

2021 Conflict of Interest Annual Self-Disclosure Manual

Submit the report in Tokyo Tech Portal web system “T2 Report”.

The website is made based on an e-learning system. Words such as “Start courseware” are used in the buttons for this reason.

For the same reason, please ignore “Accuracy rate **%”.

① Log in to Tokyo Tech portal.

⇒ Click “T2Report”, the third from the bottom of “General Systems”.

The image shows two screenshots of the Tokyo Tech Portal. The left screenshot shows the 'Tokyo Tech Portal' homepage with a 'Contents' menu on the right. The right screenshot shows the 'General Systems' menu, where 'T2Report' is highlighted as the third item from the bottom. A red box and an arrow point to 'T2Report' with the text 'Click here.'

② To switch to English, please click 「en」 of the upper-right of Glexa homepage.

※This page appears only for those who need to report.

Click here!
Otherwise buttons will appear in Japanese.

The image shows the Glexa homepage. In the top right corner, there are language switch buttons labeled 'ja' and 'en'. The 'en' button is highlighted with a red box and an arrow pointing to it from the text 'Click here! Otherwise buttons will appear in Japanese.'

③ Click “(English)2021 Conflict of Interest Annual Self-Disclosure” in “Class list” on the left side.

Click here

The screenshot shows the Glexa website interface. On the left sidebar, under 'Class list', there is a link for '(English)2021 Conflict of Interest Annual Self-Disclosure' which is highlighted with a red box. A red arrow points from the text 'Click here' above to this link. The main content area shows a 'Timetable' view for the selected class, with columns for days of the week (Mon to Fri) and rows for class periods (1 to 6). Below the timetable, there is a table titled 'Other Classes' with columns for 'Class name', 'Teacher's name', and 'Classroom'.

Class name	Teacher's name	Classroom
令和3年度利益相反定期自己申告	産学連携課	
(English)2021 Conflict of Interest Annual Self-Disclosure	産学連携課	

④ Answer to the question in the Report 1
(All faculty and staff members are required to answer) .

Click “Start Courseware”
in Report 1.

The screenshot shows the '2021 Conflict of Interest Annual Self-Disclosure' page. The left sidebar contains a 'Directory' with a link for '(English)2021 Conflict of Interest Annual Self-Disclosure' and an 'Other class' section. The main content area includes a 'Message' section with instructions, a 'Notes' section with survey details, and a 'Class top - Courseware list' section. In the 'Courseware list' section, there is a table with columns for 'Courseware title' and 'Accuracy rate'. The first row is titled '[Report 1] All faculty and staff members are required to answer'. Below this table, there is a 'Start courseware' button, which is highlighted with a red box. A red arrow points from the text 'Click Start Courseware' above to this button.

Courseware title	Accuracy rate
[Report 1] All faculty and staff members are required to answer	-

Start Story

Click “Start Courseware” button

After reading the question content and click Answer, you will go to next page. Please continue to answer until the screen displays.

※Please do not do "back" or "reload" operation of browser. If you operate it will start over from the beginning.

Cancel

Start courseware

Conflict of Interest Annual Self-Disclosure

Quit the Courseware

Question related to Financial Interest and Industry-Academia Collaboration Activity

※ “company, etc.” refers to commercial companies, general incorporated associations, and NPOs, etc., excluding executive branches of government, universities, educational corporations, and independent administrative corporations including national research and development agencies.

