

The University of Aizu Crowdfunding Implementation Guidelines

(Purpose)

Article 1

The purpose of these guidelines is to set forth the matters necessary for the University of Aizu (hereafter, "UoA") to solicit donations through crowdfunding, a method of soliciting donations from an unspecified number of people on the Internet, leading to the formation of a culture of donating, the finding of new donors, thereby increasing income from donations and strengthening financial base of UoA.

(Definitions)

Article 2

The meanings of the terms listed in A through H in these guidelines below shall be as defined respectively.

A Crowdfunding:

The process disclosing the details of a project on the Internet and soliciting donations from an unspecified number of supporters who agree with the project

B Crowdfunding Provider:

The entity entrusted with work related to the implementation of Crowdfunding

C Supporter:

An individual or group that has provided a donation through Crowdfunding

D Crowdfunded Project:

A project which is implemented with donations received through Crowdfunding

E Project Manager:

The faculty member responsible for Crowdfunding

F Administrative Manager:

A faculty member (capable of coordinating with the Crowdfunding Provider in Japanese) from the same department as the Project Manager, who performs administrative tasks related to Crowdfunding under the supervision and responsibility of the Project Manager

G Donation(s):

A donation of cash, etc., accepted from a supporter on the condition that no rewards will be provided (except in the case of non-reciprocal rewards)

H Supervisor:

The head of the Division or Center to which the Project Manager belongs, or the Director of the Center for Planning and Promotion.

(Acceptance of Donations)

Article 3

Donations stipulated in these guidelines shall be handled based on the University Regulation Concerning the Treatment of Cash Donations (hereafter, "the Regulation").

(Crowdfunding Methods)

Article 4

Crowdfunding at the UoA shall be limited to those that are not for-profit ventures and are eligible for donation deductions, and shall be managed according to one of the following methods:

- A All or Nothing: A method where the project cannot be implemented unless the target amount is reached
- B All In: A method where the Project Manager has secured project funds in advance, and Crowdfunding is implemented to save said project funds

(Project Manager and Administrative Manager)

Article 5

- (1) When implementing Crowdfunding and the related Crowdfunded Project, it is mandatory to appoint one Project Manager and Administrative Manager, respectively, and faculty members of the same department of the UoA shall be selected. However, this shall not apply in the case of implementation of CF projects across departments.
- (2) The Administrative Manager is responsible for individual correspondence with donors in the execution of Crowdfunding and its Crowdfunding project, and therefore must be proficient in Japanese. The Project Manager will specify this person, who must consent to serving as the Administrative Manager, when filing a request to implement Crowdfunding. However, if the Project Manager is proficient in Japanese, they can also assume the role of Administrative Manager.

(Designation of Crowdfunding Providers)

Article 6

Crowdfunding at the UoA shall be conducted only on websites managed by Crowdfunding Providers designated in advance by the President.

(Acceptable Crowdfunded Projects)

Article 7

Project Managers can solicit Donations related to the following projects at the UoA via Crowdfunding.

- A Projects related to education and research
- B Projects related to international exchange and university globalization
- C Projects related to social contribution and/or regional collaboration

D Other projects approved by the President

(Requirements for Implementation)

Article 8

Crowdfunding and associated Crowdfunding projects cannot be implemented if any of the following apply.

- A The nature of the project does not fall into any of the categories set forth in Article 7.
- B There is a risk of damaging the reputation of the UoA.
- C The Project Manager has not obtained prior approval from the Cooperative Research, Etc. Acceptance Deliberation Committee (hereafter, "Deliberation Committee") for the Crowdfunding in advance.

(Request to Implement Crowdfunding)

Article 9

Project Managers who wish to implement Crowdfunding must submit an Request to Implement Crowdfunding (Form 1) to the President after obtaining the approval of their Supervisor at least two months before starting the solicitation of Donations.

(Decision to Implement Crowdfunding)

Article 10

The President shall determine whether or not to implement a Crowdfunded Project after deliberation by the Deliberation Committee as to whether or not the content of the application does not fall under the provisions of Article 3 of the Regulation, meets the requirements listed in Article 7 of these guidelines, and does not fall under the provisions of Article 8 of these guidelines. In the event that implementation is approved, the results shall be notified to the Project Manager by means of a Letter of Approval of Crowdfunding Implementation (Form 2).

(Implementation of Crowdfunding)

Article 11

Project Managers who have received notice of approval to implement may commence the solicitation of Donations, but only through a Crowdfunding Provider.

(Implementation of Crowdfunded Project)

Article 12

After the Crowdfunding has ended, Project Managers must implement a Crowdfunded Project of approximately the same scale as originally planned, regardless of the amount of money raised through Crowdfunding. However, this shall not apply in the case of the All or Nothing method.

(Obligations of Project Managers and Administrative Managers)

Article 13

- (1) Project Managers and Administrative Managers shall be responsible for the matters listed in A through D below after initiating solicitation of and obtaining Donations, and must ensure the implementation of the associated Crowdfunded Project.
 - A Sending thank-you letters, Donation receipts, and non-reciprocal rewards to Supporters
 - B Reporting the amount received through Crowdfunding, service fees, and a list of donors to the Deliberation Committee
 - C Implementation of the Crowdfunded Project
 - D Providing donors with a report on the Crowdfunded Project and uploading a report to the Crowdfunding site (within two months after finishing the Crowdfunded Project)

(Acceptance and Management of Donations)

Article 14

- (1) Donations shall be accepted as Grant Donations as prescribed in the Regulation, and their management shall be in accordance with the provisions of both the Regulation and these guidelines. However, donations made through CF may be carried over to the next fiscal year only during the period of CF implementation.
- (2) Regarding the Donation Application Consent Form, it shall be deemed as not requiring any special notification.

(Administration)

Article 15

General affairs (except those related to accounting) related to implementation of Crowdfunding shall be handled by the Collaboration and Assistance Section of the Planning and Collaboration Division.

Additional Provisions

- 1 These guidelines shall be enforced as of April 1, 2024.

(YYYY)/ (MM)/ (DD)

Request for Approval of Crowdfunding Project

To the President of the University of Aizu

From the Project Manager

Affiliation	
Title / Name of Project Manager	
Title / Name of Administrative Manager	

I hereby request approval to implement the following crowdfunded project, which has already been approved by my supervisor, under the responsibility of the above project manager. I have attached the documents required for the review of this request by the Cooperative Research, Etc. Acceptance Deliberation Committee.

Crowdfunded Project Name	
Overview of the Project	
Crowdfunding Method	
Targeted Amount	
Secured Budget (All-in method only)	
Crowdfunding Period (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)
Period for Sending Donation Receipts (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)
Project Period (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)

(YYYY)/ (MM)/ (DD)

Letter of Approval of Crowdfunding Project

To the Project Manager

From the President of the University of Aizu

The Cooperative Research, Etc. Acceptance Deliberation Committee has reviewed your request to implement the following crowdfunded project dated MM/DD, YYYY, and hereby approves the implementation of the project.

Crowdfunded Project Name	
Overview of the Project	
Crowdfunding Method	
Targeted Amount	
Secured Budget (All-in method only)	
Crowdfunding Period (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)
Period for Sending Donation Receipts (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)
Project Period (Planned)	(YYYY)/ (MM)/ (DD) ~ (YYYY)/ (MM)/ (DD)
Project Manager	
Administrative Manager	
Remarks	