

学外共同研究規程 Regulations Regarding External Collaborative Research

Enacted April 1, 1997

Amended July 1, 2005 April 1, 2008 July 1, 2011 April 1, 2014 April 1, 2016

(Purpose)

Article 1

The regulations herein stipulate the necessary matters pertaining to the handling of collaborative research with an organization outside Sophia University (hereinafter, the "University") such as companies (hereinafter, "External Party") conducted at the University.

(Definitions)

Article 2

In the regulations herein, "External Collaborative Research" (hereinafter "Collaborative Research") is research conducted jointly with a researcher from an External Party on a common research theme by receiving at the University a researcher and research funds from the External Party.

2 In the regulations herein, a "Foreign Government" is a foreign government, organization or individual, or an international organization or an internationally organized group.

(Researcher)

Article 3

A person who engages in Collaborative Research at the University (hereinafter "Researcher") shall be a full-time faculty member of the University. However, graduate school students and other persons may be added as research supporters, as deemed required.

2 The University shall receive a person dispatched to the University from the External Party to engage in Collaborative Research as an "External Collaborative Researcher".

(Expenses required for Collaborative Research)

Article 4

Collaborative Research expenses shall be calculated by summing the expenditure items provided below:

(1) Expenses directly required to implement said research

(2) General overhead expenses required in association with implementing said research, in addition to the preceding item

2 General overhead expenses shall be equivalent to 10% of Collaborative Research expenses.

3 Regardless of the preceding two (2) paragraphs, when indirect expenses associated with competitive resources have been paid to the University, the amount equivalent to 5% of direct costs are taken from indirect costs as general overhead expenses. In this case, indirect costs shall be handled pursuant to the Indirect Costs Guidelines of the research grant for which accounting has been commissioned.

4 Regardless of the preceding three (3) paragraphs, the rules of the External Party apply where relevant.

5 The External Party shall assume the Collaborative Research expenses.

(Equipment required for collaborative research)

Article 5

The University shall offer the facilities and equipment in its possession for use in Collaborative Research and assume the ordinary expenditures required for the maintenance and management of said facilities and equipment.

2 Where required for the implementation of Collaborative Research, equipment in the possession of the External Party may be received at no cost and may be commonly used. The cost required for delivering and removing said equipment shall, in principle, be assumed by the External Party.

3 In the case of the preceding paragraph, when it is difficult to deliver said equipment to the University, research may be conducted by dispatching the Researcher to the facility where the equipment is located, provided that the commitment is limited to the extent required for the research.

(Application)

Article 6

In the event of conducting Collaborative Research, the Researcher of the University shall submit the documents provided below to the President via the Dean of Faculty, the Dean of graduate program or the Director of the Sophia Research Institute.

(1) Application Form for External Collaborative Research (Format No. 1)

(2) Plan for External Collaborative Research (Format No. 2)

(3) Detailed Statement on the Calculation of Expenditures for External Collaborative Research (Format No. 3)

(Decision on Collaborative Research)

Article 7

The President shall, in the event an application has been submitted pursuant to the preceding article, decide whether or not to accept Collaborative Research.

2 The Standing Committee shall discuss and decide whether or not to accept Collaborative Research from a Foreign Government.

(Contract for Collaborative Research)

Article 8

When a decision to implement Collaborative Research has been made, the Chancellor shall conclude an Agreement on External Collaborative

Research:

2 An agreement shall, in principle, contain the items provided below:

- (1) Matters pertaining to the handling of expenditure associated the Collaborative Research;
- (2) Matters pertaining to the suspension of Collaborative Research;
- (3) Matters pertaining to the handling of intellectual property rights that are generated in Collaborative Research; and
- (4) Timing and method of announcing research outcomes.

(Expenditures for Collaborative Research)

Article 9

Collaborative Research expenses shall be handled pursuant to the provisions herein and the Sophia School Corporation Regulations on Accounting.

2 Expenditures received from the External Party shall be included in the University' s accounts from which the expenditures stipulated in Article 4 paragraph 1 shall be disbursed.

3 The University shall have ownership of any equipment acquired using the expenditures required for Collaborative Research.

(Suspension of Collaborative Research)

Article 10

In the event Collaborative Research has been suspended and amounts of the Collaborative Research expenses assumed and already paid by the External Party has become unnecessary, such amounts shall be returned to the External Party in full or in part, within the range of the unrequired amount.

2 When Collaborative Research has been completed or suspended, the equipment received pursuant to Article 5 paragraph 2 shall be returned to the External Party as it is at the timing of research completion or suspension.

(Completion of Collaborative Research)

Article 11

When Collaborative Research has been completed, the Researcher shall formulate a Report on the Completion of External Collaborative Research and submit it to the President via the Dean of Faculty, the Dean of graduate program or the Director of the Sophia Research Institute.

(Handling research outcomes)

Article 12

The outcome of Collaborative Research shall be submitted to the President, in which case the President shall promptly publicize the submitted research outcome.

2 The ownership of the research outcome, in terms of intellectual property rights, and the timing and method of publication, etc. shall be determined based on consultation with the External Party.

(Secretariat)

Article 13

Administrative matters, excluding those associated with accounting, personnel and facility and equipment, shall be supervised by Center for Research Promotion and Support of the Bureau of Academic Research and Information.

Supplementary provision

These Regulations shall become effective on April 1, 1997.

Supplementary provision

These Regulations shall be amended and become effective as of July 1, 2005.

Supplementary provision

These Regulations shall be amended and become effective as of April 1, 2008.

Supplementary provision

These Regulations shall be amended and become effective as of July 1, 2011.

Supplementary provision

These Regulations shall be amended and become effective as of April 1, 2014.

Supplementary provision

These Regulations shall be amended and become effective as of April 1, 2016.

External Collaborative Research Contract

Format No. 1

Format No. 2

Format No. 3

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.