

V. Department of Administration

The Department of Administration handles planning and external affairs, general affairs, accounting, research supports, and facility management work.

The major operations of this department are to support the promotion of the institute's regular research and the development of the collaborative research.

It consists of the following four divisions, namely, General Affairs Division, Financial Affairs Division, Research Support Division, and Facilities and Safety Management Division. Details of these Divisions are described in the following.

General Affairs Division

General Affairs Division handles administrative work and serves as contact point with the outside. This Division consists of four sections: General Affairs Section is in charge of secretarial work for the Director-General and the Deputy Director-General, supports for the Administrative Council meetings, enacting rules and regulations; Planning and Evaluation Section is in support for assessment of the Institution's performance including scientific achievement and management efficiency; Personnel and Payroll Section is in charge of general personnel affairs, salary, and public welfare; Communications and Public Affairs Section is for outreach and publicity activities.

Staff Members

(※ This list was made up as of March 31, 2011.)

Director-General	1
Professors	38
Associate Professors	37
Assistant Professors	52
Administrative Staff	43
Technical & Engineering Staff	45
Visiting Scientists	22
Total	238

Financial Affairs Division

Financial Affairs Division consists of five Sections and one Center: Financial Planning Section, Audit Section, Accounts and Properties Administration Section, Contracts Section, Procurement Section and Purchase Acceptance Center.

Major responsibilities of the division are: to manage and execute budget; to manage corporate property, revenue/expenditure, and traveling expenses of staffs; and to purchase supply and acceptance of articles.

Settlement

(2010 Fiscal Year)
(in million of Yen)

Salaried Wages	1,921
Operating Cost	7,869
Equipment	0

Site & Buildings	20
Grant-in-Aid for Scientific Research	152
Total	9,962

Research Support Division

Research Support Division consists of four sections, Graduation Education Section including Science Information and Library Section administrating the library at NIFS, Research Collaboration Section, International Collaboration Section, which are in charge of inter-university coordination and arranging international cooperation. Visitor Center supports visitors.

Joint Research

(2010 Fiscal Year)

LHD Joint Planning Research			Joint Research			Joint Research Using Computer			Workshop			Bilateral Collaboration		
Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted
34	31	357	233	231	1,444	101	99	250	30	30	704	101	98	1,368
Total														
Applications	Applications Accepted	Researchers Accepted												
499	489	4,123												

Number of Graduate School Students

Collaborative Research Program

(Research Students)

(As of March 31,2011)

Affiliation	Degree	Master's Course	Doctor's Course	Total
	National Graduate School		14	5
Public Graduate School		0	0	0
Private Graduate School		3	0	3
Total		17	5	22

(The Graduate University for Advanced Studies Students)

(As of March 31,2011)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
2	1	3	7	7	20

*International Exchange**Number of Foreign Researchers*

(2010 Fiscal Year)

Invited by Ministry of Education, Culture, Sports, Sciences and Technology	Joint Research	Workshop Participants	Visitors	Invited by Japan Society for the Promotion of Science	Total
3	122	5	3	12	145

Foreign Researchers to NIFS

(2010 Fiscal Year)

P.R.China	Russia	U.S.A.	Germany	Spain	France	Ukraine	R.Korea	U.K.	Australia	Romania	Others	Total
84	11	8	7	7	6	6	3	3	2	2	6	145

NIFS Researchers to Oversea

(2010 Fiscal Year)

R.Korea	P.R.China	U.S.A	Germany	France	Spain	Austria	Portugal	Ireland	Italy	Others	Total
66	62	61	17	17	10	9	8	8	6	31	295

Books and Journals

(2010 Fiscal Year)

Japanese Books	16,115
Books in Other Languages	47,145
Total (vols)	79,375
Japanese Journals	269
Journals in Other Languages	771
Total (titles)	1,040

Facilities and Safety Management Division

The Facilities and Safety Management Division consists of three sections: Safety and Health Management Section, Facilities Planning Section and Facilities maintenance Section.

They are in charge of planning, designing, making a contract, supervising of the construction and maintenance for all facilities at NIFS, such as buildings, campus roads, electricity, telephone, power station, air conditioning, water service, gas service, elevators and cranes.

The Facilities and Safety Management Division submits a budget bill and administers the budget for those facilities.

Safety and Health Management Section also arranges physical checkups and disaster drills.

These three sections promote facilities which provide a better environment for all the staff.

Site and Buildings

(2010 Fiscal Year)

Toki	
Site	464,445 m ²
Buildings	
Total Building Area	39,557 m ²
Total Floor Space	70,129 m ²