Consultation structure for rules on using public research funds at Osaka University

Department/office

Relevant section within the Administration Department
(Consultation services within the department/office)
As a first step, matters for consultation should be fully discussed within the department/office.

Researchers

(1) Seek consultation
To seek consultation on day-to-day issues such as procedures and rules on using funds

(2) Inquire

(2) In case the department/office directly applied for the public research funds

Funding organization (Public Research Funds)

(2) Seek consultation

(2) Contact the relevant division of the Administration Bureau as necessary.

(4) Seek consultation/submit request

Ensure proper spending of funds through consultation between the academic staff and the Administration Department.

Relevant divisions should cooperate and respond appropriately for consultation by a department/office.

Administration Bureau

(3) Inquire

(3) In principle, the relevant division should inquire to the funding organization, except when the department/office directly makes an inquiry.

(Consultation services within the relevant division)

- **Personnel Division**: Employment, salaries, wages of part-time employees, etc.
- **Research Planning Division**: KAKENHI, etc.
- **Collaborative Research Services Office, Co-Creation Bureau**: Commissioned research, joint research, etc.
- **Community-University Coordination Division**: Donations for research, etc.
- **International Affairs Division**: International Collaboration Programs of JSPS
- **Finance Division**: Regulations relating to accounting, budget implementation, etc.
- **Accounting Division**: Travel expenses, honorariums
- **Property and Account Settlement Division**: Matters relating to property in general
- **Contract Division**: Matters relating to contracts in general
- **For consultation on public research funds that are not under the control of the Research Planning Division or the Collaborative Research Services Office, Co-Creation Bureau, contact the division/office in charge.**

Office for the Proper Usage of Research Grants
(University-wide consultation services)
For consultations or requests not under the control of the relevant division

Cooperation

Work efficiency improvement

Cooperation

Cooperation

Audit Office
(Compliance Hotline Service)
Concerns of alleged misuse of public research funds are directed to this office

Office for the Proper Usage of Research Grants, April 2023