



Conflict of Interest e-Report System User's Manual

April, 28 2020
Office of Conflict of Interest and Security Export Control

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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.

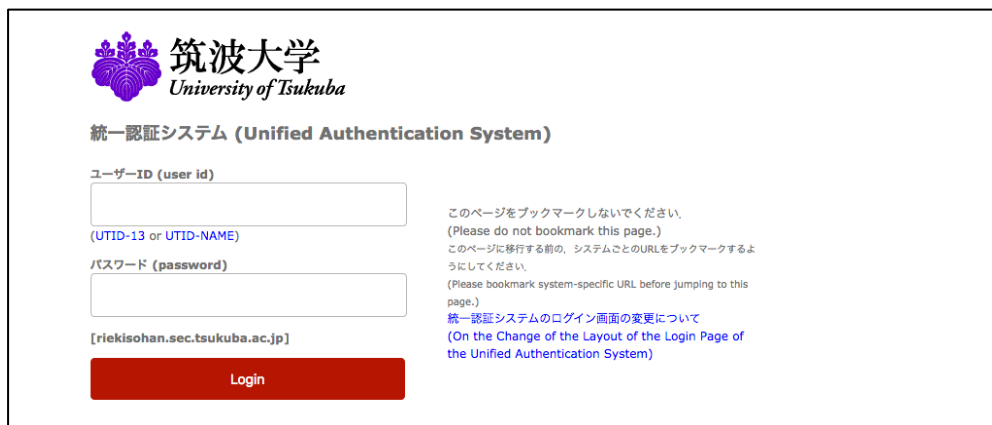
<https://riekisohan.sec.tsukuba.ac.jp/en/>

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



The screenshot shows the login page for the Conflict of Interest e-Report System. At the top left is the University of Tsukuba logo and name. The title is "Conflict of Interest e-Report System" with the Japanese translation "利益相反電子自己申告システム" below it. On the top right, there is a "COI-SEC" logo and a language selector button labeled "Jpn./日". The main content area contains a list of bullet points: "Period for entry is from April 1st to May 31st every year.", "The objective of this Conflict of Interest e-Report System is to make it easy for faculty or staff to yearly disclose their financial interests in accordance with the Article 10 of the University of Tsukuba Rules on Conflicts of Interest.", and "Individual research projects such as those with human subjects or those for applying for Grants-in-Aid for Scientific Research of the Ministry of Health, Labor and Welfare are supposed to be reviewed by the conflict of interest committee or the research ethics committee of each division to which faculty or staff belong. This System has no capability of reviewing them. Please contact each Academic Service Office or others (Article 8 of the aforesaid Rules).". A blue "Login" button is centered at the bottom of the main content area.

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. At the top left is the University of Tsukuba logo and name. The title is "統一認証システム (Unified Authentication System)". Below the title 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)" with a note "[riekisohan.sec.tsukuba.ac.jp]". A red "Login" button is centered below the password field. On the right side, there is a block of text: "このページをブックマークしないでください。(Please do not bookmark this page.)", "このページに移行する前の、システムごとのURLをブックマークするようしてください。(Please bookmark system-specific URL before jumping to this page.)", and "統一認証システムのログイン画面の変更について (On the Change of the Layout of the Login Page of the Unified Authentication System)".

2.2. Change of the language

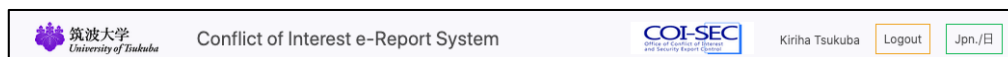
In this system, based on a used language, a Japanese or an English report is made. To change a language, push the change button of the language in the upper right-hand part of the screen.



The screenshot shows the header of the system. On the right side, there is a language selector button labeled "Jpn./日" and a "Logout" button.

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.



The screenshot shows the header of the system. On the right side, there is a "Logout" button and a language selector button labeled "Jpn./日".

