

Facility Usage Guidance for Joint Use (A, AY) and Joint Research (B, BY)
Joint Use/Research Center for Drilling Earth Science
Marine Core Research Institute, Kochi University

Marine Core Research Institute, Kochi University (MaCRI, hereafter) operates the Joint Usage/Research Center for Drilling Earth Science (JURC-DES, hereafter). The purpose of JURC-DES is to promote the advancement of Drilling Earth Science and related fields by encouraging researchers to utilize its state-of-the-art research facilities and marine sediment cores. Please read the following guidelines for utilizing the facilities:

1. Accessible Facilities

Equipment and facilities on the List of Equipment, published on the MaCRI website is accessible for Joint Use and Joint Research Program.

https://www.kochi-u.ac.jp/marine-core/share/pdf/facility_jurc-des.pdf

2. Eligibility

The persons who can use the facilities are following:

- a) Researchers affiliated with universities or research institutes (including graduate and undergraduate students)
- b) Individuals deemed suitable by the MaCRI Director

3. Holidays

The MaCRI facility will be closed on the following days:

- (1) Saturdays and Sundays
- (2) National holidays
- (3) From December 29th to January 3rd
- (4) Holidays as determined by Kochi University (including Summer and Winter holidays)
- (5) Holidays as determined by the MaCRI Director

4. Open Hours

The MaCRI facilities can be accessible from 9 am to 5 pm. If it is necessary to use a MaCRI facility outside of these hours due to unavoidable circumstances, prior consultation with the appropriate faculty member is required, and “Application for Facility Usage Outside Business Hours” must be submitted.

5. Usage Procedures

An online application system using Microsoft Forms has been introduced from this fiscal year. As a result, part of the application procedure has changed from the previous process. When applying, please follow the instructions below.

Applicants are also required to consult with the appropriate MaCRI faculty in charge of your research project (for Categories A and AY) or their collaborating researcher at MaCRI (for Categories B, BY, and C) before application.

(0) Preparing required documents to be uploaded

(1) Submitting a “Prior Consultation Form” online via Microsoft Forms

(2) Careful reviewing a confirmation email sent to you after submitting a “Prior Consultation Form” and discussing regarding an application with a respective MaCRI faculty in charge

(3) Submitting a “Formal Application Form” with required information and uploading required documents

(4) Receiving a notification regarding acceptance/denial

(5) Graduate/undergraduate students should make sure if they obtain insurance known as ‘Personal Accident Insurance for Students Pursuing Education and Research’ and ‘Incidental Liability Insurance or *Futai-Baiseki*’ provided by Japan Educational Exchanges and Services, or a similar insurance.

(6) Submitting a pledge and a consent form signed by the applicant’s supervisor (The original document must be either mailed or brought directly to the MaCRI Administrative Office)

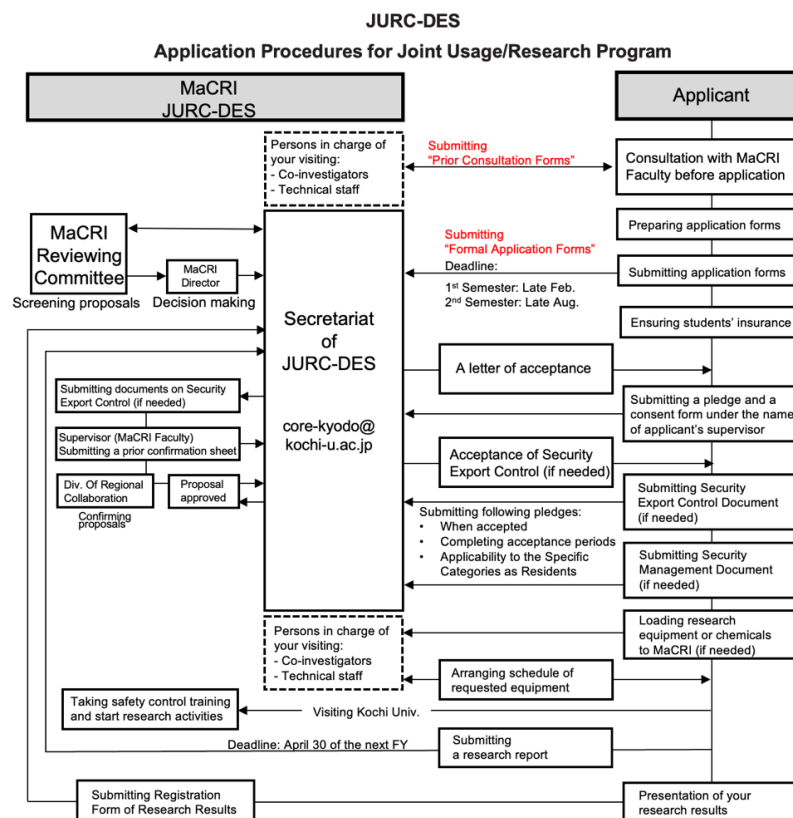
(7) Submitting documents related to safety measures if needed

(8) Loading research equipment and chemicals

(9) Taking a training course of safety measures

(10) Conducting research

(11) Submitting Registration Form of Research Result on JURC-DES



6. Loading and unloading research equipment

- (1) MaCRI Reviewing Committee will provide permissions to load research equipment or chemicals which are considered crucial for the applicant's research, by screening the submitted applications
- (2) Please contact the Administrative Office to explain how the equipment or chemicals will be loaded to the MaCRI
- (3) If applicant's research activities will produce liquid waste, please consult with the respective MaCRI faculty member in charge or a co-investigator (MaCRI Faculty) beforehand to ensure proper disposal
- (4) Please unload the equipment or chemicals after completing the research

7. Loading and Unloading Sediment Core Samples

If applicants wish to store their samples temporarily at MaCRI, please submit "Application Form of Storage Usage" before your samples are loaded. Please contact the KU-ABCR Secretariat for more details.

