

The First Step of Research Administration in Japan

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Coordinators for

major types in Japan.

industry-academia-government are

coordinators

Reserachers

Technical Staffs including assitants

Others 16

required Ph. D.

Reserachers



Summury

In the recent decade, research grants and academic projects have been increased in Japan. Japanese universities, institutes and government have considered the necessity of research administrators with the increase of researcher's administrative workload

Now, a few universities establish research administration offices in Japan. We investigated Japanese research administration with the questionnaire and interview survey. In addition, we established the Japanese Society of Research Administrators. These studies and activities revealed that the situation of Japanese RA is different from that of U.S.: 1, Research grant rules in Japan is not as strict as that in U.S. and pre- and post-award works do not require professional expertise at present. 2, Japanese national universities have the unique rigid and standardized employment system (Japanese universities have only faculties and non-professional staffs, not professional staffs), thus career path of RA as professional staff has not been established. 3, Japanese research administration tends to focus on especially strategic planning, research program management and industry-university cooperation than knowledge of rules, laws and regulations. 4, the government is trying to mainly use Ph.D holders as RA. We will present these recent situations and also present our recent activities in the Kanazawa University, mainly pre-award administration and strategic planning.

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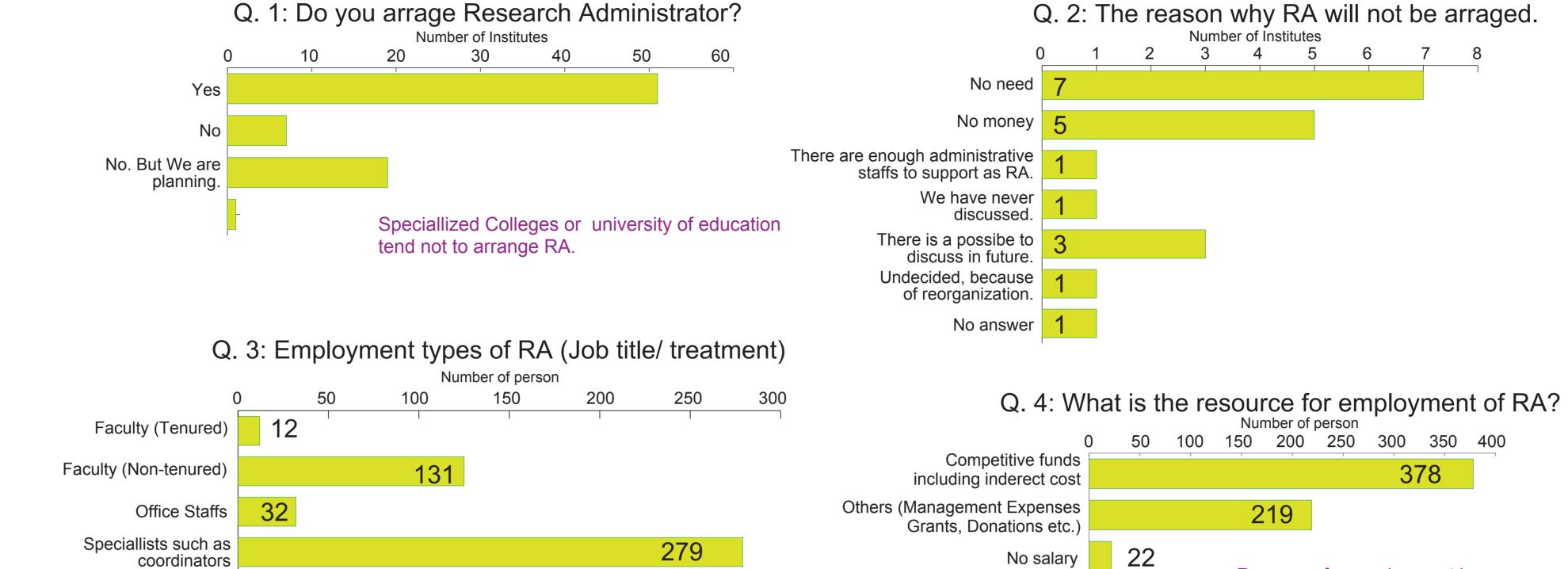
To survey the situation of Research Administrators in Japanese Research Institute.

Definition of Research Administrator on this survey: Profession for research support to get funds except for administrative staffs.

