



Conflict of Interest e-Report System User's Manual

March, 13 2018
Office of Conflict of Interest and Security Export Control



Index

1. Introduction.....	3
2. Usage.....	4
2.1. Login.....	4
2.2. Change of the language	4
2.3. Logout.....	4
2.4. The first registration of the profile	5
2.5. Registration of reports	6
2.6. Submission of reports.....	8
2.7. Correction of a returned report and resubmit.....	10
2.8. Indication of a report and downloading of the PDF for print	12
2.9. Profile confirmation for a new year	13
2.10. Reproduction from a past report	13
3. Contact	15
4. Form of Report of disclosure of individual financial interests.....	16

1. Introduction

In this manual, we will explain on how to use Conflict of Interest e-Report System.

The flow of the basic e-Report by this system is as follows.

1. At the time of the first login, you register the profile information of your own.
2. You make a self-report.
 - 2.1. You make one report for each company.
 - 2.2. After the making of all reports is over, you submit a report.
3. When you receive notification of request for revision of your report (we will do this outside the system, such as telephone or e-mail) from the department in charge or Office of Conflict of Interest and Security Export Control, revise the disclosure form and resubmit.

※This system was validated of their basic operability with the following OS and browser.

- Windows 10: Microsoft Edge, Internet Explorer 11, Firefox, Google Chrome (Latest version)
- macOS High Sierra: Safari, Google Chrome, Firefox (Latest version)

2. Usage

2.1. Login

To access the Conflict of Interest e-Report System, use the URL below.

<https://riekisohan.sec.tsukuba.ac.jp/en/>

When you access the system, the login screen is shown as below.



This system uses an account of the Unified Authentication System of University of Tsukuba. A certification screen of the Unified Authentication System is displayed when you click the button [Login] which is centered under the screen.



2.2. Change of the language

In this system, based on a used language, a Japanese or an English report is made. To change a language, push the change button of the language in the upper right-hand part of the screen.



2.3. Logout

When you finish the use of this system, push the button [Logout] in the upper right-hand part of the screen, and log out without fail.



2.4. The first registration of the profile

When you log in to this system for the first time, the first registration screen of the Profile is displayed. So input all items and click [Register] button.

Name(Japanese) : Input a full name in Japanese.

This item will be entered as the default full name when preparing the report in Japanese.

Name(English) : Input a full name in English.

This item will be entered as the default full name when preparing the report in English.

Affiliation : Select your affiliation name from a list.

This item will be entered as the default affiliation when preparing the report.

When [Other] is selected, an entry field of [Affiliation] is additionally displayed. So enter the specific affiliation name.

Title : Select your title name from a list.

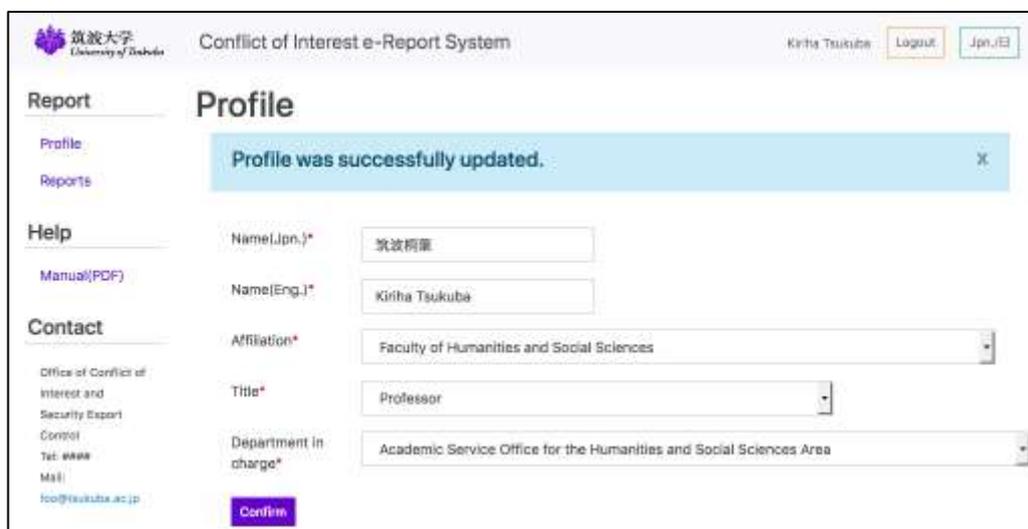
This item will be entered as the default title when preparing the report.