8. Shoes in the MaCRI Building

Please bring own shoes. Recommend to wear shoes (not slippers) with chemical-proof

materials, such as leather or water-proof materials.

9. Rules

- (1) Please bring the provided ID and card key inside the building. Misuse of the ID and card key, such as giving them to other individuals, is not permitted.
- (2) Follow the rules and regulations when entering the restricted areas determined by the MaCRI Director. Also, adhere to the instruction provided by the persons in charge, as prescribed by the MaCRI Director.
- (3) Follow the instructions for using all equipment and facilities, as provided by the persons in charge and prescribed by the MaCRI Director
- (4) If any part of the research project needs to be modified, consultation with the respective persons or co-investigators is required, and a change request should be promptly submitted to the secretariat (Please note that requests may be canceled depending on the situation)
- (5) If it is discovered that the MaCRI facilities cannot be used within the planned schedule, written documents explaining the reasons should be submitted to the Secretariat.

10. Expenses

Users may need to cover costs for commodities related to research activities.

11. Liability and Insurance

Users shall bear full responsibility for any loss or damage they incur due to causes attributable to their actions. In the event of damage to research equipment, users are required, at their own expense, to restore the equipment to its original condition. It should be noted that the MaCRI assumes no liability for any losses or damages incurred by researchers not affiliated with Kochi University during the course of their research activities.

All undergraduate and graduate students are mandated to secure insurance coverage, specifically 'Personal Accident Insurance for Students Pursuing Education and Research' and 'Incidental Liability Insurance or *Futai-Baiseiki*', provided by Japan Educational Exchanges and Services, or an equivalent insurance. It is important to note that students lacking such insurance coverage are prohibited from utilizing the facilities of the MaCRI.

12. Intellectual Property Right

All intellectual property rights shall, in principle, be vested in the institutions/organizations to which the applicants and equipment users belong, in accordance with the respective regulations concerning inventions. In instances where a MaCRI faculty

member's intellectual contribution is recognized, it is incumbent upon the applicants to engage in discussions pertaining to the ownership of the rights. Should the research project of the applicant yield, or be anticipated to yield, inventions as delineated in Section 2, Chapter 1 of the Kochi University Regulations on Inventions, it is mandatory for the applicant to submit a report to the Secretariat. In the event that the institutions/organizations to which the equipment users belong undertake the application procedures for inventions themselves, it is incumbent upon them to submit a report to the Secretariat prior to the application for intellectual property rights pertaining to the relevant inventions.

NOTES:

Section 2, Chapter 1 of the Kochi University Regulations on Inventions defines “invention” as follows:

- An entity subject to a patent right is referred to as “invention”
- An entity subject to utility model rights is referred to as “device”
- An entity subject to a design right, a trademark right, layout design license, or a copyright of programs is referred to as “creation”
- An entity relating to variety registration rights is referred to as “breeding”
- An entity subject to know-hows is referred to as “conception”

13. Research Results (Please refer to the Application Flow Chart)

Selected Applicants are required to submit a research report in either **Style AB2** or **Style C2** to the Secretariat upon completion of the program, no later than **Friday, April 30, 2027**. These research reports will be published in MaCRI's annual report and on its official website.

Selected applicants are also required to submit a “Registration Form of Research Results” along with their research outcomes such as published papers, conference presentations, or degree theses. Here is the URL for the “Registration Form of Research Results:” <https://www.kochi-u.ac.jp/marine-core/share/pdf/PubForm2020.xlsx>

Please also submit research results with electronic data (PDF) or hard copies of these materials. Upon publication of the research results, it is required to appropriately acknowledge that the work was conducted in collaboration with JURC-DES, either as joint use or joint research.

E.g.)

This study was performed under the cooperative research program of Marine Core Research Institute (MaCRI), Kochi University <Accept No.> (with the support of JAMSTEC)*.

*The content within brackets should be included only when utilizing equipment marked with # in the “List of Equipment for Joint Use/Research Program.”

The author's name, affiliation, co-authors, paper title, journal volume, and research number will be disclosed as achievements of MaCRI. Selected applicants may be invited to present their research results at symposiums organized by MaCRI.

14. Additional Notes

Please adhere to the rules set by the MaCRI Director concerning Joint Use and Joint Research not covered in this guideline. The email address of the selected applicant will be added to the Secretariat mailing list. If there is an issue with using mailing list, please inform the secretariat.

15. Contact Information

Marine Core Research Institute, Kochi University
The Secretariat of Joint Use and Joint Research
B200, Monobe, Nankoku, Kochi 7838502 JAPAN
TEL: 088-864-6712
Email: core-kyodo@kochi-u.a.jp

Kochi University and JAMSTEC jointly manage a research facility known as the Kochi Core Center. The Joint Use and Joint Research Program is operated in close collaboration with Japan Agency for Marine-Earth and Technology (JAMSTEC).