

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, Planning and External Affairs Division, General Affairs Division, Research Promotion Division, and Facilities and Safety Management Division. Details of these Divisions are described in the following.

Planning and External Affairs Division

Planning and External Affairs Division handles administrative work and serves as contact point with the outside. The Planning Office, one wing of the division, consists of two sections: The Financial Planning and Budget Section is in charge of budgetary management while the Objective Planning and Evaluation Section is in support for assessment of the Institution's performance including scientific achievement and management efficiency. The External Affairs Office, the other wing, consists of three sections: The Secretary Section is responsible for secretarial work for the Director-General and the Deputy Director-General. The Press and Community Relation Section is for outreach, publicity activities and public information disclosure. The International Affairs Section is for assisting international academic projects and exchanges.

General Affairs Division

General Affairs Division consists of eight Sections: General Affairs Section, Documents and Legal Affairs Section, Personnel Section, Salaries and Welfare Section, Audit Section, Accounts Section, Contracts Section and Procurement Section.

Major responsibilities of the division are: to provide administrative as well as financial supports for the Administrative Council for Research and Management and the CEO meetings; to prepare for various ceremonies and events; to offer documents services; to enact rules and regulations; to work for general personnel affairs, salary, and public welfare; to execute budget; to manage corporate property, revenue/expenditure, and traveling expenses of staffs; and to purchase supply of articles.

Staff Members

(※ This list was made up as of March 31, 2010.)

Director-General	1
Professors	37
Associate Professors	37
Assistant Professors	52
Administrative Staff	42
Technical & Engineering Staff	48
Visiting Scientists	26
Total	243

Settlement

(2009 Fiscal Year)
(in million of Yen)

Salaried Wages	1,992
Operating Cost	8,827
Equipment	0
Site & Buildings	527
Grant-in-Aid for Scientific Research	217
Total	11,563

Research Promotion Division

Research Promotion Division consists of four sections, Graduation School Coordination Section, Research Cooperation Section, which are in charge of inter-university coordination and arranging international cooperation. Science Information and Library Section administers the library at NIFS. Visitors' Office supports visitors.

Joint Research

(2009 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	379	215	214	1,255	122	122	428	24	24	603	74	74	970
Total														
Applications	Applications Accepted	Researchers Accepted												
472	465	3,635												

Number of Graduate School Students

Collaborative Research Program

(Research Students)

(2009 Fiscal Year)

Affiliation	Degree	Master's Course	Doctor's Course	Total
	National Graduate School		25	5
Public Graduate School		0	0	0
Private Graduate School		3	0	3
Total		28	5	33

(The Graduate University for Advanced Studies Students)

(2009 Fiscal Year)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
1	1	8	5	4	19

International Exchange

Number of Foreign Researchers

(2009 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	Others	Total
7	117	24	6	3	1	158

Foreign Researchers to NIF

(2009 Fiscal Year)

P.R.China	R.Korea	U.S.A.	Russia	France	Italy	Germany	India	Spain	Serbia	Switzerland	U.K.	Others	Total
48	22	19	15	9	9	7	6	5	5	2	2	9	158

NIFS Researchers to Oversea

(2009 Fiscal Year)

U.S.A.	P.R.China	Germany	R.Korea	France	Portugal	Russia	Italy	Spain	Others	Total
65	54	32	22	16	6	6	5	5	26	237

Books and Journals

(2009 Fiscal Year)

Japanese Books	15,732
Books in Other Languages	46,664
Total (vols)	62,396
Japanese Journals	271
Journals in Other Languages	771
Total (titles)	1,042

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

(2009 Fiscal Year)

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