When [Other] is selected, an entry field of [Title] is additionally displayed. So enter the specific title name.

Department in charge : Select a department in charge to ask for the confirmation work of the report which you submitted.

When a department in charge is not clear, choose [Office of Conflict of Interest and Security Export Control].

After having input all items, push the [Confirm] button and register a profile.



The screenshot shows the 'Profile' page of the 'Conflict of Interest e-Report System' at Daito University. The page features a navigation menu on the left with 'Report', 'Profile', 'Reports', 'Help', and 'Manual(PDF)'. The main content area displays a success message: 'Profile was successfully updated.' Below this, there are input fields for 'Name(Jpn.)' (空波桐華), 'Name(Eng.)' (Kirika Tsukuba), 'Affiliation' (Faculty of Humanities and Social Sciences), 'Title' (Professor), and 'Department in charge' (Academic Service Office for the Humanities and Social Sciences Area). A 'Confirm' button is located at the bottom of the form. The top right corner shows the user's name 'Kirika Tsukuba', a 'Logout' button, and a language selector 'Jpn./日'.

2.5. Registration of reports

The deadline for filing reports is the end of May every year. Please do not register newly after the end of May. Only in case of reasonable circumstances, input / modification etc. will be carried out according to the instructions of the Academic Service Office etc. or Office of Conflict of Interest and Security Export Control.

After the registration of the profile, from [Reports] of the operation menu, you come to be able to register the report.



The screenshot shows the 'Reports' page of the 'Conflict of Interest e-Report System'. The page displays a message: 'There is no report in this year.' Below this message is a 'New report' button. The navigation menu on the left includes 'Report', 'Profile', 'Reports', 'Help', and 'Manual(PDF)'. The top right corner shows the user's name 'Kirika Tsukuba', a 'Logout' button, and a language selector 'Jpn./日'.

In the case of non-registration, the screen above appears. Push the [New report] button and make a report newly.

Conflict of Interest e-Report System

Report of disclosure of individual financial interests

Profile: Date: 05 (month) 15 (day), 2017 (year)
 Reports: To the University President
 Help: (Affiliation) Faculty of Humanities and Social Sc
 Manual(PDF): (Title) Professor
 Contact: (Name) Kiriba Tsukuba

Office of Conflict of Interest and Security Export Control
 Tel: #998
 Mail: ky@tsukuba.ac.jp

I am reporting the following as stipulated by Article 10 of National University Corporation University of Tsukuba Rules on Conflict of Interest.

1. Covered period: April 1, 2016 - March 31, 2017 *(Please enter data for the previous fiscal year.)*

2. Details of individual financial interests related to university-industry collaborative activities (Including spouse and up to second-degree relatives who share the same livelihood)
Please fill out the following form only if both of 1 and 2 apply.
 Note: 1. Fill out one sheet for each company.

Name and address of a company, etc. **[Required input]**

Name of a company, etc.
[Entry example] Company B (Up-to 100 characters)

Address
[Entry example] ABC building, 1-1-1, Chiyoda-ku, Tokyo (Up-to 300 characters)

Stock holdings, etc.
 Note: 1. "Stock holdings, etc." includes both unlisted stocks and publicly traded stocks. For unlisted stocks, this applies to any stock held; for listed stocks, this applies if 1% or more of issued stocks are held. This also includes stock acquisition rights and equity in equity method companies, including limited liability companies, general partnerships, and limited partnerships. When filling in the monetary amount, etc., note the type, for stocks or stock acquisition rights, number of stocks; for the equity stake in limited liability companies, etc., the monetary amount.