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.

The screenshot shows the 'Profile' registration page. The page title is 'Conflict of Interest e-Report System'. The main heading is 'Profile'. A blue notification box says 'Before you start using the system, first register necessary informations.' Below it, a red 'Errors Message' box lists four errors: 'Name(Eng.) can't be blank', 'Affiliation should be selected.', 'Title should be selected.', and 'Department in charge should be selected.'. The registration form includes fields for Name(Jpn.), Name(Eng.), Affiliation, Title, and Department in charge, each with a dropdown menu. A purple 'Register' button is at the bottom left of the form area.

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".)

The screenshot shows the 'Affiliation' dropdown menu. The dropdown is open, showing 'Others' selected. Below the dropdown is an additional text input field labeled '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.

The screenshot shows the 'Title' dropdown menu. The dropdown is open, showing 'Other' selected. Below the dropdown is an additional text input field labeled '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 Tsukuba University. The user is logged in as Kiruha Tsukuba. A blue notification banner at the top states 'Profile was successfully updated.' The form contains the following fields: 'Name(Jpn.)' with the value '筑波桐葉', 'Name(Eng.)' with 'Kiruha Tsukuba', 'Affiliation' as 'Faculty of Humanities and Social Sciences', 'Title' as 'Professor', and 'Department in charge' as 'Academic Service Office for the Humanities and Social Sciences Area'. A 'Confirm' button is located at the bottom of the form. The left sidebar includes navigation links for 'Report', 'Profile', 'Reports', 'Help', and 'Contact', along with contact information for the Office of Conflict of Interest and Security Export Control.

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 user is logged in as Kiruha Tsukuba. The page displays the message 'There is no report in this year.' and a 'New report' button. The left sidebar includes navigation links for 'Report', 'Profile', 'Reports', 'Help', and 'Manual(PDF)'. The 'Report' section is currently selected.

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

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 Date: 01 (month) 23 (day), 2019 (year)
Reports To the University President

Help (Affiliation) Faculty of Humanities and Social Sciences
 (Title) Professor Emeritus
 (Name) Kiriha Tsukuba

Manual(PDF)

Contact Office of Conflict of Interest and Security Export Control
 Tel: ###
 Mail: foo@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, 2017 - March 31, 2018 (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.
 Notes 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, xxmachi, Chiyoda-ku, Tokyo (Up-to 300 characters)

Stock holdings, etc.
 Notes 10. "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.

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)

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.)

筑波大学 University of Tsukuba Conflict of Interest e-Report System 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

Errors Message x

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.
Notes 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, 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.

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

registered "Company A" x

Reports.

Created	Name of a company etc.	Status	
2020-02-14 17:44:21	Company A	Pending	<input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

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 500,000 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.

Cancellation of declaration

Click the button below to cancel all declarations if you no longer need 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, payment of all or part of salary funded by a company etc., 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 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 (Kiriha Tsukuba) with 'Logout' and 'Jpn./日' buttons. A notification banner at the top right says 'registered "Company B"'. On the left, there is a sidebar menu with 'Report', 'Profile', 'Reports', 'Help', and 'Contact' sections. The main content area is titled 'Reports.' and contains a table with the following data:

Created	Name of a company etc.	Status	
2020-02-14 17:44:21	Company A	Pending	Preview Edit Delete
2020-02-14 17:51:19	Company B	Pending	Preview Edit Delete

Below the table, there is a 'New report' button. Underneath, the 'Submit reports.' section has a message: 'After submitting the reports you can not add new report.' and a 'Submit' button. The 'Cancellation of declaration' section has a message: 'Click the button below to cancel all declarations if you no longer need them.' and a 'Cancel' button.

