

# General Points to Note in Avoiding the Occurrence of Issues of Conflicts of Interest

## Self-Reporting

Every year, we carry out the Osaka University Conflict of Interest Management Self-Report. You will be informed about the Report through your faculty office, so **please make sure to do this Self-Report.**

For further details, see Osaka University Conflict of Interest Management Self-Report check: [http://cms-main.osaka-u.ac.jp/en/research/sangaku/coi/coi\\_5](http://cms-main.osaka-u.ac.jp/en/research/sangaku/coi/coi_5)

## Talking to Us about Conflicts of Interest

If you have any concerns or questions about conflicts of interest arising from University-industry collaborations such as taking side jobs, you can talk to us anytime at the Conflicts of Interest Consultation Office. Please see the website below for details.

“About the Conflicts of Interest Consultation Office”

[http://cms-main.osaka-u.ac.jp/en/research/sangaku/coi/coi\\_6](http://cms-main.osaka-u.ac.jp/en/research/sangaku/coi/coi_6)

## Side Jobs

If you are working a side job, please be careful to do so within the scope allowed by the University, and in such a way that your obligations as a member of University Academic Staff will not be compromised.

Also, you will need to be particularly aware of conflict of interest concerns if you have a side job as an executive in a for-profit body, because in this case your links with the outside enterprise will be especially strong.

## Handling Research Results

When you are attributing the rights to research results, please handle properly any procedures related to notifying inventions to the University, so as to avoid appearing to give preferential treatment to any company in which you have a personal financial interest (holding shares, side jobs, payments, royalties, etc.). Inventions connected with any such companies also need to be reported to the

University.

When you publish research results, please evaluate them appropriately so that a third party will not have doubts about their fairness.

### **Joint Research with a Company you have a Second Job with**

If you do joint research with a company you have a second job with, the line between your work at Osaka University and your second job is likely to get blurred. Please manage such joint research activities appropriately, taking part in them from the Osaka University standpoint and maintaining a clear line between your Osaka University job and your second job.

It is especially important to reduce the risk of conflicts of interest if you are working with a for-profit body. Please bear in mind the transparency and fairness of procedures by not taking part in decisions and approvals in regard to the performance and contracting of joint research from the company's side (not being present at the relevant meetings of the Board of Directors etc., and having this recorded in the minutes; provisions as to who has proxy over approvals, etc.) .

Also, when you are contracting for and doing joint research, please work from the Osaka University standpoint and not as a researcher of the company you have a second job with.

### **Purchasing goods**

If you purchase goods from a company in which you have a personal financial interest (holding shares, side jobs, payments, royalties, etc.), doubts will arise if you can offer an adequate explanation to the public about the properness of the conditions of the transaction – such as the need for the purchase, the price and so on. So, when you purchase goods from a company in which you have a personal financial interest, please consider the need for the purchase carefully, and if you go ahead with it pay adequate attention when making your order to keeping the contract procedures clear, impartial and fair.

The following approach is recommended to reduce the risk of conflicts of interest: rather than a member of Academic Staff placing an order directly, they can submit the order form to the admin staff at their faculty office. The admin staff will then process the order in line with the accounting regulations; leaving a paper trail of the need and reason for the purchase. Not acting as a member of the Committee making the decisions

in regard to the company in question on matters like models and technical specifications is also recommended. Precautions like these will help reduce the risk of concerns arising, and allow for greater transparency, impartiality and fairness.

### **Accepting Donations**

In regard to accepting donations, please pay adequate attention to keeping the procedures involved clear, fair and impartial, so that a third party will not have concerns that you appear to be giving preferential treatment to any company in which you have a personal financial interest.

In order to reduce the risk of conflicts of interest, a company which you have a second job with, please pay adequate attention to keeping the procedures involved, clear, impartial and fair. For example, the member of Academic Staff should not play any part in the decision-making process leading to the award of a scholarship or donation by the outside company in question (not being present at the relevant meetings of the company's Board of Directors, etc.)

### **Involving Students in Business**

If a student engages in business with a company in which you have a personal financial interest (holding shares, side jobs, payments, royalties, etc.), the student's will must be respected. Please pay adequate attention to the fact that the student's right to receive education must not be compromised in your relationship, and to the maintenance of their freedom to engage in research etc.

END

(Contact)

Conflicts of Interest Consultation Office,  
Department of Research and Industry Collaboration  
Email : [coi-office@ml.office.osaka-u.ac.jp](mailto:coi-office@ml.office.osaka-u.ac.jp)  
Tel.: 06-6879-4483, 4025