



# Conflict of Interest e-Report System User's Manual

December, 1 2022  
Office of Conflict of Interest and Security Export Control

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## 1. Introduction

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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. Each fiscal year report can be submitted at any time. The reports for previous fiscal year can also be submitted in April and May.
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, Google Chrome, Firefox (Latest version)
- macOS Monterey: Safari, Google Chrome, Firefox (Latest version)

## 2. Usage

### 2.1. Login

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

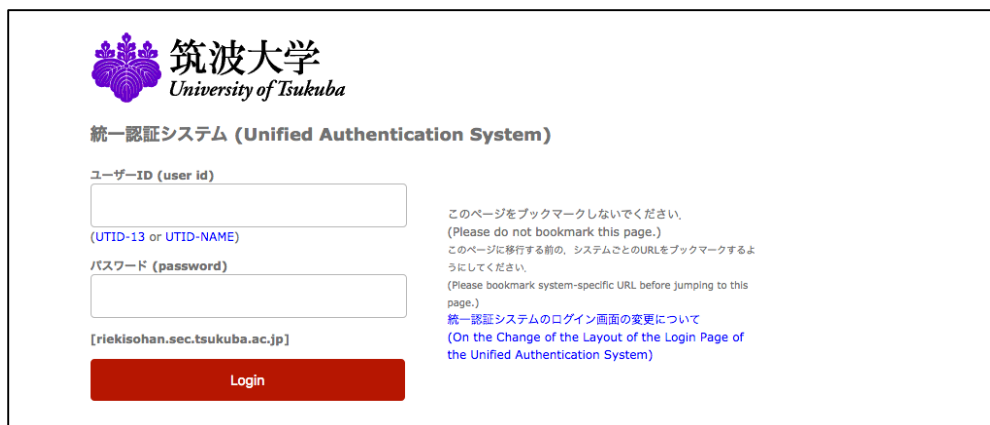
<https://riekisohan.sec.tsukuba.ac.jp/en/>

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



The screenshot shows the login page for the Conflict of Interest e-Report System. At the top left is the University of Tsukuba logo. The page title is "Conflict of Interest e-Report System" with the Japanese title "利益相反電子自己申告システム" below it. On the top right, there are logos for "COI-SEC" and a language selector "Jpn./日". The main content area contains a blue "Login" button. Below the button, there is a block of text in Japanese explaining the system's purpose and rules.

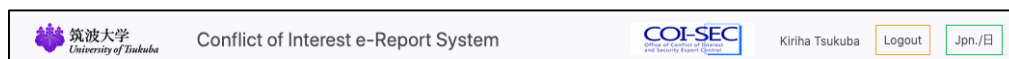
This system uses an account of the Unified Authentication System of University of Tsukuba. A certification screen of the Unified Authentication System is displayed when you click the button [Login] which is centered under the screen.



The screenshot shows the Unified Authentication System login page. It features the University of Tsukuba logo and name. The title is "統一認証システム (Unified Authentication System)". There are two input fields: "ユーザーID (user id)" with a note "(UTID-13 or UTID-NAME)" and "パスワード (password)". Below the password field is the URL "[riekisohan.sec.tsukuba.ac.jp]". A red "Login" button is centered at the bottom. To the right of the input fields, there is a block of Japanese text providing instructions on bookmarking and system changes.

### 2.2. Change of the language

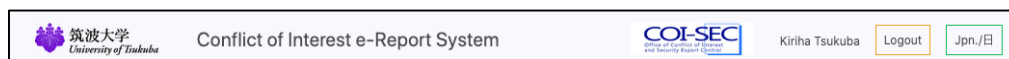
In this system, based on a used language, a Japanese or an English report is made. To change a language, push the change button of the language in the upper right-hand part of the screen.



The screenshot shows the top header of the system. On the right side, there is a language selector button labeled "Jpn./日". Other elements in the header include the University of Tsukuba logo, the system name "Conflict of Interest e-Report System", the "COI-SEC" logo, and the user name "Kiriha Tsukuba". A "Logout" button is also visible.

### 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.



This screenshot is identical to the one above, showing the top header of the system with the "Logout" button and language selector.

## 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. (For Executive Directors and Vice Presidents, enter "Administrative Headquarters".)

Title : Select your title name from a list.

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

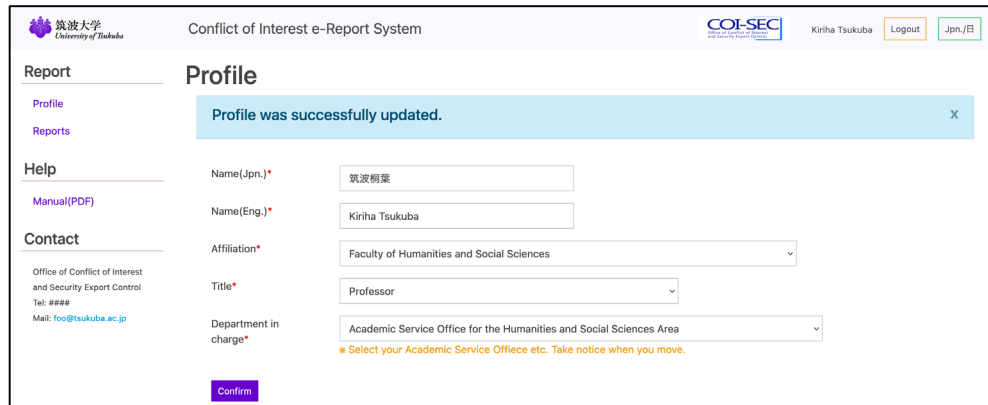
When [Other] is selected, an entry field of [Title] is additionally displayed. So, enter the specific title name.

