

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 the 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, 2012.)

Director-General	1
Professors	40
Associate Professors	38
Assistant Professors	49
Administrative Staff	44
Technical & Engineering Staff	45
Visiting Scientists	24
Total	241

Financial Affairs Division

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

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

Settlement

(2011 Fiscal Year)
(in million of Yen)

Salaried Wages	1,935
Operating Cost	7,563
Equipment	48

Site & Buildings	20
Grant-in-Aid for Scientific Research	167
Total	9,733

Research Support Division

Research Support Division consists of three sections and one center, Graduate Student Affairs Section including Science Information and Library administrating the library at NIFS, Research Support Section, International Collaboration Section, which are in charge of inter-university coordination and arranging international cooperation. Visitor Center supports collaborating researchers and visitors.

Joint Research

(2011 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	32	388	244	233	1,685	100	99	252	28	27	700	106	105	1,209
Total														
Applications	Applications Accepted	Researchers Accepted												
512	496	4,234												

Number of Graduate School Students

Collaborative Research Program

(Research Students)

(As of March 31,2012)

Affiliation	Degree	Master's Course	Doctor's Course	Total
	National Graduate School		11	3
Public Graduate School		0	0	0
Private Graduate School		2	0	2
Total		13	3	16

(The Graduate University for Advanced Studies Students)

(As of March 31,2012)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
1	2	4	3	7	17

International Exchange

Number of Foreign Researchers

(2011 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
1	112	82	33	1	229

Foreign Researchers to NIFS

(2011 Fiscal Year)

P.R.China	U.S.A.	R.Korea	Netherlands	Russia	Germany	U.K.	Italy	Mexico	India	Spain	France	Serbia	Others	Total
57	50	44	30	10	7	7	5	4	3	3	3	2	4	229

NIFS Researchers to Oversea

(2011 Fiscal Year)

U.S.A.	P.R.China	France	Australia	R.Korea	Germany	U.K.	Italy	Spain	Netherlands	Others	Total
69	54	39	25	23	22	12	8	8	6	27	293

Books and Journals

(2011 Fiscal Year)

Japanese Books	16,277
Books in Other Languages	47,595
Total (vols)	63,972
Japanese Journals	280
Journals in Other Languages	773
Total (titles)	1,053

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 medical examination and disaster drills.

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

Site and Buildings

(2011 Fiscal Year)

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