

16. 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

Director General	1
Researchers	105
Technical and Engineering Staff	45
Administrative Staff	41
Employee on Annual Salary System	11
Research Administrator Staff	4
Visiting Scientists	0
Total	207

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.

The budget is 8,300,000,000 yen. (JFY 2021)

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, 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

	Applications Applied	Applications Accepted	Researchers Accepted
LHD Project Collaboration Research	17	17	214
Joint Research	250	250	2,305
Joint Research Using Computers	79	79	482
Workshops	32	32	1,013
Bilateral Collaboration Research	103	103	1,497
Total	481	481	5,511

Number of Graduate School Students

(SOKENDAI: The Graduate University for Advanced Studies)

Doctoral Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
3	4	8	3	5	23

(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, 34 graduate students are involved in the programs as of March 31, 2021.

The Special Research Collaboration Program for Education

Affiliation	Degree	Bachelor's Course	Master's Course	Doctoral Course	Total
	National Graduate School		5	16	13
Public Graduate School		0	0	0	0
Private Graduate School		0	0	0	0
Total		5	16	13	34

Books and Journals

Books in Japanese	20,457
Books in Other Languages	51,171
Total (volumes)	71,628
Journals in Japanese	283
Journals in Other Languages	844
Total (titles)	1,127

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

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

※ All statistical data is as of March 31, 2023