Reporter himself or himself
[Entry example] 50 unlisted stocks (Up-to 100 characters)

Spouse and up to second-degree relatives with a common livelihood
[Entry example] Spouse: 100 unlisted stocks (Up-to 100 characters)

Add

[Back](#)

- Affiliation, title, name, and name and address of a company are required input items.
- 1. As for relationships between the national university corporation the University of Tsukuba and a company, etc., check an applicable item concerning a company. At least, one check is needed.
- 2. As for type of financial interests, check an applicable item. Input an amount of money or the number of the stocks possessed. The amount of money of all the items which you checked must necessarily be input. Please note that the amount of money must be entered only with numbers that do not include commas.

After having input all items, Push the [Add] button and register (save) a report.

When input contents have any deficiency, error message is displayed. Confirm indication contents and revise them. (※The report is not saved in this status. Fix all errors.)

Errors Message
3 errors arise:

- (Name) can't be blank
- Address can't be blank
- Please check any one or more type of financial interests. Disclosure is necessary only when both 1 and 2 are applicable.

Report of disclosure of individual financial interests

Date: 05 (month) 15 (day), 2017 (year)
To the University President

(Affiliation) Faculty of Humanities and Social Sc
(Title) Professor Emeritus
(Name)

I am reporting the following as stipulated by Article 10 of National University Corporation University of Tsukuba Rules on Conflict of Interest.

1. Covered period: April 1, 2016 - March 31, 2017 (Please enter data for the previous fiscal year.)
2. Details of individual financial interests related to university-industry collaborative activities (including spouse and up to second-degree relatives who share the same livelihood)
Please fill out the following form only if both of 1 and 2 apply.
*Note 1. Fill out one sheet for each company.

Name and address of a company, etc. [Required input]

Name of a company, etc. Company A
[Entry example] Company B (Up to 100 characters)

Address
[Entry example] ABC building, xxxmachi, Chiyoda-ku, Tokyo (Up to 300 characters)

If there is no problem in the input contents, the report is registered and the screen returns to the list screen.

registered "Company A"

Reports not submitted.

Created	Name of a company, etc.	Status	
2017-05-15 00:00:00	Company A	Pending	Preview Edit Delete

New report

Please note the following:
Your total amount of compensation for your side business at an outside company and licensing fee from or disposal of research result is 999,999 yen and does not reach the limit of one million yen. In which case you should report to disclose it. On the other hand, if you have more than one unlisted stock you should submit a report of disclosure, and as for listed stocks, disclosure will be required when you have 5% or more of them.

2.6. Submission of reports

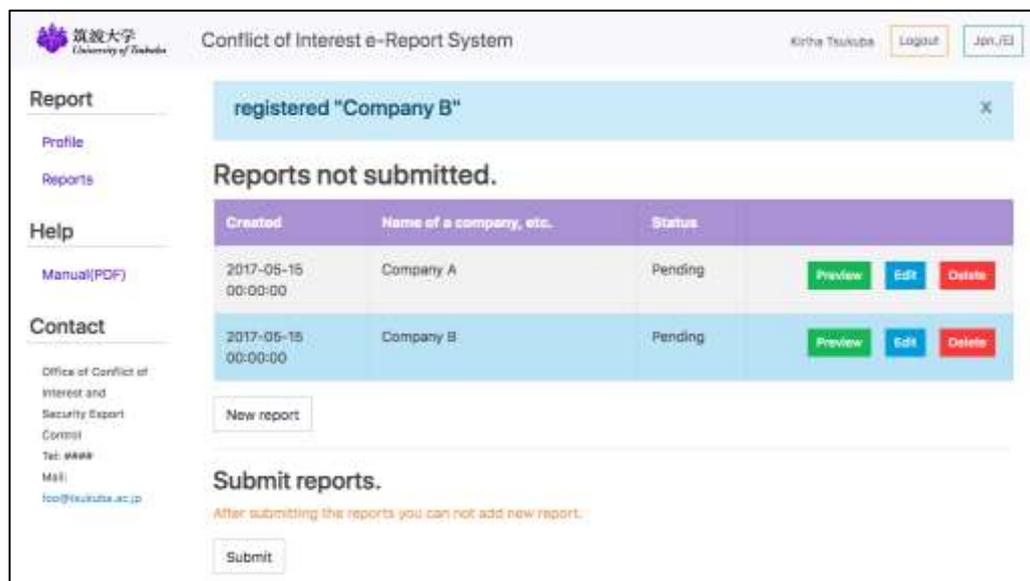
If any of the following conditions are satisfied, it is necessary to submit a report.

