

Public Interest Incorporated Foundation Kawasaki Institute of Industrial Promotion
Innovation Center of NanoMedicine (iCONM)
Handling Outline of Research Records

(Purpose)

Article 1 This outline shall provide for necessary matters concerning handling of research records at Innovation Center of NanoMedicine (hereinafter referred to as iCONM).

(Responsibilities of research scientist)

Article 2 Besides the researchers who belong to iCONM, those (hereinafter collectively referred to as “research scientists etc.”) who are deemed necessary by the iCONM Director-General (hereinafter referred to as Director-General”) shall not engage in misconduct in research activities or other inappropriate acts, and shall strive to prevent misconduct by others.

2. Research scientists etc. shall attend workshop or lecture related to research ethics and laws related to research activities.
3. In order to secure the proof means of legitimacy of research activities and the possibility of verification by a third party, research scientists etc. shall record own research at iCONM in experiment record note (hereinafter referred to as a “lab note”) designated by the Foundation on a day-to-day basis.

(Chief Administrator)

Article 3 The Director-General takes responsible for the management and operation of lab notes, experimental data, and other research materials (hereinafter referred to as “research data”) at iCONM. However, the individual who had been appointed by the Director-General may act on behalf of him/her if needed.

(Application, Distribution)

Article 4 The Director-General shall distribute a lab note to research scientists etc. at the time of their arrival. The second and subsequent note shall be distributed according to the following procedure.

1. Research scientists etc. apply for distribution to the Director-General when all the pages of the distributed lab note are used up.
2. If there is an application for distribution of the previous issue, the Director-General shall distribute a new lab note without delay to the research scientists etc. who have made the application.

3. The Director-General shall attach a distribution date and a 4-digit distribution management number to the lab note when distributing.

(Record)

Article 5 Research scientists etc. , shall record the person based on the description of Appendix

- 1.
2. Research scientists etc. shall not record research activities performed in the research organizations outside of the iCONM in the lab note.

(Management, Submission)

Article 6 Research scientists etc. shall manage research data strictly and appropriately.

When the research project is completed, the research data shall be submitted to the Director-General without delay.

2. Research scientists etc. shall manage lab notes strictly and properly, at 5 years intervals counting from the initial distribution, and submit the original of the already used lab notes to the Director-General.
3. On the submission of the previous two paragraphs, if there is a file etc. in which the data file etc. corresponding to (I) of Appendix 1 is separately bound, these shall be submitted together.

(For internal use only)

Article 7 Research scientists etc., in principle, shall not lend out the research data to the third party, or take it out to outside of the iCONM. However, if approval is obtained from the lab head of the lab where you belong (or the Director-General if you are the lab head), a copy of the research data or a necessary part of it can be temporarily taken out under strict management.

(Loss, Theft)

Article 8 Research scientists etc. shall notify in writing to the Director-General without delay, when their own research data is lost or stolen, etc.

(Distribution management ledger)

Article 9 If there is a distribution of Article 4 or a submission of Article 6, the Director-General shall describe items such as the distribution date, distribution management number, distribution target person, submission date, etc. in the distribution management ledger.

(Browsing, borrowing)

Article 10 The Director-General shall browse or borrow lab notes if necessary, to confirm and verify the attribution of research results, the specificity and contribution to the inventor and creator, and research irregularities.

(Storage period, Disclosure)

Article 11 In principles, the Director-General shall store the research data strictly and appropriately for 30 years from the day when the lab notes were submitted. The above storage period can be extended or shortened for a fixed period in individual units due to the extension of the right period, the expiration of the right, disputes and other reasons.

2. Research scientists etc. must disclose research data when the necessity and relevance of third-party verification of research activities are recognized.

(Handling when leaving the work)

Article 12 Research scientist etc. shall put research records in order on a regular basis and must submit research data and academic presentation materials to the Director-General when leaving the work

2. Research scientists etc. shall be able to continue research conducted while in service after leaving the work, or utilize research results after receiving a written permission from the Kawasaki Institute of Industrial Promotion, and the handling of new outcomes resulting from this shall be determined separately. However, utilization of research results for commercial purposes is not permitted in principle.

(Secretariat)

Article 13 The secretariat shall be set up in the iCONM Administration Office in order to take charge of this office work.

(Others)

Article 14 If an event not stipulated in this guideline occurs, or if a change occurs, the Director-General of the center shall separately determine after discussions with relevant persons.

Supplemental provision

1. This guideline takes effect on December 1, 2017.
2. The Internal regulation of handling the research records of the Kawasaki Institute of Industrial Promotion shall be abolished.

Supplemental provision

This revised guideline takes effect from March 1, 2019.

Supplementary provision

This revised internal regulation is enforced from June 1, 2019.

*English translation of this document is for reference purposes only.

In the event of any conflict or inconsistency between the Japanese language version of this document and English translation of this document, the executed Japanese language version will govern the interpretation and construction hereof.

Instructions for preparing research data

The preparation of research data is defined as follows.

- A) In the field of the “entry person”, the entry person should write with handwriting.
- B) In the field of “verifier”, a person who is appointed by the lab head or the lab head should fill in with handwriting.
- C) The signature and signature date of the verifier must be done without delay from the date of recording.
- D) The verifier must confirm and sign the facts of the record.
- E) You shall not break the page or skip the page when you write.
- F) The contents of the experiment should be clearly stated to the extent that others can follow up.
- G) Clearly state who did it and who made it do it.
- H) You shall not go back to the date.
- I) For electronic data files etc., these shall be output and affixed on to the lab. note if necessary. Make sure date created and signature shall be written to the data files etc., and bind as cited documents in separate files as cross-reference.
- J) When sending and receiving a sample (sample) with an external party, enter the source or destination of the product.
- K) Backup the recorded contents on a regular basis and store them strictly and appropriately.