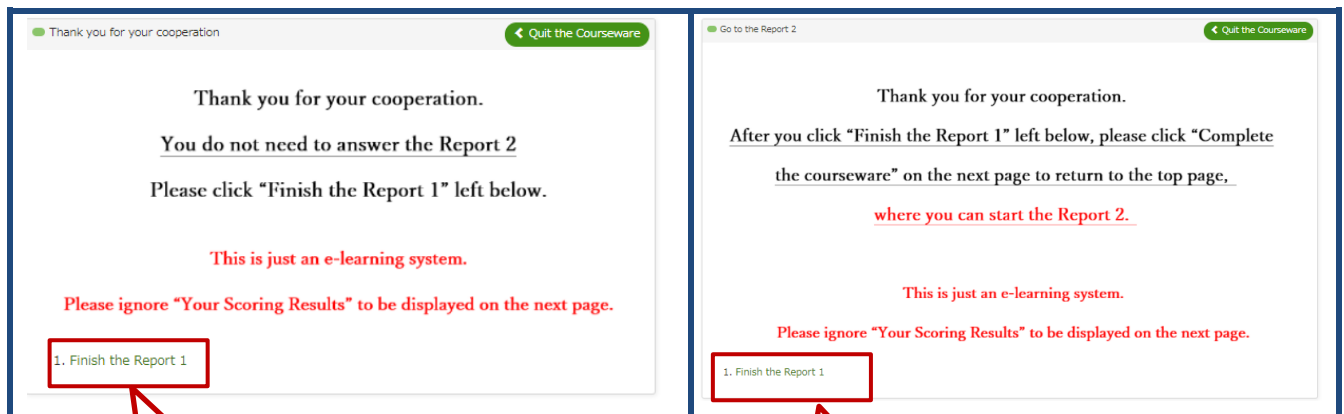
I) Financial Interest	II) Industry-Academia Collaboration Activity
① I possess(ed) unlisted shares.	⑧ I engage(d) in collaborative research, commissioned research, or academic consultation. Note: - Answer “Yes” only if you receive(d) research funds, etc., amounting to two million yen or more (including indirect expenses) from a company, etc., during the survey period. Judge by the amount you receive(d) during the survey period even in case of multi-year research, etc. - If you are an employee of a company, etc. and are employed by Tokyo Tech as a specially appointed faculty member for the Collaborative Research Chair with the company, etc., the collaborative research with the company, etc. at the Chair does not need to be considered here.
② I have provided (or used to provide) funds to a company, etc., (excluding stock corporations) such as a private limited company.	⑨ I receive(d) donations and/or research grants. Note: Answer “yes” only if you receive(d) donations and/or research grants amounting to two million yen or more from a company, etc., during the survey period. Remaining amount of donations/grants received before the survey period does not need to be considered.
③ I possess(ed) listed shares. Note: Answer “yes” only if you possess(ed) 5% or more of the outstanding shares of a company, etc.	⑩ I receive(d) goods and/or services free of charge; I borrow(ed) goods free of charge. Note: Answer “Yes” only if you receive(d) and/or borrow(ed) goods and/or services equivalent to two million yen or more from a company, etc., during the survey period, excluding those in accordance with collaborative research contracts, etc., signed by Tokyo Tech.
④ I possess(ed) subscription rights to shares.	⑪ Students in my laboratory are (or were) involved in business activities in a company, etc. Note: Answer “Yes” if students in your laboratory engage(ed) in a part-time job or internship at a company, etc., excluding cases where the students are (or were) cooperating researchers from Tokyo Tech participating in collaborative research or a commissioned research project run by a company, etc., and Tokyo Tech.
⑤ I engage(d) in outside employment with or without compensation. Note: “Outside employment” in this context excludes one-off outside employment (Article 6 of the National University Corporation Tokyo Institute of Technology Concurrent Employment Regulations for Executives and Staff), even if such one-off employment is engaged in more than once.	⑫ I accept(ed) researchers from a company, etc., excluding adult students in my laboratory. Note: Researchers from partner corporations of the Collaborative Research Programs are excluded.
⑥ I obtain(ed) a loan and/or guarantees from a company, etc., excluding those provided by banks or other financial institutions.	⑬ I purchase(d) goods, services, equipment, or systems, etc., from a company, etc., amounting to three million yen or more during the survey period. Note: The amount is the total sum of your purchase which have been made during the survey period. Purchase of goods and services include cases where faculty or staff engage in the specification or selection of models as a part of their job responsibility. Repair services for instruments, etc., provided by a company, etc., are also included in this category.
⑦ I receive(d) income amounting to one million yen or more from a company, etc., during the survey period. Note: Income refers to the total amount of payments from a company, etc., including rewards for engaging in outside employment (including one-off employment), lecture fees, transfer of intellectual property rights, or permission to use intellectual property, etc.	

