

**Disaster Prevention Research Institute**  
**Collaborative Research**

**Q & A**

〈For Research Representative〉

FY2020 Edition

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Q-1

Does the affiliated institute to which the research representative belongs receive a budget for research expenses? Also, how should we proceed with accounting procedures?

A-1

Regarding research expenses, we will not allocate to the affiliated institute to which the research representative belongs. We will conduct accounting procedures at Kyoto University through the person in charge of the Disaster Prevention Research Institute, so please directly contact the person in charge.

For international collaborative research, please refer to "Notes on the use of research expenses in international collaborative research" on the Disaster Prevention Institute website.

Q-2

Does the term "Affiliated Institute Manager" mentioned in the written consent refer to the president of the university (Head of corporation)?

A-2

In the case where the head of the department such as the dean, appointed research institute, etc. has been delegated the authority for consent, the name of the department manager and the employment seal do not matter.

Q-3

Is it possible to change the breakdown of expenses (Collaborative research expenses and collaborative research travel expenses) of the adopted collaborative research?

A-3

If used according to the purpose of the collaborative research application, the breakdown of expenses can be changed.

Q-4

Is it possible to pay travel expenses for research meetings not only for incumbent professors but also for emeritus professors and foundation officials?

A-4

Travel expenses to emeritus professors and foundation officials can also be provided if they are in line with the purpose of collaborative research.

Q-5

Is it possible to pay travel expenses to research collaborators working at the Kyoto University headquarters (Yoshida district)? Also, is it possible to pay travel expenses such as when the place of departure/arrival is within the same city?

A-5

Travel expenses can be paid to research collaborators working in the Yoshida district. However, in principle, when traveling among campuses, Kyoto University workers will use a liaison bus. Where this is difficult, you can pay the actual cost of transportation, not as a travel expenses with reimbursed payment.

Also, for those that do not belong to Kyoto University, for traveling to the same city or designated suburban areas, we will pay the actual cost of transportation as travel

expenses, but no daily allowance will be paid.

In addition, there are travel expenses, etc. in sub-suburban areas where transportation expenses and a uniform daily allowance of 1,000 yen will be paid, so please contact the person in charge.

Q-6

Is advance payment of travel expenses (approximate payment) possible?

A-6

As a rule, it is only possible for foreign travel expenses. It is necessary to submit the required documents (document or receipt, flight schedule, etc. that can confirm the estimate of the airline fee, etc.) through the person in charge of the institute about one month before the date of departure.

Also, please keep in mind that it is necessary to settle the travel expenses within 2 weeks after the business trip is completed.

Q-7

Regarding the purchase of consumables etc., is it possible to deliver directly to the affiliated institute to which the research representative belongs (Other than Kyoto University)?

A-7

Kyoto University has established inspection offices and inspection centers and thoroughly confirms the delivery of goods purchased. When delivering directly to the affiliated institute to which the representative belongs (other than Kyoto University), please contact the person in charge of the institute because it is necessary to appoint a research representative as the person in charge for the inspection.

Q-8

Is it possible to purchase equipment?

A-8

Expenses for purchasing equipment (100,000 yen or more) are not covered. However, equipment listed in the application form (other than hub research, special reasons are also submitted) and approved in the adoption notice can be purchased.

Q-9

When is the payment date for consumables and travel expenses?

A-9

Payments for consumables etc. to the contractor are made on the 25th every month, and payments for travel expenses are made four times a month (6th, 13th, 20th and 27th). If the payment date is a holiday, it will be made on the previous business day.

Q-10

Is it possible to pay for lunches and water/tea costs as collaborative research expenses when conducting a collaborative research meetings/reporting meetings?

A-10

Expenses for collaborative research of the Disaster Prevention Research Institute do not allow for spending on lunches for meetings/reporting meetings. The cost of water/tea can be paid out according to the standard of food and beverage expenditures for meeting expenses etc. as determined by the university, but since it is necessary to submit related documents two weeks before the scheduled meeting, please contact the person in charge of the institute.

Q-11

Is it possible to pay expenses for banquets and drinking and eating such as water, tea, coffee, etc. and for souvenir expenses to be distributed to participants, etc. when conducting research meetings as collaborative research expenses?

A-11

Expenses for collaborative research of the Disaster Prevention Research Institute do not allow spending on banquet fees and commemorative items, etc. (such as congress bags and ballpoint pens, etc.) to be distributed to participants. Expenses for refreshments (water, tea, coffee, etc.) can be paid out according to the standard of food and beverage expenditures for meeting expenses etc. as determined by the university, but since it is necessary to submit related documents by two weeks in advance, please contact the person in charge of the institute.

Q-12

For general (specific) research meetings, is it possible to change the date of the meeting and participant name lists at the time of application? Also, if possible, how long should it be held?

A-12

It is possible to change the date of the meeting and the prospective participants. The date of the meeting can be set up until the end of the current fiscal year, but travel expenses cannot be paid over the fiscal year. Please plan as soon as possible to be held by the middle of February.

Regarding changes to participants, please submit the changed participant list as appropriate.

Q-13

Is it possible to pay remuneration for organizing data on collaborative research, etc. to students of the affiliated institute (Other than Kyoto University) to which the research representative belongs?

A-13

It is possible. Since it is necessary to submit related documents in advance, please contact the person in charge of the institute if there is a schedule. However, graduate students etc. at the research institute become research collaborators, so no remuneration is paid.

Also, at Kyoto University, when requesting operations by labor remuneration, the unit price is set as follows.

Undergraduate students, etc.: 1,000 yen/hour

Graduate students, etc.: 1,200 yen/hour

Q-14

I would like to use the facilities/equipment of the Disaster Prevention Research Institute, so please tell me the procedure.

A-14

Please consult with the person responsible for the facility/equipment (staff in charge of the institute) and submit the prescribed application form to the staff in charge of the institute. In addition, since accommodation is available depending on facilities, please consult us.

Also, regarding collaborative research for facilities/equipment use types, travel expenses, consumables, etc., these are prepared by users themselves.

Q-15

In international collaborative research, can foreign researchers use expenses such as for purchasing goods?

A-15

In international collaborative research, research representatives of foreign research institutes or major research contributors can also purchase goods. However, this is limited to consumables up to 100,000 yen, and equipment cannot be purchased. Travel expenses for foreign researchers to visit the Disaster Prevention Research Institute or other countries will also be paid. Please refer to "Notes on the use of research expenses in international collaborative research" on the Disaster Prevention Institute website.

Q-16

Regarding regional disaster prevention practical cooperative research (general), can representatives of disaster-related NPOs also apply?

A-16

Disaster prevention practice itself is not the purpose of regional disaster prevention practical cooperative research (general). The purpose is to conduct research on disaster prevention practice. We are pleased to apply as a research organization to conduct such collaborative research.

Q-17

In a long-term stay type collaborative research, is it possible to apply for one researcher to return home temporarily during the period (substantially two round trips) or to include travel expenses for more than one researcher?

A-17

As a general rule, one person (only for a research representative) can apply for one round-trip. However, if necessary for conducting research, you can apply. If it is accepted, you can use expenses in this way.



Q-18

Who owns results obtained through collaborative research?

A-18

If inventions, etc. (intellectual property) are created from the results obtained by this collaborative research, please contact the person in charge of the institute before filing the application etc. In addition, please contact the department in charge of intellectual property of the affiliated institute of the research representative or the research contributors. We will decide on the share of the rights and application procedures etc. after consultation.