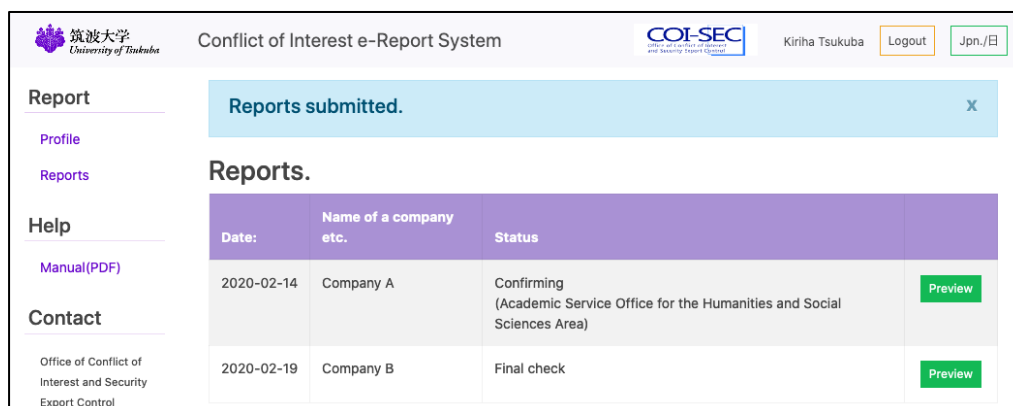
The registration of all reports is completed, and ready for the submission and then push the [Submit] button and submit reports.

This screenshot is identical to the previous one, but with a confirmation dialog box overlaid in the center. The dialog box contains the text: 'After this point, you will not be able to add or modify a new application without the permission of the administrator. Are you sure?' and has 'Cancel' and 'OK' buttons.

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.



The screenshot displays 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, the COI-SEC logo, the user name 'Kiriha Tsukuba', and buttons for 'Logout' and 'Jpn./E'. A sidebar on the left contains menu items: 'Report', 'Profile', 'Reports', 'Help', 'Manual(PDF)', and 'Contact'. The main content area shows a 'Reports submitted.' notification at the top. Below it, a table titled 'Reports.' lists two entries:

Date:	Name of a company etc.	Status	
2020-02-14	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)	Preview
2020-02-19	Company B	Final check	Preview

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.

Conflict of Interest e-Report System

Kiriha Tsukuba Logout Jpn./Ei

Report

Profile

Reports

Help

Manual(PDF)

Contact

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

Reports.

Date:	Name of a company etc.	Status	
2020-02-14	Company A	Confirming (Academic Service Office for the Humanities and Social Sciences Area)	Preview
2020-02-19	Company B	for Revision	Preview Edit Delete

New report

Submit reports.

Submit

Cancellation of declaration

Click the button below to cancel all declarations if you no longer need them.

Cancel

[Edit] and [Delete] buttons are displayed for the report that an administrator sent back. Revise necessary items pointed out.

In addition, the following operation buttons will be added below the list of application forms.


[New report] Add a new declaration form in addition to the one you have already submitted.

[Submit] Resubmit the revised or added declaration form.

[Cancel] Cancel all the reports for current year.


The use of these instructions goes into detail in the following sections.

To correct the remanded report, click the [Edit] button.



筑波大学
University of Tsukuba

Conflict of Interest e-Report System



COI-SEC
Center for Conflict of Interest and Security

Kiriha Tsukuba Logout Jpn./E

Report

[Profile](#)

[Reports](#)

Help

[Manual\(PDF\)](#)

Contact

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

Report of disclosure of individual financial interests

Date: 02 (month) 19 (day), 2020 (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, 2018 - March 31, 2019 ※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.
Notes 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, xxmachi, Chiyoda-ku, Tokyo (Up-to 300 characters)

Stock holdings, etc.
Notes 10. "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.