Please click answers applicable to you.

- Neither is applicable to me.
- Only one of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” is applicable to me.
- Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, but the concerned corporations are not identical.
- Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, and the concerned corporations are identical.

Click the answer which applies to you.

The either of the screen below will be shown. Please click “1. Finish the Report” at the lower left on the screen



Click
“1. Finish the Report 1”

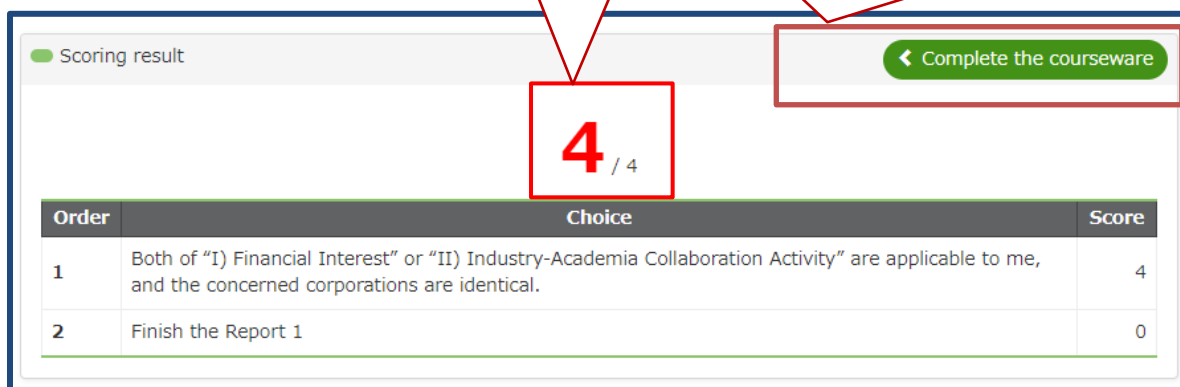
Click
“1. Finish the Report 1”

Check your score.

“4/4” ⇒ Please report the details in the Report 2.

“1/4” , “2/4” or “3/4” ⇒ You can finish the report.

Click “Complete the courseware” button



※ Report the details in the Report 2 only if you have answered “4. . . and the concerned corporations are identical” to the question in the Report 1.

⑤ Report the details in the Report 2 **only if your score of the Report 1 is “4/4”**.

Top page / (English)2021 Conflict of Interest Annual Self-Disclosure

Directory

(English)2021 Conflict of Interest Annual Self-Disclosure

Other class

令和3年度利益相反定期自己申告

Message

2021 Conflict of Interest Annual Self-Disclosure (Deadline: Friday, October 29th.)

Note: This website is made based on an e-learning system. Words such as “Start courseware” are used in the buttons for this reason.

- If buttons appear in Japanese, please click 「en」 of the upper-right of this page.
- To switch to Japanese, please click 「ja」 of the upper-right of this display and select 「令和3年度利益相反定期自己申告」 on the left. 言語表示を切り替えるには、右上の「ja」をクリックし、左の「令和3年度利益相反定期自己申告」を選択してください。

Notes

- Period of survey: April 1, 2021 to March 31, 2022. Answer the questions, including the expected during the period.
- All faculty and staff members are required to answer 【Report 1】.
- To those whose score becomes “4/4” → please report details in the 【Report 2】. (To those who have answered in the 【Report 1】 “4. Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, and the concerned corporations are identical.”)
- ※ You can correct your answer after submitting the report by clicking on “Start courseware” button and answering questions again. Answers you submitted the last are saved in the web system.
- Manual: https://www.ori.titech.ac.jp/en/asset/img/coi-management/en_riekisouhan_manual_2021.pdf

