

FY2024 eAPRIN Course Guide

In accordance with the Guidelines on the Management and Audit of Public Research Funds at Research Institutions Ordered by the MEXT, the YCU requires all persons conducting or involved in research and all faculty and staff involved in the operation and management of competitive research funds to take and complete the APRIN e-learning program ("eAPRIN") as part of research ethics education.

Completion of eAPRIN is also the condition for receiving basic research funding and applying for ethics review.

1. Those who need to take the eAPRIN

All persons conducting or involved in research and all faculty and staff involved in the operation and management of competitive research funds.

- All faculty and staff involved in clinical research
- Full-time teacher, Visiting teacher, Project teacher, Postdoctoral teacher, Senior teacher, Fellowship researcher
- Secretary, Technical staff
- Temporary and part-time staff employed with research funds (excluding short-term employment of one month or less)
- Clerical Staff involved in research funds

【Those who need to take the course in FY2024】

- Those who have never taken the course before
- Those whose certificates will expire in FY2024**
 - * For details on how to check the expiration date, please refer to the attached sheet "How to Check Course Status".

【Those who do not need to take the course in FY2024】

Those who have completed the course at the YCU or at other institution for the FY2020-2023

- * Completion of the course is defined as 80% or more of the quizzes in each unit being answered correctly and the certificate of completion being issued.
- * If you have completed the course at other institution, we will confirm your certificate number and expiration date. You will be required to take the required course if it is less than the required course at the YCU.

2. How to apply for the course

(1) **Those who do not yet have the eAPRIN account**

Please access the "Application Form" from the following URL or QR code to apply for new registration.

https://www.yokohama-cu.ac.jp/res_pro/outline/kenkyuhi_elearning.html



- * The URL and QR code can be accessed from off-campus.
- * Application procedures vary depending on your affiliation. Please check the above website for details.
- * The username is set in the following format.

yc ○○○○ (○ : Name or staff number) Ex. ycyokohamataro

(2) **Those who have completed the course at other institution**

You can transfer your account to the YCU. Please inform us of your username at the other institution.

3. How to delete your account

If you wish to delete your account, please contact the person in charge. **Please note that once you delete your account, it cannot be restored.** If you are likely to work for the YCU again, or if you wish to transfer your account to other institution, please be careful not to delete your account.

4. Type of course

Once you have selected the course, you must complete the course within the current fiscal year. **If you fail to complete the course within the current fiscal year, the content of the course in progress cannot be carried over to the following year. You need to take the course again in the following year.**

(1) Required Courses

Target group	Course name
Researchers engaged in clinical research * Includes faculty and staff who provide research support or assist with some of the procedures in the research protocol.	①2024 Medical Researcher Course (15 units)
Researchers and secretaries in science departments (Excluding researchers engaged in clinical research)	② 2024 JST Researcher (Life Sciences) Course (7 units)
Researchers and secretaries in humanities departments	③2024 JST Researcher (Humanities) Course (5 units)
Clerical Staff involved in research funds	2024 (For Clerical Staff) JST Basic Course (6 units)

(2) Courses that the person concerned must take in addition to (1) above

Target group	Course name	Attention
Researchers engaged in genetic recombination experiment	④ 2024 Genetic Recombination Experimental Researcher Course (5 units)	○This course must be taken prior to the start of the experiment. ○ <u>If engaging in the experiment without having taken the course (including cases where the expiration date of certificates has expired), the approval to conduct the experiment will be invalidated and the experiment may be terminated.</u>
Researchers engaged in clinical trials	⑤2024 Clinical Trial Course (10 units) ICH-GCP and J-GCP	○The investigator is required to submit the course completion certificate at the time of application for a new clinical trial. * Researchers submitting the following course certificates for FY2019-2023 are not required to take the course in FY2024. Clinical trial course 8 units(or 10 units) GCP training provided by the Japan Medical Association Clinical Trials Promotion Center

5. Certificate expiration date

The certificate is valid until five years after the year in which the date of completion of the course falls. (Common to all courses)

Ex. if you complete the eligible course in FY 2019, the course is valid through the end of FY 2024 (end of March 2025); you must retake the course during FY 2024.