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

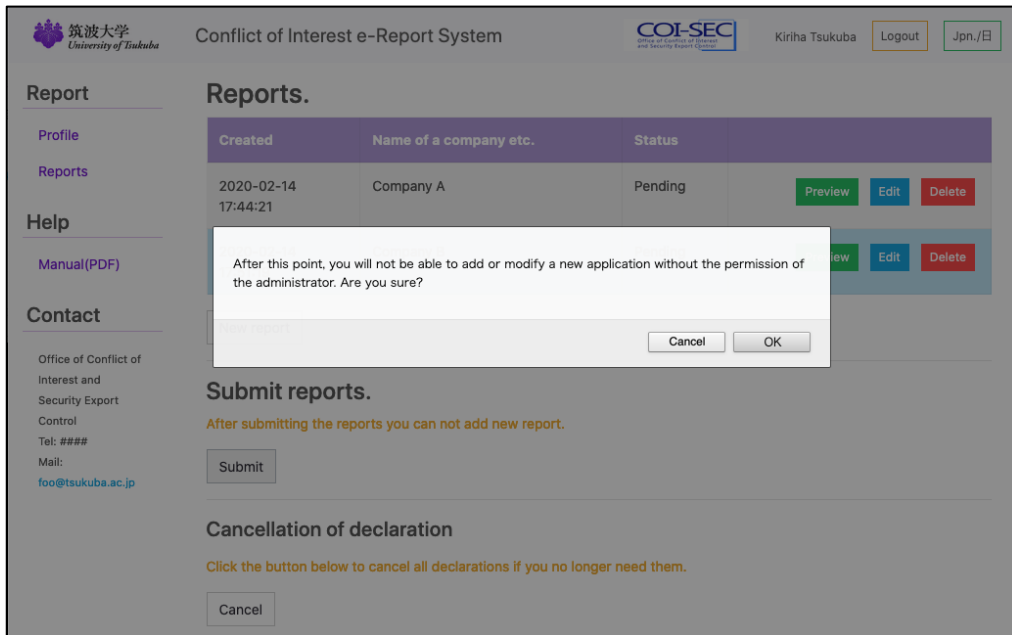
Spouse and up to second-degree relatives with a common livelihood
[Entry example] Spouse: 100 unlisted stocks (Up-to 100 characters)

Update

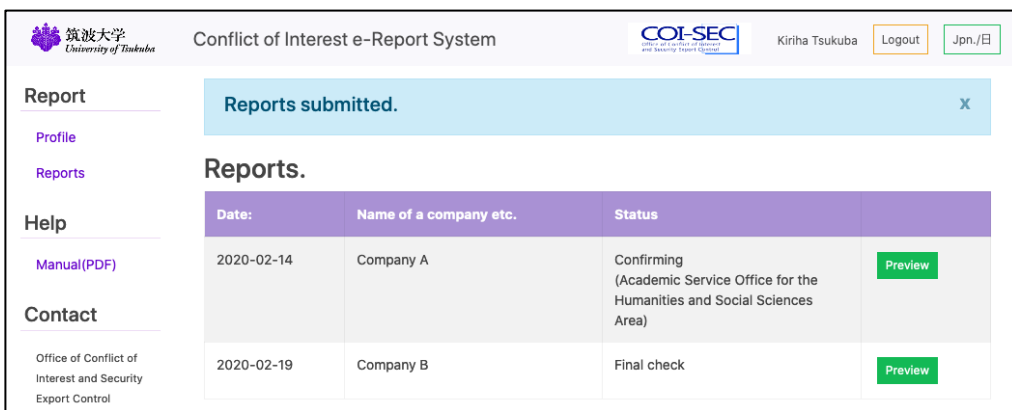
[Back](#)

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

When the correction of the report is complete, push the [Submit] button at the bottom of the list to resubmit the reports.

