

17. Department of Administration

The Department of Administration handles planning and external affairs, general affairs, accounting, research support, 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.

The department consists of the following four divisions, namely, the General Affairs Division, the Financial Affairs Division, the Research Support Division, and the Facilities and Safety Management Division. Details of these divisions are described below.

General Affairs Division

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

Number of Staff Members (※ This list was compiled as of March 31, 2017.)

Director General	1
Professors	39
Associate Professors	40
Assistant Professors	46
Administrative Staff	44
Technical and Engineering Staff	47
Employee on Annual Salary System	8
Center of Excellence Researcher	3
Research Administrator Staff	2
Visiting Scientists	22
Total	252

Financial Affairs Division

The Financial Affairs Division consists of six sections: the Audit Section, the Financial Planning Section, the Accounts and Properties Administration Section, the Contracts Section, the Procurement Section, and the Purchase Validation Section.

The major responsibilities of the division are to manage and execute the budget, to manage corporate property, revenue/expenditure, and traveling expenses of staff, and to purchase supplies and receive articles.

Settlement (JFY 2016)
(in million of Yen)

Salaried Wages	2,085
Operating Costs	6,570
Equipment	0
Site and Buildings	387
Grant-in-Aid for Scientific Research	160
Total	9,202

Research Support Division

The Research Support Division consists of four sections and one center. These are the Graduate Student Affairs Section, the Academic Information Section which includes the Library at NIFS (since Feb. 2014), the Research Support Section and the International Collaboration Section, which is in charge of inter-university coordination and arranging international cooperation. The Visitor Center assists collaborating researchers and visitors.

Collaboration Research Programs (JFY 2016)

	Applications Applied	Applications Accepted	Researchers Accepted
LHD Project Collaboration Research	39	34	320
Joint Research	260	259	1,832
Joint Research Using Computers	102	102	288
Workshops	30	30	723
Bilateral Collaboration Research	109	109	1,245
Total	540	534	4,408

Number of Graduate School Students

(SOKENDAI: The Graduate University for Advanced Studies)

(As of March 31, 2017)

Doctoral Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
3	1	7	3	7	21

(The Joint Program of Graduate Education)

Graduate course education is given in NIFS apart from SOKENDAI in joint programs with the Department of Energy Science and Engineering of the Graduate School at Nagoya University, Division of Particle and Astrophysical Science of the Graduate School of Science at Nagoya University, Division of Quantum Science of the Graduate School of Engineering at Hokkaido University, Department of Energy Science of the Graduate School of Science and Engineering at University of Toyama, Interdisciplinary Graduate School of Engineering Science in Kyushu University and the Graduate School of Engineering at Tohoku University. In total, 13 graduate students are involved in the programs as of March 31, 2016.

The Special Research Collaboration Program for Education

(As of March 31, 2017)

Affiliation	Degree	Master's Course	Doctoral Course	Total
	National Graduate School		10	3
Public Graduate School		1	1	2
Private Graduate School		0	0	0
Total		11	4	15

International Exchange

Number of Foreign Researchers

(JFY 2016)

Invited by Ministry of Education, Culture, Sports, Science and Technology	Joint Research	Workshop Participants	Visitors	Invited by Japan Society for the Promotion of Science (JSPS)	Internship	Total
0	96	37	11	0	4	148

Foreign Researchers to NIFS

(JFY 2016)

P.R. China	Rep. of Korea	Germany	U.S.A.	Spain	Italy	France	Netherlands	Others	Total
66	23	13	9	6	5	5	5	16	148

NIFS Researchers to Foreign Countries

(JFY 2016)

U.S.A.	P.R. China	Rep. of Korea	Germany	France	Italy	Taiwan	Czech Rep.	Spain	Others	Total
62	54	41	37	18	16	15	15	11	45	314

Books and Journals

(JFY 2016)

Books in Japanese	17,973
Books in Other Languages	49,942
Total (volumes)	67,915
Journals in Japanese	280
Journals in Other Languages	781
Total (titles)	1,061

Facilities and Safety Management Division

The Facilities and Safety Management Division consists of three sections: the Safety and Health Management Section, the Facilities Planning Section, and the Facilities Maintenance Section. They are in charge of planning, designing, making contracts, supervising the construction and maintenance of 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 request and administers the budget for those facilities.

The Safety and Health Management Section also arranges medical examination and disaster drills. These three sections promote facilities' environment better for all staff.

Site and Buildings

(JFY 2016)

Toki	
Site	464,445 m ²
Buildings	
Total Building Area	39,557 m ²
Total Floor Space	71,830 m ²