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.

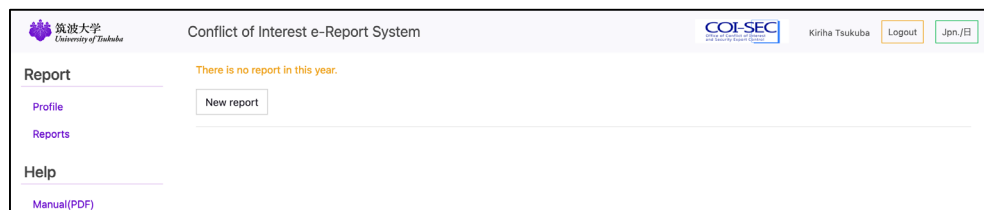


The screenshot shows the 'Profile' page of the 'Conflict of Interest e-Report System'. At the top, there is a navigation bar with the University of Tsukuba logo, the system name, and user information (Kirihisa Tsukuba, Logout, Jpn./日). A blue notification banner at the top of the main content area states 'Profile was successfully updated.' with a close button (X). Below the notification, the profile form is displayed with the following fields: Name(Jpn.)\* with the value '筑波桐葉', Name(Eng)\* with 'Kirihisa 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 note below the department field reads 'Select your Academic Service Office etc. Take notice when you move.' A purple 'Confirm' button is located at the bottom of the form. On the left side, there is a sidebar menu with 'Report' (Profile, Reports), 'Help' (Manual(PDF)), and 'Contact' (Office of Conflict of Interest and Security Export Control, Tel: #####, Mail: foo@tsukuba.ac.jp).

### 2.5. Registration of reports


The reports for previous fiscal year are able to be submitted during every April and May. After the end of May, you can submit the report only for this fiscal year. After June, only in case of reasonable circumstances, the reports for previous fiscal year are accepted and 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 top navigation bar is identical to the previous screenshot. The main content area features a yellow notification banner that says 'There is no report in this year.' Below the notification, there is a 'New report' button. The left sidebar menu is also visible, showing 'Report' (Profile, Reports), 'Help' (Manual(PDF)), and 'Contact'.

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


Kirihisa Tsukuba
Logout
Jpn./E

---

**Report**

[Profile](#)

[Reports](#)

**Help**

[Manual\(PDF\)](#)

**Contact**

Office of Conflict of Interest and Security Export Control  
Tel: #####  
Mail: [foi@tsukuba.ac.jp](mailto:foi@tsukuba.ac.jp)

## Report of disclosure of individual financial interests

Date: 04 (month) 01 (day), 2022 (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 Declaration period covered (e>You can declare both the regular reporting for the previous fiscal year and the occasional reporting for this fiscal year from April to May.)

Previous fiscal year (April 1, 2021 - March 31, 2022)

This fiscal year (April 1, 2022 - March 31, 2023)

Note 1. "A" (side business fee, licensing fee, salary) and "B" (stock holdings etc.) in this form means what has been regarded as personal profit. On the other hand, "C" was newly added by the revision of the 4th year of Reiwa. For details on the latter, see Note 12. However, since it is limited to money, goods, or services, etc. provided by companies, etc. that are not under the control of the University of Tsukuba and are related to the job or may impair the integrity of the job, most of the research funds, incentives, prize money, donations, etc. will not be applicable. The financial interests to report are as follows.  
"A": "Financial interests" must be included on this form, only if the individual interests (side business payment, licensing fee, payment of all or part of salary) received from entities, such as companies, is expected to be 1 million yen or more in the single current year, and when it will be less than 1 million yen due to cancellation or reduction, you do not need to submit it. (Covered individual financial interests include the total amount of 1 million yen or more received from not only a single company but also two or more companies during the same fiscal year.)  
"B": If there is a change in "holding of stocks, etc.", specify the changes in the number of shares held, or their sales and gain on sale.  
"C": Anything that is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job should be reported regardless of the amount.  
Note 2. The subject of regular reporting is for the previous year. Submit by the end of May of the following year. New reporting as occasion arises (National University Corporation University of Tsukuba Conflict of Interest Rules, Article 10, Paragraph 2) will be made when the total amount of personal profit is expected to 1 million yen and more in the relevant fiscal year in the case of "A" (side business fee, licensing fee, salary). In the case of "B" (stocks, etc.) and "C" (in the case that it is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job. There is no lower limit on the amount), it will be done at the time of new acquisition.  
Note 3. Those that have already been reported as occasion arises do not need to be reported by regular reporting.  
Note 4. If there is a change in the personal interests with the company, etc. reported in the occasional reporting, correct the self-report describing the changed parts concretely, and submit it at any time (changes such as increasing profit, adding other types of personal profit, etc.).  
Note 5. Fill in one sheet for one company, etc.  
Note 6. If the entity is a domestic public institution other than the company (such as national, local public body, university, incorporated administrative agency, etc.), there is no need to report.