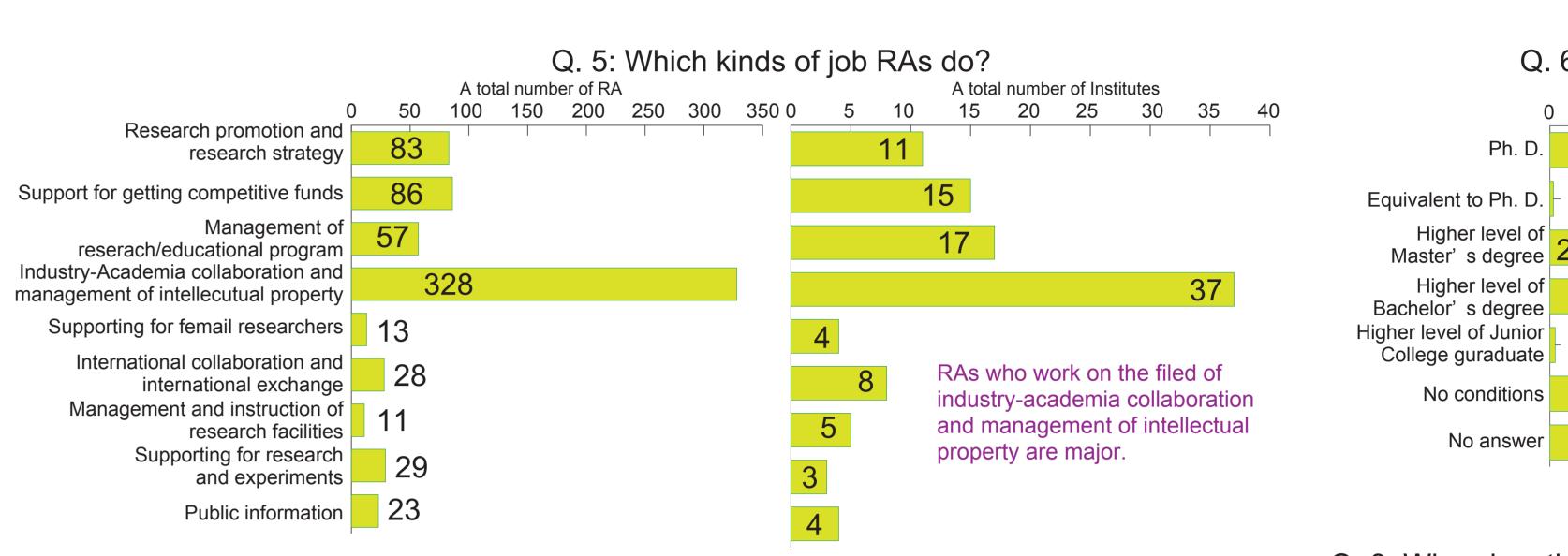
The subject of this survey

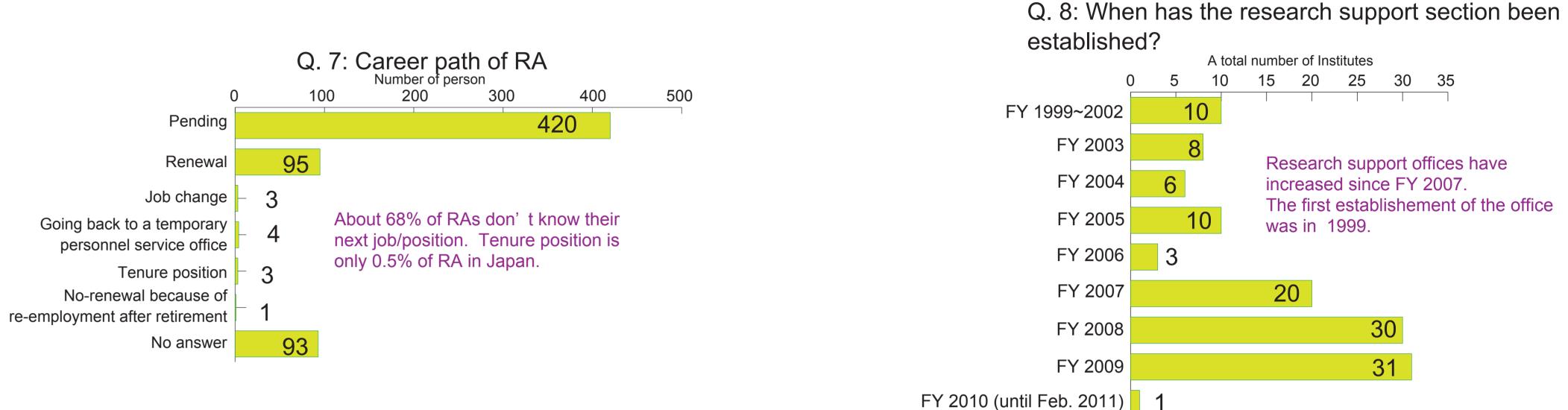
National University, Public University, Private University, Inter-University Research Institute Corporation and Independent Administrative Institution 133 Institutes

We got answers from 78 institutes. National Univ.: 60 Public Univ. 4 Private Univ. 9 Inter-Univ. Res. Inst. Corp.: 4 Independent Admn. Inst. Percentage of replies: 58.6 %



RAs in Japan have increased. AND we have to make RA a stable job/position and develop the career path of RA.





