

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, 2013.)

Director-General	1
Professors	36
Associate Professors	41
Assistant Professors	48
Administrative Staff	43
Technical & Engineering Staff	46
Visiting Scientists	21
Total	236

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

(2012 Fiscal Year)

(in million of Yen)

Salaried Wages	1,768
Operating Cost	7,657
Equipment	1,522

Site & Buildings	271
Grant-in-Aid for Scientific Research	154
Total	11,372

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.

Collaboration Research Programs

(2012 Fiscal Year)

LHD Project Collaboration Research			Joint Research			Joint Research Using Computer			Workshop			Bilateral Collaboration Research		
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
33	31	368	215	212	1,571	120	120	172	25	25	590	106	106	1,229
Total														
Applications	Applications Accepted	Researchers Accepted												
499	494	3,930												

Number of Graduate School Students

(The Graduate University for Advanced Studies Students)

(As of March 31, 2013)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
3	1	6	3	3	16

(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 in Nagoya University, Division of Particle and Astrophysical Science of the Graduate School of Science in Nagoya University, Division of Quantum Science of the Graduate School of Engineering in Hokkaido University, Department of Energy Science of the Graduate School of Science and Engineering in Toyama University, Interdisciplinary Graduate School of Engineering Science in Kyushu University and the Graduate School of Engineering in Tohoku University. 12 graduate students in total are involved in the programs as of March 31, 2013.

(The Special Research Collaboration Program for Education)

(As of March 31, 2013)

Degree		Master's Course	Doctor's Course	Total
Affiliation				
National Graduate School		6	5	11
Public Graduate School		0	0	0
Private Graduate School		3	0	3
Total		9	5	14

International Exchange

Number of Foreign Researchers

(2012 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
0	75	26	7	1	109

Foreign Researchers to NIFS

(2012 Fiscal Year)

P.R.China	U.S.A.	R.Korea	France	Russia	India	Ireland	Germany						Others	Total
38	18	15	11	9	5	2	2						9	109

NIFS Researchers to Oversea

(2012 Fiscal Year)

U.S.A.	R.Korea	P.R.China	Germany	Spain	Sweden	France.	Belgium	Italy	Finland	Others	Total
95	51	43	32	17	14	12	8	3	3	16	294

Books and Journals

(2012 Fiscal Year)

Books in Japanese	16,668	
Books in Other Languages	48,013	
Total (vols)	64,681	
Journals in Japanese	279	
Journals in Other Languages	773	
Total (titles)	1,052	

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

(2012 Fiscal Year)

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