2. Details of individual financial interests related to university-industry collaborative activities etc. (Including your spouse and family members within the first degree of kinship who share a living only by holding stocks.)

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, xxmachi, Chiyoda-ku, Tokyo (Up-to 300 characters)

Others: (Fill in specifically) (Up-to 400 characters)

yen / estimated monetary amount

1. You can choose the report period until the end of May. In the initial state, “Previous fiscal year” is selected. If you want to report this year, please select “This fiscal year”. After June, only a report is enabled “this fiscal year” as follows.

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

1 Declaration period covered

April 1, 2022 - March 31, 2023

Note 1. "A" (side business fee, licensing fee, salary) and "B" (stock holdings etc.) in this form means what has been regarded as personal profit. On the other hand, "C" was newly added by the revision of the 4th year of Reiwa. For details on the latter, see Note 12. However, since it is limited to money, goods, or services, etc. provided by companies, etc. that are not under the control of the University of Tsukuba and are related to the job or may impair the integrity of the job, most of the research funds, incentives, prize money, donations, etc. will not be applicable.

2. Affiliation, title, name, and name and address of a company are required input items.
3. A: When applicable to Article 10, Paragraph 1, Item 1 of National University Corporation University of Tsukuba Rules on Conflict of Interest: Check all that apply to your “individual financial interests” and enter the amount. If there are no other individual financial interests that fall under B or C, and total amount of profits (including the amount for multiple companies) that fall under A is less than 1million yen, there is no need to declare.
4. B: When applicable to Article 10, Paragraph 1, Item 2 of National University Corporation

University of Tsukuba Rules on Conflict of Interest: If you are receiving applicable benefits, check " Stock holdings etc." Enter the details of the specific interests in the "Reporter himself /herself" or "Your spouse and up to first-degree relatives who share the same livelihood" column, referring to the example. It is also necessary to fill in the "Relationship between the University of Tsukuba and the company etc." column.

5. C: When applicable to Article 10, Paragraph 1, Item 3 of National University Corporation University of Tsukuba Rules on Conflict of Interest: If you are receiving the applicable interests, check the box that applies to the details of the specific profit and enter the amount.

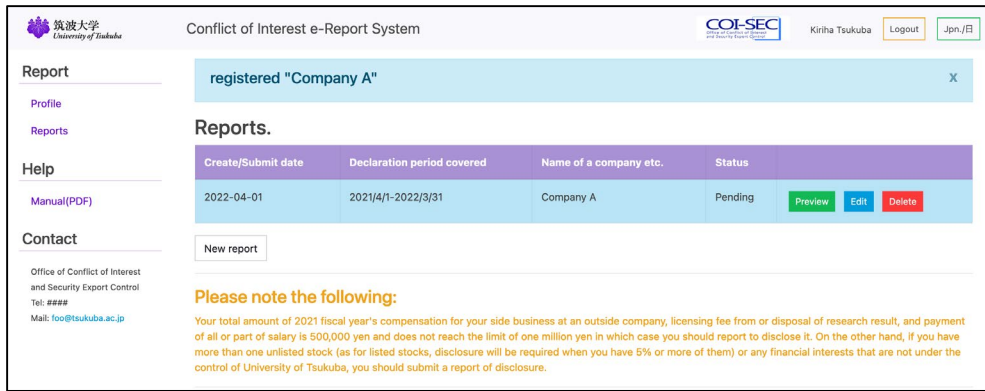
After having input all items, Push the [Add] button and register (save) a report.

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.)

The screenshot shows the 'Conflict of Interest e-Report System' interface. At the top, there is a navigation bar with the University of Tsukuba logo, the system name, and user information (Kirihito Tsukuba, Logout, Jpn/日). A sidebar on the left contains menu items: Report, Profile, Reports, Help, and Contact. The main content area features a prominent red 'Errors Message' box stating '3 errors arise: (Name) can't be blank, Address can't be blank, Please check any one or more type of financial interests.' Below this is the 'Report of disclosure of individual financial interests' form. The form includes a 'Date' field set to '04 (month) 01 (day), 2022 (year)', a 'To the University President' section with fields for 'Affiliation' (Faculty of Humanities and Social Sciences), 'Title' (Professor), and 'Name'. A declaration section asks for the 'Declaration period covered', with 'Previous fiscal year (April 1, 2021 - March 31, 2022)' selected. The form also contains several detailed notes (Note 1 through Note 6) regarding reporting requirements. At the bottom, there is a section for 'Details of individual financial interests related to university-industry collaborative activities etc.', with a 'Name and address of a company etc.' field (Required input) containing 'Company A' and an 'Address' field with an example: 'ABC building, xxmachi, 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.



