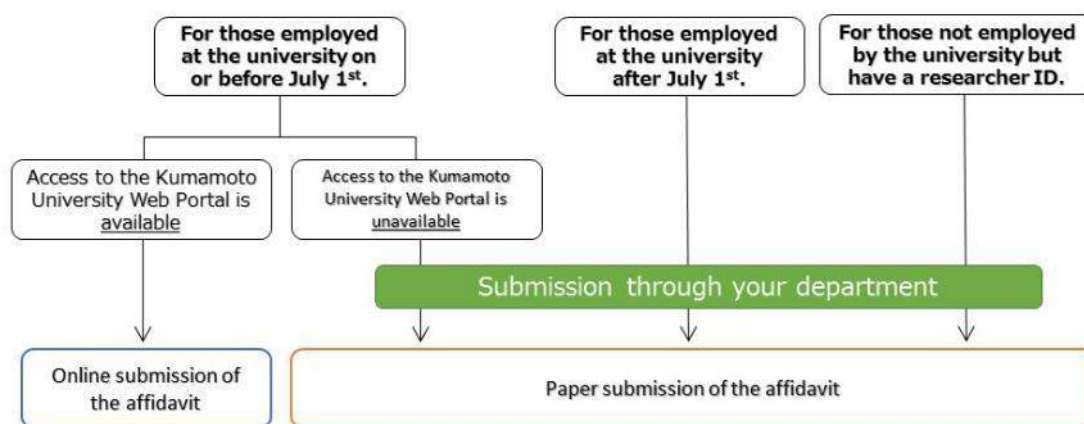
Submission Manual

“Affidavit for the Prevention of Research Misconduct”

• All members who have an employment relationship with Kumamoto University shall submit an affidavit on the prevention of research misconduct.

※ Only staff members who have no employment relationship with the university but have a researcher identification number shall submit a paper version of the affidavit.

A method for submitting a paper version of the affidavit will be provided separately at a later date.



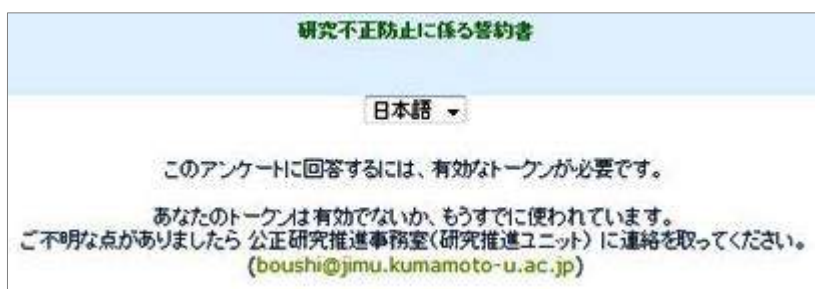
• Employees of Kumamoto University on or before July 1st, 2015 shall submit the affidavit via Kumamoto University's Web Portal.

※ There are 2 types of affidavits: “For Researchers” and “For Office Staff/Office Members (Non-Researchers)”. The affidavit type will be displayed automatically on your computer screen depending on your status. If you are in a position outside of the administration bureau, the affidavit “For Researchers” will be displayed. If you belong to the administration bureau, the affidavit “For Office Staff/Office Members (Non-Researchers)” will be displayed.

※ Please submit a paper version of the affidavit to your department if you entered Kumamoto University after July 1st, 2015, or if you cannot submit the affidavit from Kumamoto University's Portal. Submitting a paper version of the affidavit to your office.

※ If you have more than one employee number as of July 1st, you only need to submit the affidavit using one number. Please contact the Fair Research Promotion Office if your number is not clear.

• If you have already submitted an affidavit, the following screen will be displayed informing you of your previous submission.



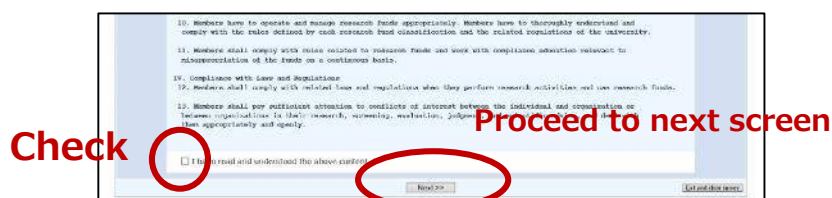
【How to use Kumamoto University’s Portal for affidavit submission.】

- (1) Please log into Kumamoto University’s Portal.
<http://uportal.kumamoto-u.ac.jp/>
 ※Please login using the employee number that you use as of July 1st.
- (2) Please click 「研究不正防止に係る誓約書」 that is found under 「教職員の皆様へのお知らせ」 on the left hand side of the screen.

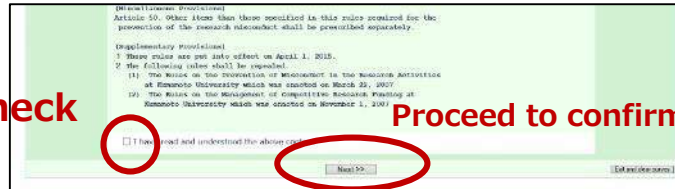
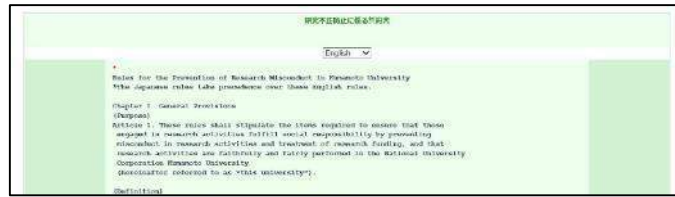


(3) Please select “English” (may be written in kanji “英語”) from the drop-down menu at the top of the page. The “Code of Conduct for Research in Kumamoto University” will be displayed. Please read the content and check the “I have read and understood the above content.” box at the bottom left of the page, and click “Next” (“次へ”).

Prevention of Research Misconduct in Kumamoto University” will be displayed.



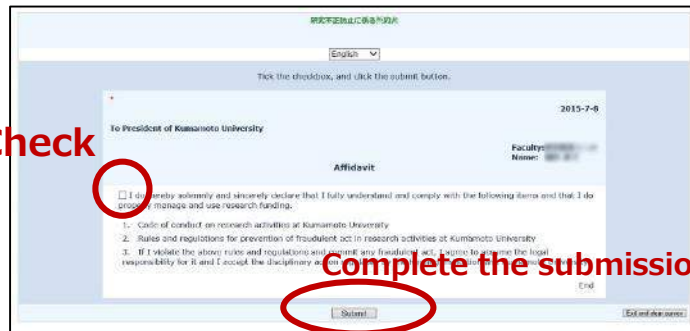
Please read the content and check the “I have read and understood the hereby solemnly and sincerely declare that I fully understand and comply with the



Check **Proceed to confirmation page**

following items and that I do properly manage and use research funding.” box. Click “Submit” (“投稿する”) to complete the affidavit.

※The text, “I do not commit any fraudulent act in research activities.” is displayed on the affidavit for researchers only.



Check **Complete the submission**

【Inquiries】
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 Marketing Promotion Office
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