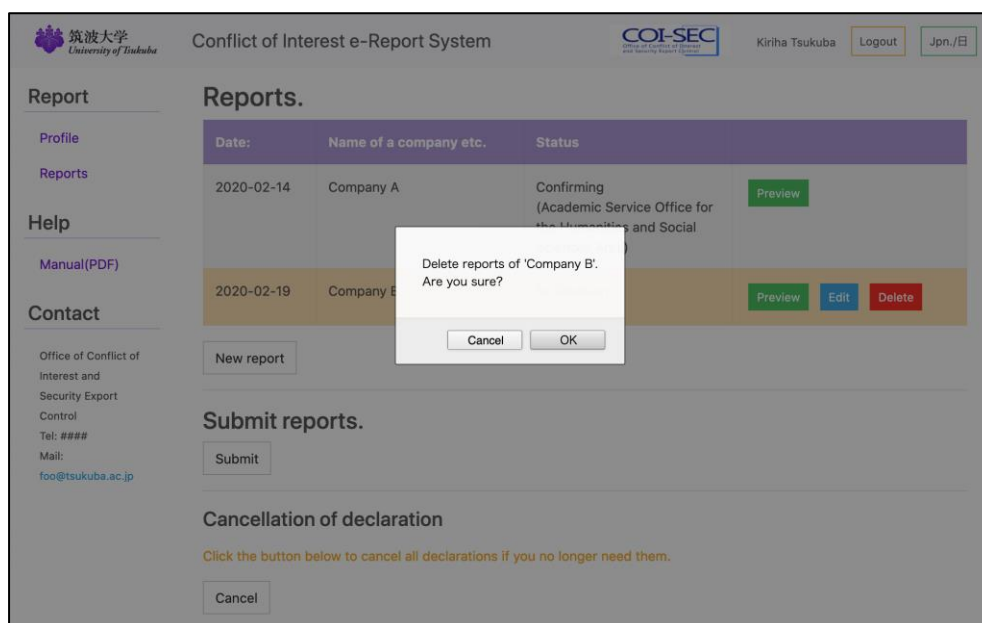


A status becomes "Confirming" or "Final check" if you resubmit the report. Then contact the person of the bureau in charge who let you know the revision notice.

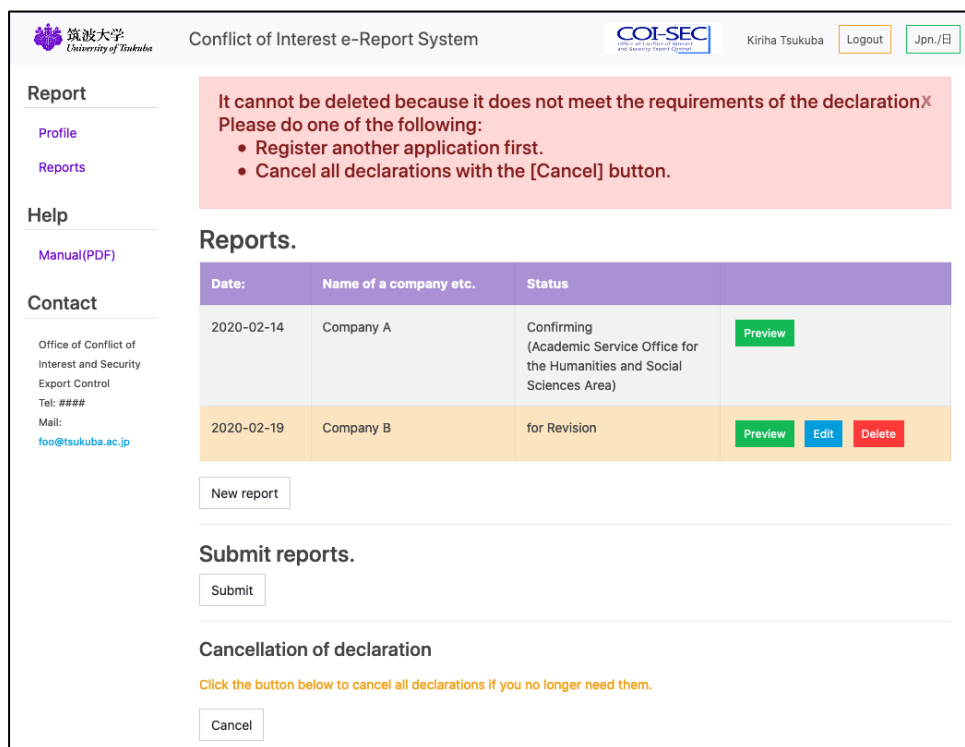


2.8. Delete a report.

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



※ However, you can delete a report only when your declaration meets the requirements for submission even after its deletion.