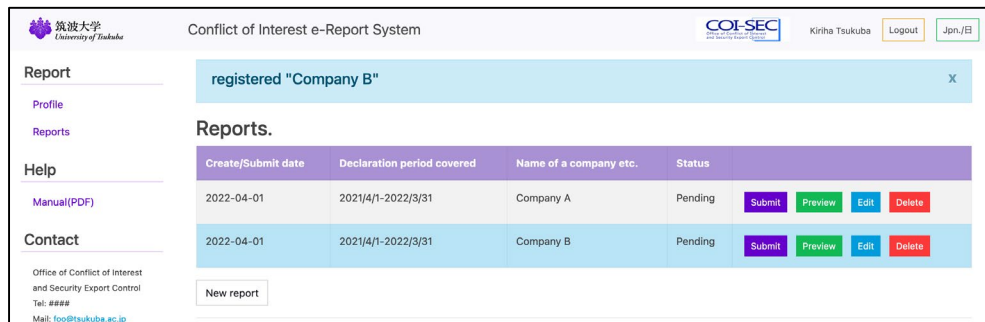


## 2.6. Submission of reports

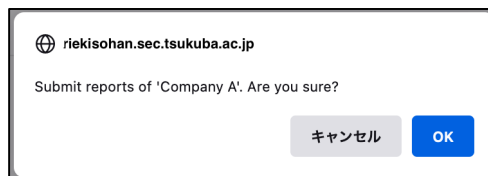
If any of the following conditions are satisfied, it is necessary to submit a report.

- The total sum of compensation for your side business, licensing fee from or disposal of research results and payment of all or part of salaries amount to 1 million yen or over (including the amount for multiple companies).
- You hold any unlisted stocks or 5% or more of listed stocks (including stock acquisition rights and equity rights of the holding company).
- Receiving benefits that fall under the category of "things that are related to the job or that may damage the integrity of the one, if they are not under the University's control"

When you do not correspond to above conditions, it is not necessary to disclose. If the total amount is less than 1 million yen (including the amount for multiple companies) with only the category A, your report cannot be submitted. Once the report corresponding to B or C is registered, all reports can be submitted.



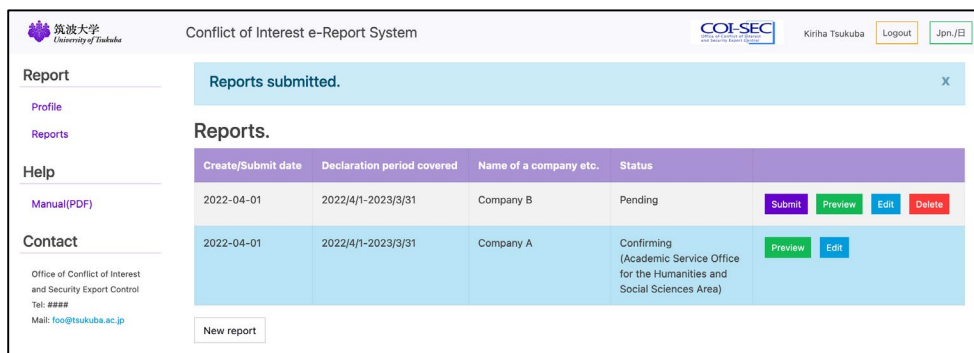
When reports are ready for submission, the [Submit] button will appear to the right of the list, allowing you to submit them individually.



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

※ Please be careful when you submit reports, it cannot be deleted until it is returned by the administrator.

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.

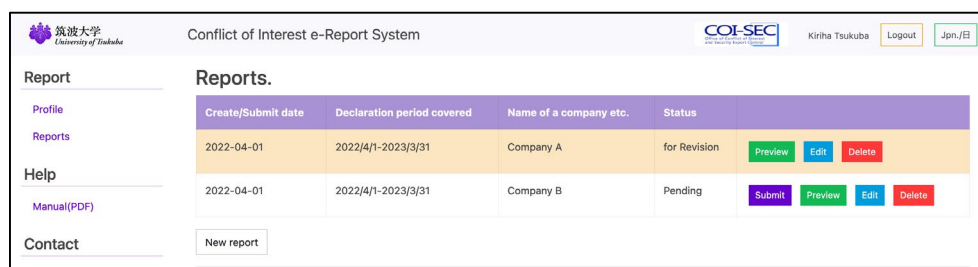
**Final check :** It is under review by Office of Conflict of Interest and Security Export Control.

**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.



Returns that have been returned by the administrator will have a yellow background in the list and can be edited or deleted. If you want to edit the report, click the [Edit] button to change the pointed out part.

筑波大学 University of Tsukuba Conflict of Interest e-Report System COI-SEC Kiriha Tsukuba Logout Jpn./日

## Report of disclosure of individual financial interests

**Report**  
 Profile  
 Reports  
 Help  
 Manual(PDF)  
 Contact

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

Date: 04 (month) 01 (day), 2022 (year)  
 To the University President  
 (Affiliation) Faculty of Humanities and Social Sciences  
 (Title) Professor  
 (Name) Kiriha Tsukuba

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

1 Declaration period covered [You can declare both the regular reporting for the previous fiscal year and the occasional reporting for this fiscal year from April to May.]

