

# 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, 2018.)

Director General	1
Professors	36
Associate Professors	39
Assistant Professors	47
Administrative Staff	43
Technical and Engineering Staff	47
Employee on Annual Salary System	14
Center of Excellence Researcher	3
Research Administrator Staff	2
Visiting Scientists	23
Total	255

## 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.

(JFY 2017)

Settlement

(in million of Yen)

Salaried Wages	2,097
Operating Costs	7,054
Equipment	0
Site and Buildings	150
Grant-in-Aid for Scientific Research	149
Total	9,450

## 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 2017)

	Applications Applied	Applications Accepted	Researchers Accepted
LHD Project Collaboration Research	35	34	296
Joint Research	274	271	1,854
Joint Research Using Computers	112	111	373
Workshops	31	31	643
Bilateral Collaboration Research	101	101	1,304
Total	553	548	4,470

*Number of Graduate School Students*

*(SOKENDAI: The Graduate University for Advanced Studies)*

(As of March 31, 2018)

Doctoral Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
3	3	1	6	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 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, 2018.

*The Special Research Collaboration Program for Education*

(As of March 31, 2018)

Affiliation	Degree	Master's Course	Doctoral Course	Total
National Graduate School		8	1	9
Public Graduate School		0	0	0
Private Graduate School		1	0	1
Total		9	1	10

*Foreign Researchers to NIFS*

(JFY 2017)

P.R. China	Rep. of Korea	Thailand	Germany	Philippines	Italy	U.S.A	France	Others	Total
72	25	24	20	20	12	9	8	30	148

*NIFS Researchers to Foreign Countries*

(JFY 2017)

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 2017)

Books in Japanese	18,375
Books in Other Languages	50,023
Total (volumes)	68,398
Journals in Japanese	287
Journals in Other Languages	783
Total (titles)	1,070

**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 2017)

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