Inquiries and use about your information

- The Legal Affairs Section, Office of Research and Innovation may inquire about the information you submitted.
- The submitted information, which contains important personal information, will be kept secure in accordance with the National University Cooperation Tokyo Institute of Technology personal information management policy to the purpose of managing conflict of interest issues.
- <Inquiries> Legal Affairs Section, Office of Research and Innovation

Class top - Courseware list

Click the class you wish to join All

Courseware title	Accuracy rate
<p>[Report 1] All faculty and staff members are required to answer.</p> <p>All faculty and staff members are required to answer 【Report 1】.</p> <p>◎ To those whose score becomes “4/4” → please report details in the 【Report 2】. (To those who have answered in the 【Report 1】 “4. Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, and the concerned corporations are identical.”)</p> <p>◎ To those whose score becomes other than “4/4” → you can finish the report. (To those who have answered in the 【Report 1】 either 1., 2. or 3.)</p> <p>※ You can also confirm your score by clicking on the “Result” button appeared on the right side of “Start courseware” after answering 【Report 1】.</p> <p>※ You can correct your answer after submitting the report by clicking on the “Submit” button and answering questions again. Answers you submitted the last are saved in the web system.</p> <p>Start courseware</p>	-
<p>? [Report 2] Answer only if your score of 【Report 1】 is “4/4”.</p>	0%

Class top - Courseware list

Click the class you wish to join All

Courseware title	Accuracy rate
<p>[Report 1] All faculty and staff members are required to answer.</p> <p>All faculty and staff members are required to answer 【Report 1】.</p> <p>◎ To those whose score becomes “4/4” → please report details in the 【Report 2】. (To those who have answered in the 【Report 1】 “4. Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, and the concerned corporations are identical.”)</p> <p>◎ To those whose score becomes other than “4/4” → you can finish the report. (To those who have answered in the 【Report 1】 either 1., 2. or 3.)</p> <p>※ You can also confirm your score by clicking on the “Result” button appeared on the right side of “Start courseware” after answering 【Report 1】.</p> <p>※ You can correct your answer after submitting the report by clicking on the “Submit” button and answering questions again. Answers you submitted the last are saved in the web system.</p> <p>Start courseware Result</p>	-
<p>? [Report 2] Answer only if your score of 【Report 1】 is “4/4”.</p> <p>Start courseware</p>	0%
<p>? [Report 2 (about the second company etc.)] Answer only if your score of 【Report 1】 is “4/4”.</p>	0%

Attention at the time of attending a course

- To those whose score becomes "4/4" → please report details in the 【Report 2】.
- (To those who have answered in the 【Report 1】 "4. Both of "I) Financial Interest" or "II) Industry-Academia Collaboration Activity" are applicable to me, and the concerned corporations are identical.")
- Fill in the space and tick the boxes only if they apply to you.
- You can report about only one company etc. in 【Report 2】.
- If you have to disclose multiple companies, etc., report the second company etc. in 【Report 2 (about the second company etc.)】 and contact us by e-mail when you need to disclose the third and the subsequent company etc.

<Contact information>
 Legal Affairs Section, Office of Research and Innovation
 Email: kanri.homu@sangaku.titech.ac.jp

※ You can correct your answer after submitting the report by clicking on the "Start courseware" button and answering questions again. Answers you submitted the last are saved in the web system.

Then, start by clicking on "Start" button in the lower right.

Attendance
 This course has been attended 1 time(s).

Operating method

- Please answer the question according to the instructions in the page.
- The answers are send to the server when the "next page" "previous page" is clicked.
- When "quit the course" is clicked on, course is suspended without sending the answers.

Precautions

- Please do not use "Back" and "Next" buttons of a browser while attending a lecture. The result might not be correctly recorded.

Do you want to attend this course ?

Back Start

Answer 1.

【Report 2】 Answer only if your score of 【Report 1】 is "4/4".

1. Write the name of the company, etc., to which you are connected regarding cases ⑧ to ⑩ in 【Report 1】.

Note: Do not abbreviate the name. State the official name of the company, etc., such as

✕Break 1 2 3 4 Go to next page

Answer 2. only if the questions apply to you.

