

Procedures for Acquisition and Use of Genetic Resources from Overseas at Kyoto University

Enacted on March 23, 2022

1. Notification at the Acquisition Planning Stage of Genetic Resources

Principal investigator who is planning to acquire genetic resources from overseas shall submit Form 1 (Advance Notification of Acquisition of Genetic Resources from Overseas) to the Dean of the Department.

When accepting foreign students or researchers who are planning to bring genetic resources from their home country, the principal investigator shall submit the Form 1 to the Dean of the Department.

If the Form 1 is submitted and there are high procedural concerns with the provider country regarding the acquisition of genetic resources from overseas (referred to as the "ABS route" for convenience), the staff in charge of the Department will assign reception number of the Department and submit the Form 1 to the Research Integrity Division.

2. Consultation Regarding Acquisition of Genetic Resources

Principal investigator who has a consultation regarding the acquisition of genetic resources from overseas will submit Form 2 (Consulting Sheet Regarding Acquisition and Use of Genetic Resources from Overseas) together with related documents to the staff in charge of the Department.

The staff in charge of the Department will reply to the principal investigator if it is possible to reply to the inquiry.

If it is difficult for the staff in charge of the Department to reply to the inquiry, the Form 2 together with the necessary documents will be submitted to the Research Integrity Division.

The Research Integrity Division will answer and give advice on consultations and support the acquisition of genetic resources from overseas by the principal investigator.

3. Notification Prior to Acquisition of Genetic Resources

When the necessary contracts and the related procedures (Prior Informed Consent (PIC) from the government agency of the provider country, Memorandum of Understanding (MOU) with setting Mutually Agreed Terms (MAT), Material Transfer Agreements (MTA), etc.) have been completed and the acquisition of genetic resources has become possible, the principal investigator shall submit Form 3 (Notification of the Beginning of Research Involving Acquisition of Genetic Resources from Overseas) together with the contracts and the related documents to the Dean of the Department.

The staff in charge of the Department will submit the Form 3 and copies of the contracts and the related documents to the Research Integrity Division.

4. Procedures Regarding Issuance of Internationally Recognized Certificate of Compliance (IRCC)

When genetic resources have been acquired and an IRCC has been issued and posted in the ABS Clearing-House, the principal investigator shall promptly submit the ABS Guidelines Form 1 with a copy of the IRCC to the Dean of the Department, to report the legal acquisition to the Ministry of the Environment.

The staff in charge of the Department will submit a copy of the report on the issuance of the IRCC to the Research Integrity Division for check.

The staff in charge of the Department will submit the report on issuance of the IRCC to the Ministry of the Environment by online electronic media or in writing.

When the Dean of the Department is requested by the Ministry of the Environment to provide information on the use of genetic resources approximately five years after submitting the report to the Ministry of the Environment, the Dean of the Department shall go through the same internal procedures and submit the ABS Guidelines Form 3 to the Ministry of the Environment.

5. Other Reports to the Ministry of the Environment

When the principal investigator acquires genetic resources and voluntarily reports to the Ministry of the Environment using the ABS Guidelines Form 2 or Form 3, submit the report documents to the Dean of the Department.

The staff in charge of the Department submits a copy of any report documents to the Research Integrity Division for check.

The staff in charge of the Department submits the report documents to the Ministry of the Environment by electronic media online or in writing.

6. Submission of Reports

Regarding the consultation using Form 2 (Consulting Sheet Regarding Acquisition and Use of Genetic Resources from Overseas), the principal investigator shall fill in Form 4 (Year-End Report on Consultation Regarding Acquisition and Use of Genetic Resources from Overseas) about the progress after the consultation, and submit it to the staff in charge of the Department.

The staff in charge of the Department will submit the Form 4 to the Research Integrity Division.