- The total sum of compensation for your side business and licensing fee from or disposal of research results amount to 1 million yen or over.

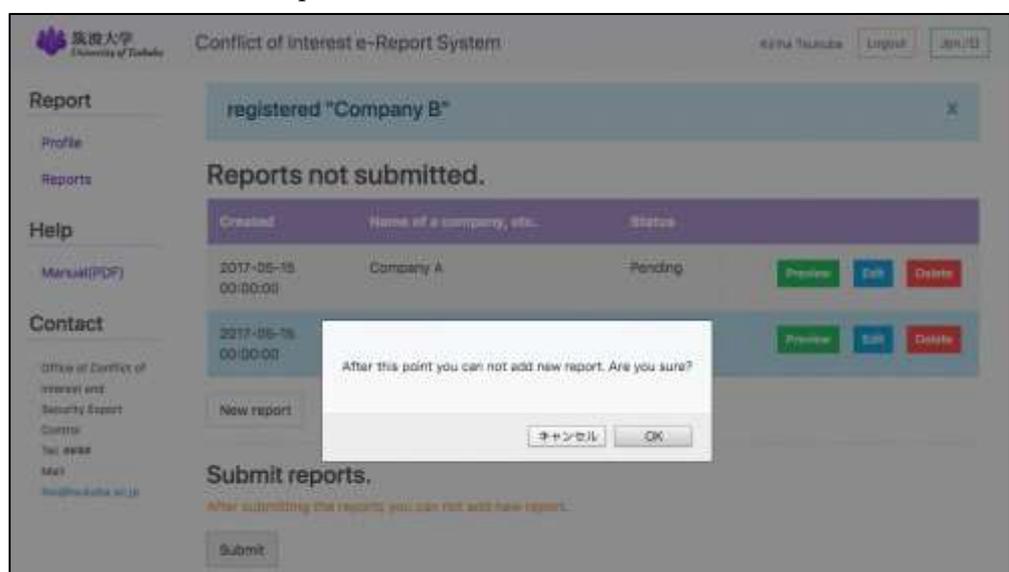
- You hold any unlisted stocks or 5% or more of listed stocks.

When you do not correspond to this condition, it is not necessary to disclose. And also you are not able to submit a report by the system.

When you register a report and meet conditions to submit, a [Submit] button comes to be displayed under the list.



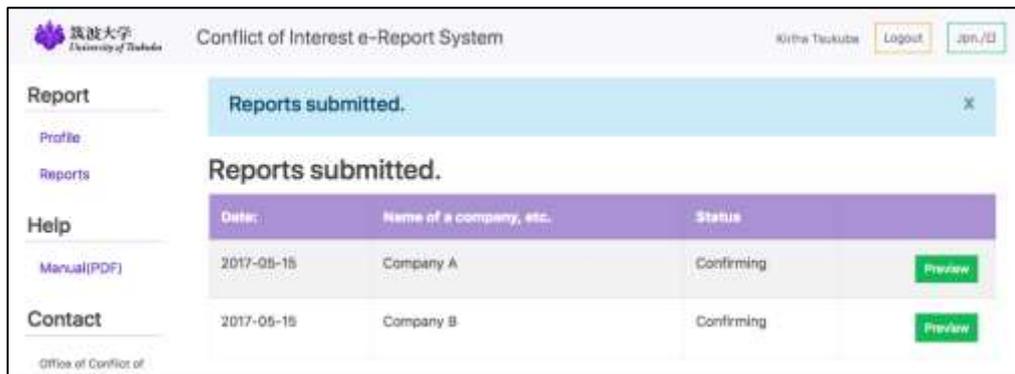
The registration of all reports is completed, and ready for the submission and then push the [Submit] button and submit reports.