Previous fiscal year (April 1, 2021 - March 31, 2022)  
 This fiscal year (April 1, 2022 - March 31, 2023)

Note 1. "A" (side business fee, licensing fee, salary) and "B" (stock holdings etc.) in this form means what has been regarded as personal profit. On the other hand, "C" was newly added by the revision of the 4th year of Reiwa. For details on the latter, see Note 12. However, since it is limited to money, goods, or services, etc. provided by companies, etc. that are not under the control of the University of Tsukuba and are related to the job or may impair the integrity of the job, most of the research funds, incentives, prize money, donations, etc. will not be applicable. The financial interests to report are as follows.  
 "A": "Financial interests" must be included on this form, only if the individual interests (side business payment, licensing fee, payment of all or part of salary) received from entities, such as companies, is expected to be 1 million yen or more in the single current year, and when it will be less than 1 million yen due to cancellation or reduction, you do not need to submit it. (Covered individual financial interests include the total amount of 1 million yen or more received from not only a single company but also two or more companies during the same fiscal year.)  
 "B": If there is a change in "holding of stocks, etc.", specify the changes in the number of shares held, or their sales and gain on sale.  
 "C": Anything that is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job should be reported regardless of the amount.  
 Note 2. The subject of regular reporting is for the previous year. Submit by the end of May of the following year. New reporting as occasion arises (National University Corporation University of Tsukuba Conflict of Interest Rules, Article 10, Paragraph 2) will be made when the total amount of personal profit is expected to 1 million yen and more in the relevant fiscal year in the case of "A" (side business fee, licensing fee, salary). In the case of "B" (stocks, etc.) and "C" (In the case that it is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job. There is no lower limit on the amount.), it will be done at the time of new acquisition.  
 Note 3. Those that have already been reported as occasion arises do not need to be reported by regular reporting.  
 Note 4. If there is a change in the personal interests with the company, etc. reported in the occasional reporting, correct the self-report describing the changed parts concretely, and submit it at any time (changes such as increasing profit, adding other types of personal profit, etc.).  
 Note 5. Fill in one sheet for one company, etc.  
 Note 6. If the entity is a domestic public institution other than the company (such as national, local public body, university, incorporated administrative agency, etc.), there is no need to report.

2. Details of individual financial interests related to university-industry collaborative activities etc. (Including your spouse and family members within the first degree of kinship who share a living only by holding stocks.)

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 Tsukuba-shi  
 [Entry example] ABC building, xxmachi, Chiyoda-ku, Tokyo (Up-to 300 characters)

Others: (Fill in specifically) (Up-to 400 characters)

yen / estimated monetary amount

[Update]  
 [Back]

Press the [Update] button when the correction is complete.

筑波大学 University of Tsukuba Conflict of Interest e-Report System COI-SEC Kiriha Tsukuba Logout Jpn./日

**Report**  
 Profile  
 Reports  
 Help  
 Manual(PDF)  
 Contact

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

renewed "Company A" X

**Reports.**

Create/Submit date	Declaration period covered	Name of a company etc.	Status	
2022-04-01	2022/4/1-2023/3/31	Company A	for Revision	[Resubmit] [Preview] [Edit] [Delete]
2022-04-01	2022/4/1-2023/3/31	Company B	Pending	[Submit] [Preview] [Edit] [Delete]

[New report]

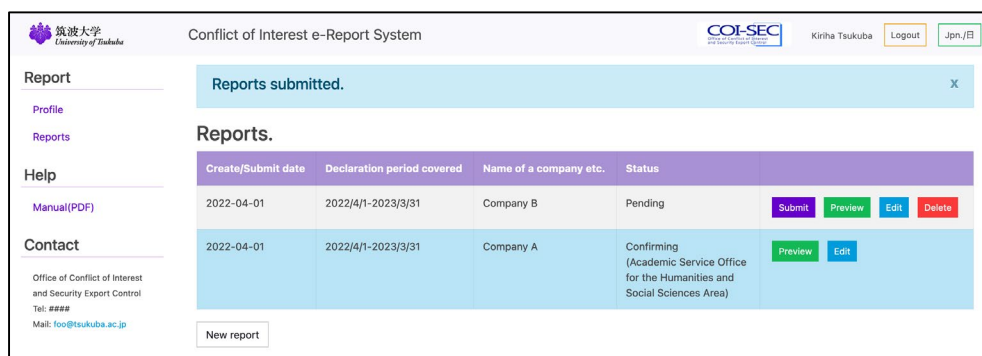
If the report changed, it can be resubmitted. Click the [Resubmit] button to resubmit your report.

🌐 riekisohan.sec.tsukuba.ac.jp

Submit reports of 'Company A'. Are you sure?

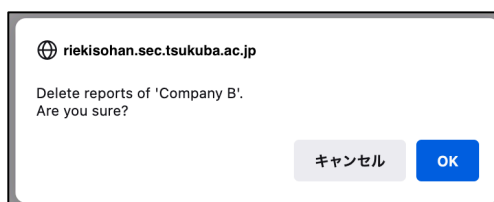
[キャンセル] [OK]