6. Contact for inquiries

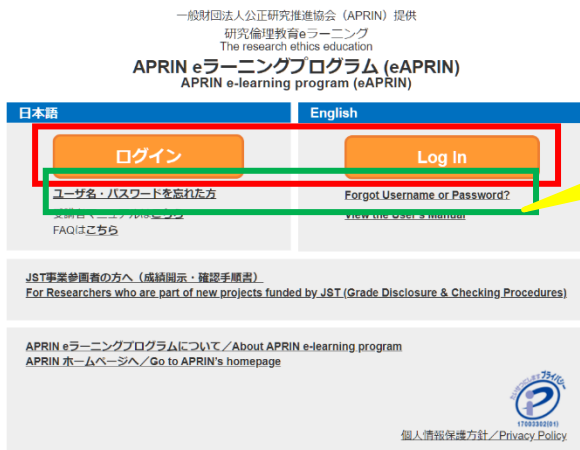
Target group	Contact for inquiries	E-mail
Researchers engaged in clinical research	YCU Center for Novel and Exploratory Clinical Trials (Y-NEXT), Clinical Research Promotion Division	ycu_citi@yokohama-cu.ac.jp
Researchers and secretaries in Fukuura Campus (Excluding researchers engaged in clinical research)	Research Basic Support Division, Medical Research Cost Management Section	fkenkyu@yokohama-cu.ac.jp
Researchers and secretaries in YCU Medical Center (Excluding researchers engaged in clinical research)	YCU Medical Center, General Administration Division, General Affairs Section	ce_ken@yokohama-cu.ac.jp
Researchers engaged in genetic recombination experiment	Research and Industry-Academia Collaboration Division, Industry-Academia Collaboration Section	identshi@yokohama-cu.ac.jp
Researchers engaged in clinical trials in YCU Hospital	YCU Center for Novel and Exploratory Clinical Trials (Y-NEXT), Clinical Trial Management Office	chiken@yokohama-cu.ac.jp
Researchers engaged in clinical trials in YCU Medical Center	YCU Medical Center, Clinical Research Department, Clinical Trial Management Office	u_chiken@yokohama-cu.ac.jp
Researchers and secretaries in Kanazawa-Hakkei, Tsurumi and Maioka Campus	Research Basic Support Division, Research Cost Management Section	kenkyu5@yokohama-cu.ac.jp

How to check course status

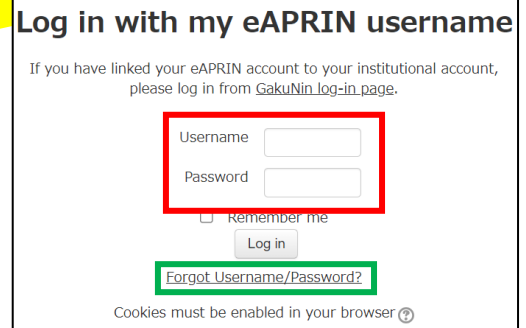
attached sheet

1. Please log in to eAPRIN.

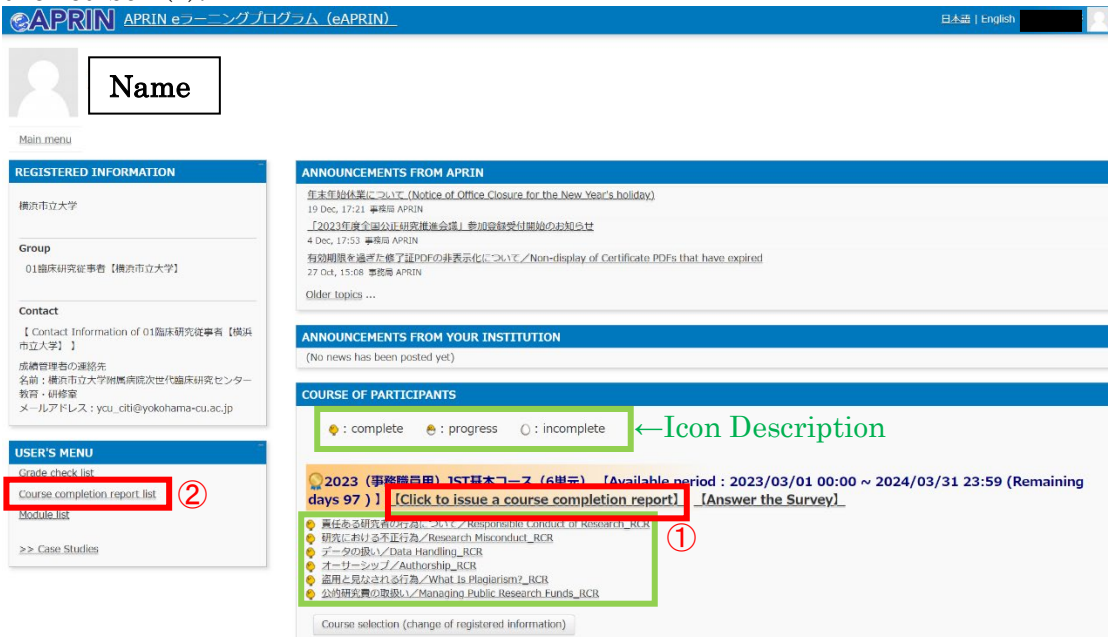
URL <https://edu.aprin.or.jp/>



If you forget your username or password, please click (circled in green) or contact the department in charge.



2. The course status of the currently selected course is displayed (circled in green), and certificates of completion can be viewed in the red box (1). The list of certificates completed to date can be viewed in the red box (2).



⚠️ ⚠️ ⚠️ The expiration date on your certificate may be incorrect!
Please be sure to calculate the correct expiration date from the completion date! ⚠️ ⚠️ ⚠️

Please calculate the correct expiration date from the date of completion (circled in red).

■ Expiration date = From the year in which the completion date falls 5 years after the date of completion

(Ex.)

If the completion date is 5/18/2018, the validity period is until the end of the FY 2023.