After a confirmation screen is displayed, push the button [OK] if you may submit them.

※ Please be careful when you submit reports, because subsequently you will not be able to register additional reports.

After having submitted them, just a display and print of each report are available.



After submission, each report will be in the following state depending on the progress of the confirmation work.

Confirming : It is under review by the person in charge of the department registered on the profile.

Final check : It is under review by Office of Conflict of Interest and Security Export Control.

Revision required : If inadequacies of reports were found by the person in charge of the department or Office of Conflict of Interest and Security Export Control, it is a state of being returned. **Correct and submit again according to the explanation on the next page.**

Accepted : The final confirmation work is completed and the reports have been accepted.

2.7. Correction of a returned report and resubmit

When there are any problems with the report which you submitted, the report may be sent back by the person in charge of related bureau or Office of Conflict of Interest and Security Export Control. In that case, the notice of sending back the report comes by a telephone or an email. Then, access this system, confirm the report and make modifications.



A button [Edit] is displayed for the report that an administrator sent back. Revise necessary items pointed out.

筑波大学 University of Tsukuba Conflict of Interest e-Report System Kirihisa Tsukuba Logout Jan./17

Report of disclosure of individual financial interests

Report

[Profile](#)
[Reports](#)
Help
[Manual\(PDF\)](#)
Contact

Office of Conflict of Interest and Security Export Control
Tel: #444
Mail: nc@tsukuba.ac.jp

Date: 06 (month) 15 (day), 2017 (year)
To the University President
(Affiliation) Faculty of Humanities and Social Sc
(Title) Professor
(Name) Kirihisa Tsukuba

I am reporting the following as stipulated by Article 10 of National University Corporation University of Tsukuba Rules on Conflict of interest.

1. Covered period: April 1, 2016 - March 31, 2017 (Please enter data for the previous fiscal year.)

2. Details of individual financial interests related to university-industry collaborative activities (including spouse and up to second-degree relatives who share the same livelihood)
Please fill out the following form only if both of 1 and 2 apply.
Note 1. Fill out one sheet for each company.

Name and address of a company, etc. [Required input]

Name of a company, etc.
[Entry example] Company B (Up-to 100 characters)

Address
[Entry example] ABC building, 1-1-1 Chiyoda-ku, Tokyo (Up-to 300 characters)

Stock holdings, etc.
Notes 1. "Stock holdings, etc." includes both unlisted stocks and publicly traded stocks. For unlisted stocks, this applies to any stock held for 1 year or more. For listed stocks, this applies if 1% or more of issued stocks are held. This also includes stock acquisition rights and equity in equity method companies, including limited liability companies, general partnerships, and limited partnerships. When filling in the monetary amount, etc., state the type for stocks or stock acquisition rights, number of stocks for the equity stake in limited liability companies, etc., the monetary amount.

Reporter herself or himself
[Entry example] 50 unlisted stocks (Up-to 100 characters)

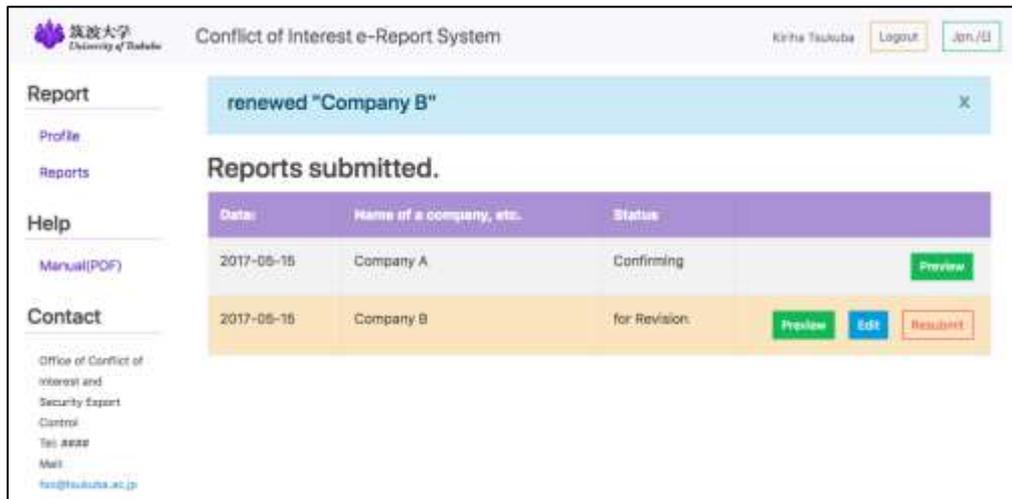
Spouse and up to second-degree relatives with a common livelihood
[Entry example] Spouse: 100 unlisted stocks (Up-to 100 characters)