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



## 2.8. Delete a report.

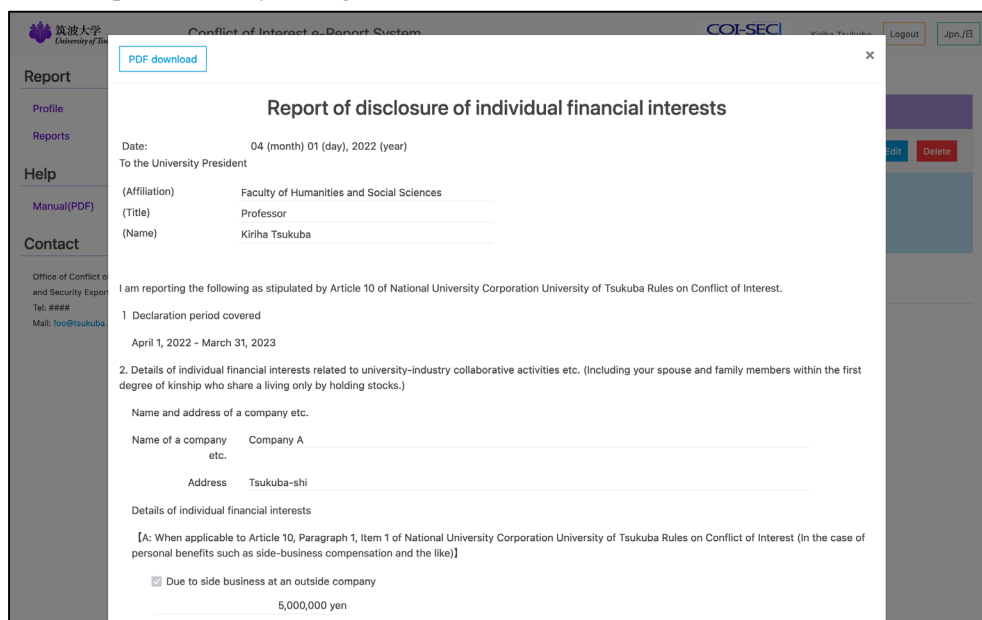
To delete a report, click the [Delete] button to the right of the report.



※ If by deleting the report, the total amount of other tax returns that fall under A. have fallen below 1 million yen and the report is no longer needed, please contact the administrator.

## 2.9. 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 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.

## 2.10. 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. A blue notification banner at the top states: 'Since it is the new year, please check whether there is any change in the profile information.' Below this, the user's profile information is displayed in a form:

- Name (Jpn.): 筑波桐葉
- Name (Eng.): Kirihisa Tsukuba
- Affiliation: Faculty of Humanities and Social Sciences
- Title: Professor
- Department in charge: Academic Service Office for the Humanities and Social Sciences Area

A note below the department field reads: 'Select your Academic Service Office etc. Take notice when you move.' A 'Confirm' button is located at the bottom left of the form.

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 shows the same 'Profile' page after a successful update. A blue notification banner at the top states: 'Profile was successfully updated.' The profile information fields remain the same as in the previous screenshot.

## 2.11. 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 'Report' page of the Conflict of Interest e-Report System. A message states: 'There is no report in this year.' Below this, there is a 'New report' button. The 'Past reports' section is displayed with a table. The 'Fiscal year' is set to 2021.

Date	Declaration period covered	Name of a company etc.	Status	
2022-04-01	2021/4/1-2022/3/31	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)	<a href="#">Preview</a> <a href="#">Copy</a>

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.


Conflict of Interest e-Report System


Kirihito Tsukuba
Logout
Jpn/日

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**Report**

[Profile](#)

[Reports](#)

**Help**

[Manual\(PDF\)](#)

**Contact**

Office of Conflict of Interest and Security Export Control  
Tel: #####  
Mail: [foo@tsukuba.ac.jp](mailto:foo@tsukuba.ac.jp)

## Report of disclosure of individual financial interests

Date: 12 (month) 01 (day), 2022 (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 Declaration period covered

April 1, 2022 - March 31, 2023

Note 1. "A" (side business fee, licensing fee, salary) and "B" (stock holdings etc.) in this form means what has been regarded as personal profit. On the other hand, "C" was newly added by the revision of the 4th year of Reiwa. For details on the latter, see Note 12. However, since it is limited to money, goods, or services, etc. provided by companies, etc. that are not under the control of the University of Tsukuba and are related to the job or may impair the integrity of the job, most of the research funds, incentives, prize money, donations, etc. will not be applicable. The financial interests to report are as follows.  
 "A": "Financial interests" must be included on this form, only if the individual interests (side business payment, licensing fee, payment of all or part of salary) received from entities, such as companies, is expected to be 1 million yen or more in the single current year, and when it will be less than 1 million yen due to cancellation or reduction, you do not need to submit it. (Covered individual financial interests include the total amount of 1 million yen or more received from not only a single company but also two or more companies during the same fiscal year.)  
 "B": If there is a change in "holding of stocks, etc.", specify the changes in the number of shares held, or their sales and gain on sale.  
 "C": Anything that is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job should be reported regardless of the amount.  
 Note 2. The subject of regular reporting is for the previous year. Submit by the end of May of the following year. New reporting as occasion arises (National University Corporation University of Tsukuba Conflict of Interest Rules, Article 10, Paragraph 2) will be made when the total amount of personal profit is expected to 1 million yen and more in the relevant fiscal year in the case of "A" (side business fee, licensing fee, salary). In the case of "B" (stocks, etc.) and "C" (in the case that it is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job. There is no lower limit on the amount.), it will be done at the time of new acquisition.  
 Note 3. Those that have already been reported as occasion arises do not need to be reported by regular reporting.  
 Note 4. If there is a change in the personal interests with the company, etc. reported in the occasional reporting, correct the self-report describing the changed parts concretely, and submit it at any time (changes such as increasing profit, adding other types of personal profit, etc.).  
 Note 5. Fill in one sheet for one company, etc.  
 Note 6. If the entity is a domestic public institution other than the company (such as national, local public body, university, incorporated administrative agency, etc.), there is no need to report.