【Report 2】 Answer only if your score of 【Report 1】 is "4/4".

2. About Financial Interest

Fill in the space and tick the boxes only if the cases ① to ⑦ in the following table apply to you.

※Click on the table to enlarge it.

① I possess(ed) unlisted shares.
② I have provided (or used to provide) funds to a company, etc., (excluding stock corporations) such as a private limited company.
③ I possess(ed) listed shares. Note: Answer "yes" only if you possess(ed) 5% or more of the outstanding shares of a company, etc.
④ I possess(ed) subscription rights to shares.

✕Break 1 2 3 4 Back Go to next page

Answer 3. only if the questions apply to you.

[Report 1] Answer only if your score of [Report 1] is "4/4".

3. About Industry-Academia Collaboration Activity

Fill in the space and tick the boxes only if the cases ⑧ to ⑬ in the following table apply to you.
※Click on the table to enlarge it.

⑧ I engage(d) in collaborative research, commissioned research, or academic consultation.

Note:

- Answer "Yes" only if you receive(d) research funds, etc., amounting to two million yen or more (including indirect expenses) from a company, etc., during the survey period. Judge by the amount you receive(d) during the survey period even in case of multi-year research, etc.
- If you are an employee of a company, etc. and are employed by Tokyo Tech as a specially appointed faculty member for the Collaborative Research Chair with the company, etc., the

Click "Go to next page" button.

✖Break 1 2 3 4 Back Go to next page

Answer 4. if necessary.

[Report 2] Answer only if your score of [Report 1] is "4/4".

4. If there is any other supplementary information etc. you would like to mention, please write it below.

Click "Go to next page" button.

✖Break 1 2 3 4 Back Go to next page

[Report 2] Answer only if your score of [Report 1] is "4/4".

You can return to the page and review your answers.

Click "Submit" button.

◀ Return to page 1 and do a review. ✓ Submit

【Report 2】 Answer only if your score of 【Report 1】 is “4/4”.

Question · Correct answer · Your answer · Right/wrong · Follow on comments

Thank you!
Completed all answers for this quiz

Page	Question number	Question	Assignment submission
1		1. Write the name of the company, etc., to which you are connected regarding cases ① to ⑦ and cases ⑧ to ⑩ in 【Report 1】 . Note: Do not abbreviate the name. State the official name of the company, etc., such as XXX Co., Ltd.	<div>Click “Completed” button.</div> <div>✓Completed</div>

④ Answer the details in 【Report 2 (about the second company etc.)】 only if you have to disclose the second company, etc.

※ Contact us by e-mail when you need to disclose the third and the subsequent companies, etc.

Class top - Courseware list

Click the class you wish to join All

Courseware title	Accuracy rate
【Report 1】 All faculty and staff members are required to answer. All faculty and staff members are required to answer 【Report 1】 . ◎ To those whose score becomes “4/4” → please report details in the 【Report 2】 . (To those who have answered in the 【Report 1】 “4. Both of “I) Financial Interest” or “II) Industry-Academia Collaboration Activity” are applicable to me, and the concerned corporations are identical.”) ◎ To those whose score becomes other than “4/4” → you can finish the report. (To those who have answered in the 【Report 1】 either 1., 2. or 3.) ※ You can also confirm your score by clicking on the “Result” button appeared on the right side of “Start courseware” after answering 【Report 1】 ※ You can correct your answer after submitting the report by clicking on the “Submit” button and answering questions again. Answers you submitted the last are saved in the web system. <div> <div>Start courseware</div> <div>Result</div> </div>	-
【Report 2】 Answer only if your score of 【Report 1】 is “4/4”.	4%
【Report 2 (about the second company etc.)】 Answer only if your score of 【Report 1】 is “4/4”.	0%

★ Within the reporting period, you can correct your answer after submitting the report by clicking on “Start courseware” button and answering questions again. Answers you submitted the last are saved in the web system.

Inquiries:

Legal Affairs Section,

Office of Research and Innovation

E-mail: kanri.homu@sangaku.titech.ac.jp