[Back](#)

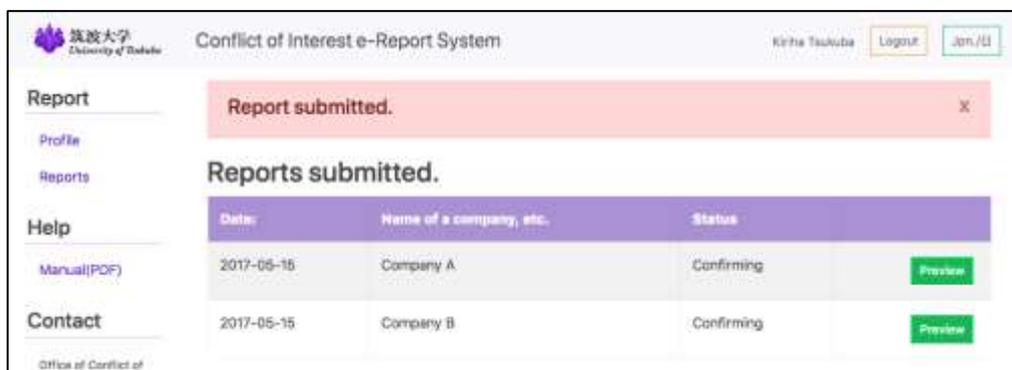
And then, push the [Submit] button.

※ The data to be corrected should be revised in any way. You cannot resubmit it even if you push the [Update] button without revising anything.

When the correction of the report is complete, push the [Resubmit] button displayed at the right end of the list and resubmit the report.