2. Details of individual financial interests related to university-industry collaborative activities etc. (Including your spouse and family members within the first degree of kinship who share a living only by holding stocks.)

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, xxmachi, Chiyoda-ku, Tokyo (Up-to 300 characters)

## 2.12. Report submission period

The reporting periods for the acceptable declarations through this system are as follows.

- Until the end of May each year, it is possible to report for the previous fiscal year and select the reporting year when creating or editing the report.
- After June, it is not possible to report for the previous fiscal year. (Admin permission required.)
- For this fiscal year, you can report at any time.

## 2.13. Report editable period

You can edit at any time for this fiscal year. In case of the report for the previous fiscal year, you can edit it only if it was returned by admin or before submission.

For example, the report for the fiscal year 2021 will change as follows depending on the date of operation.

April 1, 2021 to March 31, 2022 : (Even if it has already been submitted, it can be revised at any time.)

Conflict of Interest e-Report System

Reports.

Create/Submit date	Declaration period covered	Name of a company etc.	Status
2021-03-01	2021/4/1-2022/3/31	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)

Buttons: Preview, Edit

New report

April 1, 2022 to May 31, 2022 : (The previous year's reports that have already been submitted cannot be amended.)

Conflict of Interest e-Report System

Reports.

Create/Submit date	Declaration period covered	Name of a company etc.	Status
2021-03-01	2021/4/1-2022/3/31	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)

Buttons: Preview

New report

After June 1, 2022 : (It goes to list of past reports.)

Conflict of Interest e-Report System

There is no report in this year.

New report

Past reports.

Fiscal year: 2021

Date:	Declaration period covered	Name of a company etc.	Status
2021-03-01	2021/4/1-2022/3/31	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)

Buttons: Preview, Copy

Office of Conflict of Interest and Security Expert Control  
Tel: #####  
Mail: foo@tsukuba.ac.jp

### 3. Contact

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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@un.tsukuba.ac.jp](mailto:coisec@un.tsukuba.ac.jp)



#### 4. Form of Report of disclosure of individual financial interests

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##### ○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. Declaration period covered : April 1, (year) – March 31, (year)

(Type: New / Revised report)

2. Details of individual financial interests related to university-industry collaborative activities etc. (Including your spouse and family members within the first degree of kinship who share a living only by holding stocks.)

Name and address of a company etc.	Details of individual financial interests		
	A: When applicable to Article 10, Paragraph 1, Item 1 of National University Corporation University of Tsukuba Rules on Conflict of Interest (In the case of personal benefits such as side-business compensation and the like)		
	Type of financial interests (Add a circle to the following left column of applicable items.)	Amount	
		Due to side business at an outside company	(yen)
		Due to licensing fee from or disposal of research results	(yen)
		Payment of all or part of salary	(yen)
	B: When applicable to Article 10, Paragraph 1, Item 2 of National University Corporation University of Tsukuba Rules on Conflict of Interest (In the case of holding shares of companies, etc. that have a contractual relationship with the University of Tsukuba)		

	Type of financial interests (Add a circle to the following left column of applicable items.)	Enter the type and number of shares held (in the case of equity, the amount) and the relationship between the company, etc. holding the shares and the University.
	Stock holdings etc.	Reporter himself /herself:
		Your spouse and up to first-degree relatives who share the same livelihood:
		Relationship between the University of Tsukuba and the company etc.:
C: When applicable to Article 10, Paragraph 1, Item 3 of National University Corporation University of Tsukuba Rules on Conflict of Interest (In the case that it is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job. There is no lower limit on the amount.)		
	Type of financial interests (Add a circle to the following left column of applicable items.)	Amount (In the case of goods or services, enter the name or content and the estimated monetary amount.)
	All research funds such as subsidies or grants	(yen)
	Financial incentives	(yen)
	Prize money	(yen)
	Donations	(yen)
	Business trip fees	(yen)
	Lecture fees	(yen)
	Payments for writing	(yen)
	Goods such as research equipment or material, etc.	Name or content
		Estimated monetary amount (yen)

		Free provision of services	Name or content
			Estimated monetary amount (yen)
		Others:	Fill in specifically
			Fill in specifically  (yen/ estimated monetary amount)
When applicable to <u>"when there is a change in what was reported"</u> in Article 10, Paragraph 2 of National University Corporation University of Tsukuba Rules on Conflict of Interest (After making corrections to the above list of the submitted self-report, add a circle to the following left column, and describe the details of the changes, such as adding personal profit, changing the amount, changing or selling the number of stocks held, etc. to the right column.)			

