

V. 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, 2014.)

Director General	1
Professors	36
Associate Professors	42
Assistant Professors	46
Administrative Staff	44
Technical and Engineering Staff	44
Research Administrator Staff	1
Visiting Scientists	22
Total	236

Financial Affairs Division

The Financial Affairs Division consists of six sections: the Financial Planning Section, the Accounts and Properties Administration Section, the Audit 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 2013)
(in million of Yen)

Salaried Wages	1,795
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Operating Costs	7,620
Equipment	239
Site and Buildings	1,970
Grant-in-Aid for Scientific Research	121
Total	11,745

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 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 2013)

LHD Project Collaboration Research			Joint Research			Joint Research Using Computers			Workshops			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
30	30	358	242	242	1,687	87	87	189	28	27	686	119	116	1,317
Total														
Applications	Applications Accepted	Researchers Accepted												
506	502	4,237												

Number of Graduate School Students

(The Graduate University for Advanced Studies Students)

(As of March 31, 2014)

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

(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, 19 graduate students are involved in the programs as of March 31, 2014.

(The Special Research Collaboration Program for Education)

(As of March 31, 2014)

Degree		Master's Course	Doctoral Course	Total
Affiliation				
National Graduate School		6	4	10
Public Graduate School		0	0	0
Private Graduate School		1	0	1
Total		7	4	11

*International Exchange**Number of Foreign Researchers*

(JFY 2013)

Invited by Ministry of Education, Culture, Sports, Science and Technology	Joint Research	Workshop Participants	Visitors	Invited by Japan Society for the Promotion of Science	Total
0	77	55	21	1	154

Foreign Researchers to NIFS

(JFY 2013)

U.S.A.	France	P.R. China	Rep. of Korea	Italy	Germany	Spain	India	U.K.	Russia	Others	Total
24	22	21	19	14	11	10	10	8	7	8	154

NIFS Researchers to Foreign Countries

(JFY 2013)

P.R. China	U.S.A.	Rep. of Korea	Germany	Italy	France	Spain	Finland	U.K.	Austria	Netherlands	Others	Total
75	65	50	47	47	33	23	8	6	6	6	19	385

Books and Journals

(JFY 2013)

Books in Japanese	17,074
Books in Other Languages	48,791
Total (vols)	65,865
Journals in Japanese	278
Journals in Other Languages	776
Total (titles)	1,054

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 which provide a better environment for all staff.

Site and Buildings

(JFY 2013)

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