**○Report of disclosure of individual financial interests**

Amended in March 1,2022

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.)

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| --- | --- |
| 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 "when there is a change in what was reported" 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:

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 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.

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.

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.