Notes:

- "A" (side business fee, licensing fee, salary) and "B" (stock holdings etc.) in this form means what has been regarded as personal profit. On the other hand, "C" was newly added by the revision of the 4th year of Reiwa. For details on the latter, see Note 13. However, since it is limited to money, goods, or services, etc. provided by companies, etc. that are not under the control of the University of Tsukuba and are related to the job or may impair the integrity of the job, most of the research funds, incentives, prize money, donations, etc. will not be applicable.

The financial interests to report are as follows.

"A": "Financial interests" must be included on this form, only if the individual interests (side business payment, licensing fee, payment of all or part of salary) received from entities, such as companies, is expected to be 1 million yen or more in the single current year, and when it will be less than 1 million yen due to cancellation or reduction, you do not need to submit it. (Covered individual financial interests include the total amount of 1 million yen or more received from not only a single company but also two or more companies during the same fiscal year.)

"B": If there is a change in "holding of stocks, etc.", specify the changes in the number of shares held, or their sales and gain on sale.

"C": Anything that is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job should be reported regardless of the amount.

- The subject of regular reporting is for the previous year. Submit by the end of May of the following year. New reporting as occasion arises (National University Corporation University of Tsukuba Conflict of Interest Rules, Article 10, Paragraph 2) will be made when

the total amount of personal profit is expected to 1 million yen and more in the relevant fiscal year in the case of "A" (side business fee, licensing fee, salary). In the case of "B" (stocks, etc.) and "C" (In the case that it is not under the control of the University of Tsukuba and is related to the job or may damage the integrity of the job. There is no lower limit on the amount.), it will be done at the time of new acquisition.

3. Those that have already been reported as occasion arises do not need to be reported by regular reporting.
4. If there is a change in the personal interests with the company, etc. reported in the occasional reporting, correct the self-report describing the changed parts concretely, and submit it at any time (changes such as increasing profit, adding other types of personal profit, etc.).
5. Fill in one sheet for one company, etc.
6. If the entity is a domestic public institution other than the company (such as national, local public body, university, incorporated administrative agency, etc.), there is no need to report.
7. Profit from side business does not include compensation for domestic medical care or educational activity as side business.
8. Externally funded employees and part-time employees do not need to obtain approval for side business, but from the perspective of working hours and health management, they need to report the days and hours to work at other institutions (see the side business manual). Fill in the content of the report in the column of side business described in "A".
9. Regarding the royalty or profit from the sale of research results, the compensation paid by the University of Tsukuba based on the provisions of Article 9 of the National University Corporation University of Tsukuba Employee Invention Regulations (2004 Corporation Regulations No. 5) is excluded.
10. Payment of all or part of salary means that salary is paid by the University of Tsukuba using external fund staff or cross-appointment system, but all or part of the resources are from the company concerned (in the cross-appointment system including the case of receiving all or part of the salary directly from the outside company etc.).
11. Regarding the Stock holdings etc. of "B", if you hold private stocks, you will have to report for one or more stocks, and if you hold publicly held stocks, you will have to report for 5% or more of the total number of issued stocks. It also includes stock acquisition rights, equity of membership companies including limited liability companies, unlimited partnerships and limited partnerships. When entering the amount, etc., enter these types, the number of stocks, stocks for stock acquisition rights, and the amount for equity of a limited liability company, etc. However, this is limited to the cases where there is a contract of joint research, transfer of research results, donations, purchase of goods, etc. or other relationships between the issuing company of the stocks, etc. and the University of Tsukuba. Fill in all the relationships between the University and the company as far as you can know.
12. Only the Stock holdings etc. is subject to reporting obligations not only for the employee, etc., but also for the spouse and family members within the first degree of kinship who share a living. In the section of "Types of Stock holdings etc.", enter the number of stocks held, etc., such as "Spouse XX stocks".
13. Personal profits from the column of "All research funds such as subsidies or grants" to the one of "Others (Fill in specifically)" in "C" are excluded from those under the control of the University of Tsukuba. Also, you do not need to report anything that you donated to the University after you received it personally. When research funds, financial incentives, prize money and donations are to be used for research expenses of the University, they are usually donated to the President of the University and its administration is in charge of accounting for them. Consequently, they are not subject to reporting. However, if any of these research funds, etc. are provided by foreign governments / military forces or private organizations commissioned by them and are privately in charge of accounting for, such research funds should be reported. In addition, regarding business trip fees, lecture fees and payments for writing, if you have officially notified and had your side business approved, refer to "A" and fill in the column of "Due to side business at an outside company ". If you receive a reward for writing a manuscript as a side business independently outside the University, it does not fall into the category of the situation "related to your job". And moreover, such a case has been widely practiced in each field for many years, and it does not fall under the category of the situation "that may damage the integrity of duties". So, it is not

subject to reporting obligations. Therefore, fill in the "Business trip fees, lecture fee, Payments for writing" of the "C" only when there is something that does not depend on the officially approved side business. The research funds, etc. from the national government, independent administrative agencies, etc. including those donated to the university by the received faculty members, etc. even if they are from private organizations, are not subject to reporting. Only those that are privately accounted for and are related to the job or may damage the integrity of the job should be covered. And it is necessary to report them regardless of the amount of money. If you are unsure whether to report or not, please contact the Office of Conflict of Interest and Security Export Control.