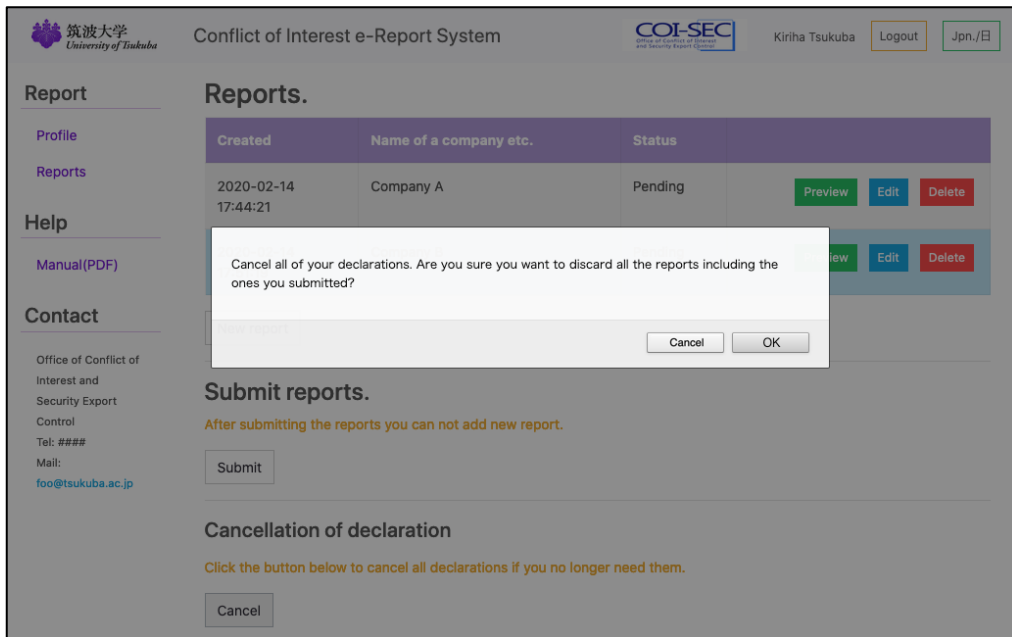


If you see this warning, please add another report before deleting the report or follow the cancellation procedure below.

2.9. Cancellation of declaration

As a result of being informed by the administrator that a revision is required, if you no longer meet the requirements for filing and no longer need to submit, please cancel the declaration by pressing the [cancel] button at the bottom of the list.