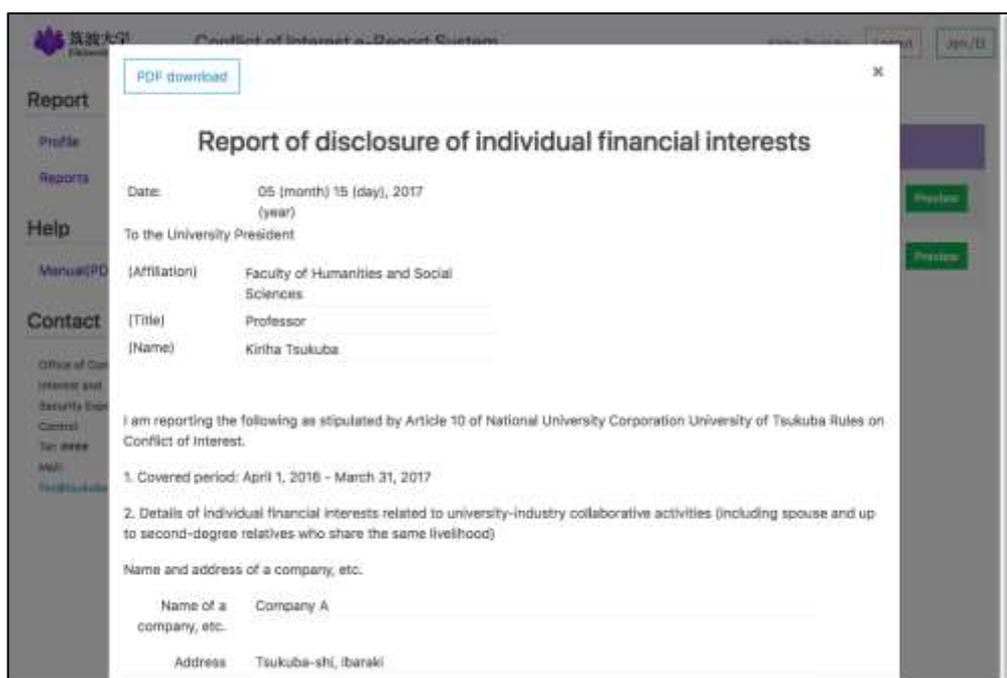


A status becomes "Confirming" if you resubmit the report. Then contact the person of the bureau in charge who let you know the revision notice.



2.8. Indication of a report and downloading of the PDF for print

When you push the [Preview] button at the right end of the list of reports, you can confirm the contents of the report at any time which you registered.



You can download a PDF file for print when you push the [PDF download] button in the left corner of the top of confirmation screen.

※ Depending on the setting of the browser, it may be displayed in a browser without being downloaded.

2.9. Profile confirmation for a new year

After the second year, when the new fiscal year begins, the confirmation screen of the profile is displayed at the time of the first login.

The screenshot shows the 'Profile' page of the Conflict of Interest e-Report System. At the top, there is a navigation bar with the University of Tsukuba logo, the system name, and the user's name 'Kirika Tsukuba' with 'Logout' and 'Jpn./EJ' buttons. A blue notification banner reads: 'Since it is the new year, please check whether there is any change in the profile information.' Below this, the profile form contains the following fields: 'Name(Jpn.)*' with the value '筑波桐葉', 'Name(Eng.)*' with 'Kirika Tsukuba', 'Affiliation*' with a dropdown menu showing 'Faculty of Humanities and Social Sciences', 'Title*' with a dropdown menu showing 'Professor', and 'Department in charge*' with a dropdown menu showing 'Academic Service Office for the Humanities and Social Sciences Area'. A 'Confirm' button is located at the bottom of the form. On the left side, there is a sidebar with 'Report' (Profile, Reports), 'Help' (Manual(PDF)), and 'Contact' information.

When there is a change in affiliation or title, revise it appropriately. If you don't have any correction, just push the button [Confirm].

This screenshot is identical to the previous one, but the blue notification banner now reads: 'Profile was successfully updated.' The 'Confirm' button is still visible at the bottom of the form.

2.10. Reproduction from a past report

After the second year, when there is the report which you submitted in the last year, below the list of past reports, a list of the reports submitted in the past (up to 10 years) will be displayed for each year.

The screenshot shows the 'Conflict of Interest e-Report System' interface. On the left is a navigation menu with 'Report', 'Help', and 'Contact' sections. The main content area displays a message 'There is no report in this year.' and a 'New report' button. Below this is a 'Past reports.' section with a table. The table has a header with columns 'Date:' and 'Name of a company, etc.'. The table contains three rows of data, each with a 'Date' (2016-05-15), a 'Name of a company, etc.' (Test 0 Co. Ltd., Test 1 Co. Ltd., Test 2 Co. Ltd.), and two buttons: 'Preview' and 'Copy'. A 'Fiscal year:' dropdown menu is set to '2016'.

Date:	Name of a company, etc.	Preview	Copy
2016-05-15	Test 0 Co. Ltd.,	Preview	Copy
2016-05-15	Test 1 Co. Ltd.,	Preview	Copy
2016-05-15	Test 2 Co. Ltd.,	Preview	Copy

By selecting the year in the upper right-hand part of the table, you can change the submission year of the report to be displayed.

By pressing the [Copy] button on the right-hand part of the list, you can create a new report with the company name and address of the report copied.