Background and measure for RA

Background of introduction of RA in Universities

Decreasing of fundamental costs from the government

Environments around universities is changing.

Increasing of competitive funds

Research Administrator who understand research and have skills

o plan, manage and analysis strategically

Increasing of big research/educational programs

collaboration

Enhancing of industry-academia-government

Background of introduction of RA in Japan by Government

The 4th Science and Technology Basic Plan

V. Development of policies to be created and promoted together with society 2. Deepening the relations between society and STI (Science, Technology and Innovation) Promotion of STI policies from the public viewpoint (iii) Training and securing human resources who connect society with STI policies

In order to make activities concerning STI policies effective, the role of human resources engaging in such activities is significant. For this reason, the government will promote efforts for training and securing personnel who act as a bridge between society and STI,

<Promotional measures>

-The government will train and secure specialists for research administration (Research Administrator) who manage overall R&D activities using their expertise, specialists for research techniques (Science Technician) who engage in technical affairs and development of intellectual infrastructure concerning research, specialists for intellectual property, etc.

and promote activities of such personnel in various opportunities of STI.

esearch Support system in Kanazawa University All of universities in Japan have a similer system.

Example of Kanazawa University Vice President (Research and International Affairs) Center for Innovation

Promotion for Industry-Academia-Government Coordinators for Frontier Science Organization/Research Administration Office Industry-Academia collaboration TLO: Technology Licensing Organiation Research and International



new graduates Required Skills: general knowledge as

Supporting to young researchers -supporting and advising to write grant proposals, to hold educational lecutures

which applicant is president

interview (2nd screening)

concentrate to research support.

Participation to research and international strategy of the university -gathering information, lobbying to MEXT, making a tentative plan for research and internation strategies based on meetings,

What we do?

Research support office in Kanazawa University have been established in 2007. From

the first, our reserach support office has required Ph. D. holders who has research

revise them. This was very rare case and almost the first trial. Another feature is to

Supporting to poropose to big and interdiciplinary research/educational programs

role will be expanded in this year using fuding support by MEXT.

expreriences, because the purpose to be staffed RAs is to write grant proposals and

In 2009, our office name was changed to Research Administration Office (RAO) and the

-gathering information, adjustment related professors and stakeholders, making to

tentative proposal, writing proposal, budget developing, collecting internal data,

drawing figures, submitting proposals, preparation of presentation materials for

Others

Resource for employment is

almost funds, management

expenses grants and donations.

-public information, planning events and what the vice president wants

We mainly do pre-award works.



Networking

No answer

We set up the Japanese Society of Research Administorators in 2010. We have held the meeting about research administration in Japan.

No conditions

No answer

1st meeting: Feb. 5, 2010 in Tokyo Science Agora: Nov. 20, 2010 in Tokyo 2nd meeting: Nov. 21, 2010 in Tokyo 3rd meeting: Dec. 9, 2011 in Kanazawa

Job title of participants: academic faculty (non-tenure), administrative staff in universi staff in funding agencies, company, MEXT

Job category of participants: Research promotion: 50% Industry-academia collaboration: 50%

What we do? -exchanging information -discussing how we establish RA position in Japan, how we work as RA

Our target in this 5 years -to be clear what RA is in Japan -to make a good example of RA in Japan

-to promote the information exchange to RAs in other countries

Contuct us

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Q. 6: Conditions of employment as RA

Fiscal year in Japan: From April to March

KANAZAWA,

Requirement of Ph. D. or higher

level of Master's degree is 20%

Major parts are no conditions.



Definition of RA by MEXT Persons who can make a resaech plan, research managemet and promotion.

. Making skill standard for RA

2. Trying the Pilot Programs for introduction of RA

. Development for Educational Programs for RA

MEXT is trying to maily be one of the career path for Ph. D. holders.

Program Director

Program Officer

Professional Research Administrator

knowledge about research activities, law, accounting, personnel matters, negotiation skills, human networks, project management skills, advertisement skills, communication skills and so on

Pre-award To collect the information about grants To plan the research project with researchers To search for related laws about the research plan

To propose a research project and negotiate it

Government Office Universities The person in charge of measure of R&D

Research Manager

The person in charge The person in charge of intellectual property of technology transfer Manager of R&D

To manage the research project (accounting and facilities)

To report the results and promote them to practical uses

To watch the progress of the project and relationships with laws

Post-award

echnology Transfer: Licensing Patent Attorneys **Affairs Department** Office Staffs At first, support systems for find funding, proposal development (except for purposen dusty-academia-government & method), proposal checking, contract, compliance laboration (I-A-G collaboration) hav en introduced to universities in apan. For it, MEXT and METI Office Staffs nistry of Economy, Trade and ıstry) have taken some measures peration. For example, arrageme oordinator for I-A-G collaborations motion of establishment of TLO, an us, most universitis have a partment and staffs for intellectua erties and technology transfers.

Finance Affairs Dpt.