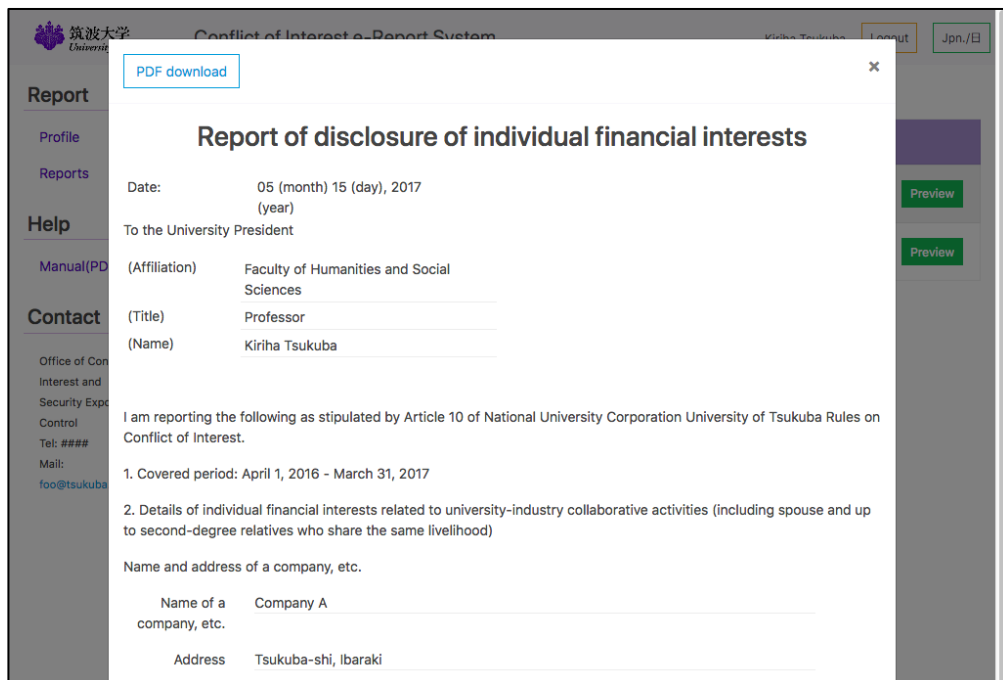
In that case, please cancel the declaration by pressing the [cancel] button at the bottom of the list.



※ Please note that if you do the cancellation operation, all the application forms for this year including the submitted ones will be deleted and cannot be restored.

2.10. 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.

2.11. 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, the University of Tsukuba logo and name are on the left, and the user's name 'Kirih Tsukuba' with 'Logout' and 'Jpn./日' buttons are on the right. The page has a sidebar with 'Report', 'Help', and 'Contact' sections. The main content area is titled 'Profile' and features a blue notification box: 'Since it is the new year, please check whether there is any change in the profile information.' Below this, there are input fields for 'Name(Jpn.)' (筑波桐葉), 'Name(Eng.)' (Kirih 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 purple 'Confirm' button is at the bottom.

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 box now says 'Profile was successfully updated.' The 'Confirm' button is still visible at the bottom.

2.12. 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.

Conflict of Interest e-Report System

Kiriha Tsukuba Logout Jpn./日

Report

There is no report in this year.

New report

Past reports.

Fiscal year: 2015

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

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

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

Kiriha Tsukuba Logout Jpn./日

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

(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.

- Covered period: April 1, 2016 - March 31, 2017 (※Please enter data for the previous fiscal year.)
- 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.
Notes 1. Fill out one sheet for each company.

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

Name of a company, etc. Test 0 Co. Ltd.,
[Entry example] Company B (Up-to 100 characters)

Address Tsukuba-shi Ibaraki 0-1-12
[Entry example] ABC building, x×machi, Chiyoda-ku, Tokyo (Up-to 300 characters)

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

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	
	<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 or with personnel and technical consultation assisted 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)	

		Payment of all or part of salary	(yen)
		Stock holdings etc.	

Notes:

1. Fill out one sheet for each company etc.
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. There is no need to file a declaration if "a company etc." is a public institution other than a company (e.g. the national or a local government, a university, an independent administrative agency, etc.).
4. "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.
5. "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, amount to 1 million yen or more in the single current year. (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.)
6. "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).
7. Interests "due to side business at an outside company" include manuscript or lecture fee, but exclude honoraria for medical service or academic education.
8. 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).
9. "Payment of all or part of salary" must be included on this form when all or part of that is funded by a company etc. though that is paid by University of Tsukuba as in the case of externally funded employee or employment by cross appointment system (including the case of being paid directly by a company etc. through cross appointment system), and also his or her spouse or up to second-degree relatives with a common livelihood are employed by the company. In the case of spouse and up to second-degree relatives with a common livelihood, they should be written in parentheses as in Note 5 above.
10. "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.