The screenshot shows the 'Report of disclosure of individual financial interests' form. The form includes a header with the university logo and name, and a title 'Report of disclosure of individual financial interests'. The form fields are: 'Date:' (05 (month) 15 (day), 2017 (year)), 'To the University President', '(Affiliation)' (Faculty of Humanities and Social Sc), '(Title)' (Professor), and '(Name)' (Kirih Tsukuba). Below these fields is a statement: 'I am reporting the following as stipulated by Article 10 of National University Corporation University of Tsukuba Rules on Conflict of Interest.' The form also includes instructions for the covered period and details of individual financial interests, and a section for 'Name and address of a company, etc.' with input fields for 'Name of a company, etc.' (Test 0 Co. Ltd.) and 'Address' (Tsukuba-shi Ibaraki 0-1-12).

3. Contact

If you have any questions about the use of this system, please contact Office of Conflict of Interest and Security Export Control.

Extension number : 2 8 7 7

e-mail : coisec@ilc.tsukuba.ac.jp

4. Form of Report of disclosure of individual financial interests

○Report of disclosure of individual financial interests

Date: (month) (day), (year)

To the University President

(Affiliation) _____

(Title) _____

(Name) _____

I am reporting the following as stipulated by Article 10 of National University Corporation University of Tsukuba Rules on Conflict of Interest.

1. Covered period: April 1, (year) – March 31, (year)
2. Details of individual financial interests related to university-industry collaborative activities (including spouse and up to second-degree relatives who share the same livelihood)

Name and address of a company, etc.	Relationships between the national university corporation the University of Tsukuba (hereinafter referred to as “the University of Tsukuba”) and a company, etc. (Add a circle to the left of applicable items. The following relationships include ones held prior to the covered period. See Notes 2.)		
	<input type="checkbox"/>	a. Transferred of the research results held by the University of Tsukuba	
	<input type="checkbox"/>	b. In contractual relationship with the University of Tsukuba such as commissioned research, joint research, academic guidance and special joint research project, etc.	
	<input type="checkbox"/>	c. Making donations, etc. to the University of Tsukuba	
	<input type="checkbox"/>	d. Providing goods or services to the University of Tsukuba	
	<input type="checkbox"/>	e. Invested by the University of Tsukuba	
	<input type="checkbox"/>	f. Others (to specify)	
		Type of financial interests (Add a circle to the left of applicable items)	Amount (monetary amount, number of stocks, etc., held)
	<input type="checkbox"/>	Due to side business at an outside company	(yen)
<input type="checkbox"/>	Due to licensing fee from or disposal of research results	(yen)	

		Stock holdings, etc.	
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Notes:

1. Fill out one sheet for each company.
2. "Relationships between the University of Tsukuba and a company, etc." refers to a 10-year period including the current year as for a. and e., and a 3-year including the current year as for the others.
3. "Donations, etc." refers to monetary donations; research subsidies; donation of facilities, equipment or other items; free provision of services; etc. (University of Tsukuba Donation Rules (Rule 32 of the 2006 University Rules)). It does not include items given by individuals.
4. "Financial interests" must be included on this form, only if the individual interests received from entities, such as companies, amount to 1 million yen or more in the single current year. (Covered individual financial interests include the total amount over 1 million yen received from not only a single company but also two or more companies during the same fiscal year.)
5. "Financial interests" must be included on this form, even if they are received by a faculty or other staff's spouse and up to second-degree relatives with a common livelihood. In that case, in the "Amount" section of the form, write the corresponding monetary amount, number of shares, etc., by noting in parenthesis (x yen for spouse and up to second-degree relatives with a common livelihood) or (x shares for spouse and up to second-degree relatives with a common livelihood).
6. Interests "due to licensing fee from or disposal of research results" do not include the compensation paid by the University of Tsukuba in accordance with the stipulations of Article 10, University of Tsukuba Work Invention Rules (2004 University Rule No. 5).
7. "Stock holdings, etc." includes both unlisted stocks and publicly traded stocks. For unlisted stocks, this applies to any stock held; for listed stocks, this applies if 5% or more of issued stocks are held. This also includes stock acquisition rights and equity in equity method companies, including limited liability companies, general partnerships, and limited partnerships. When filling in the monetary amount, etc., note the type; for stocks or stock acquisition rights, number of stocks; for the equity stake in limited liability companies, etc., the monetary amount.