

# The First Step of Research Administration in Japan

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## Summary

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.

## Questionnaire survey of Research Administration in Japan

### Aim

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.

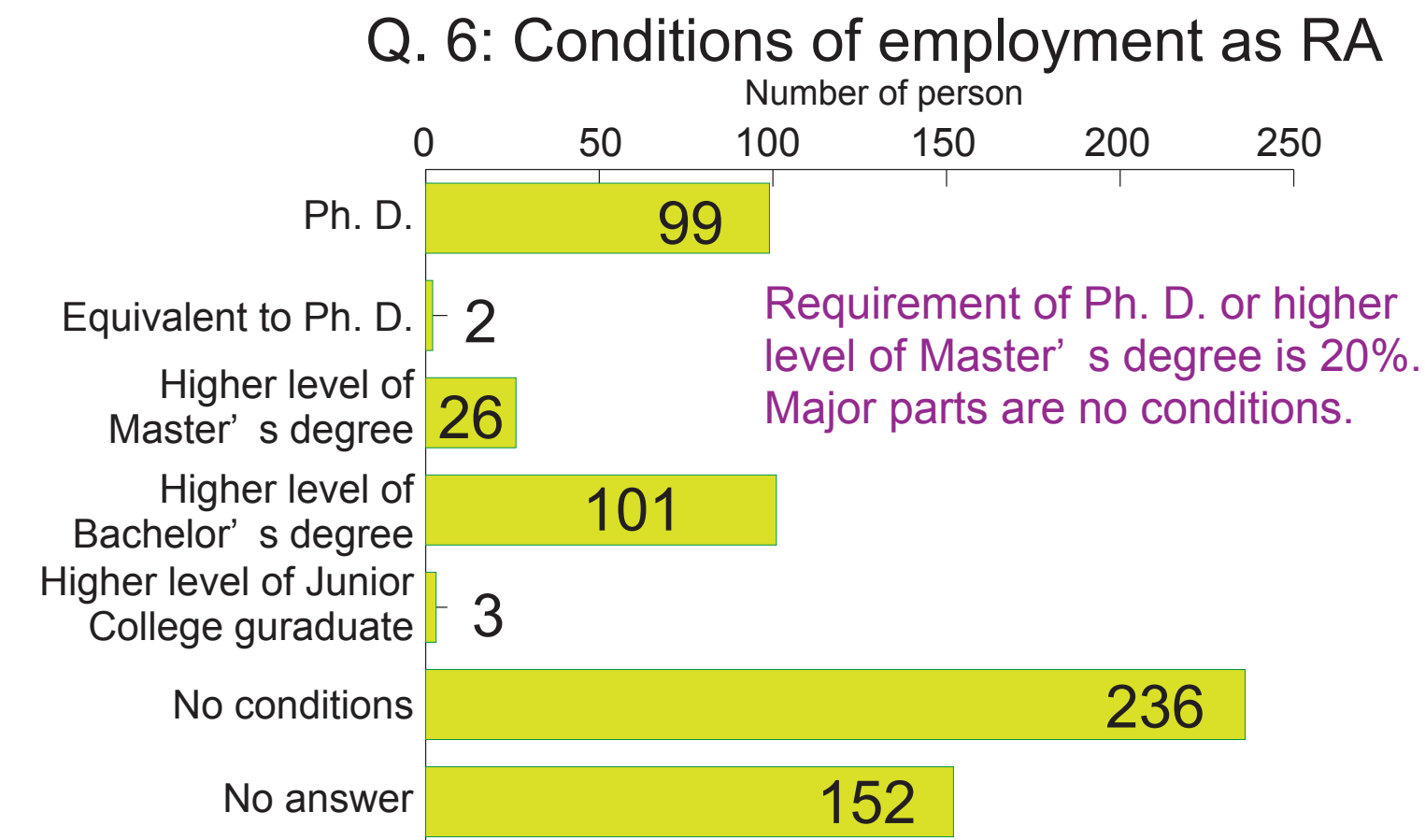
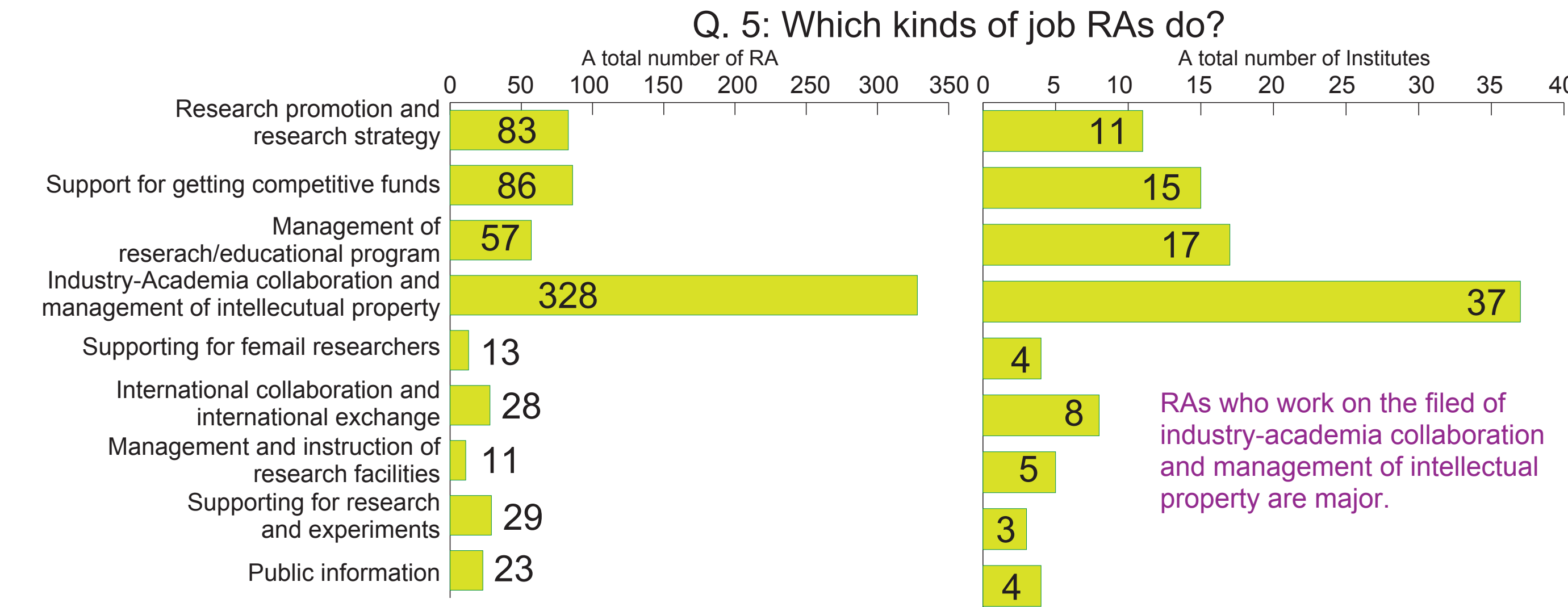
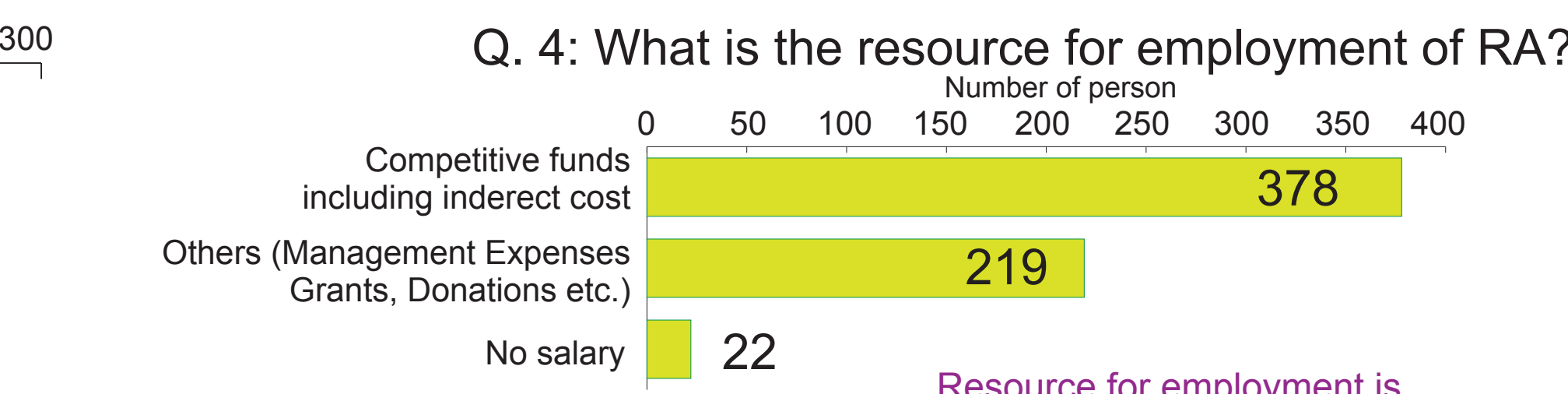
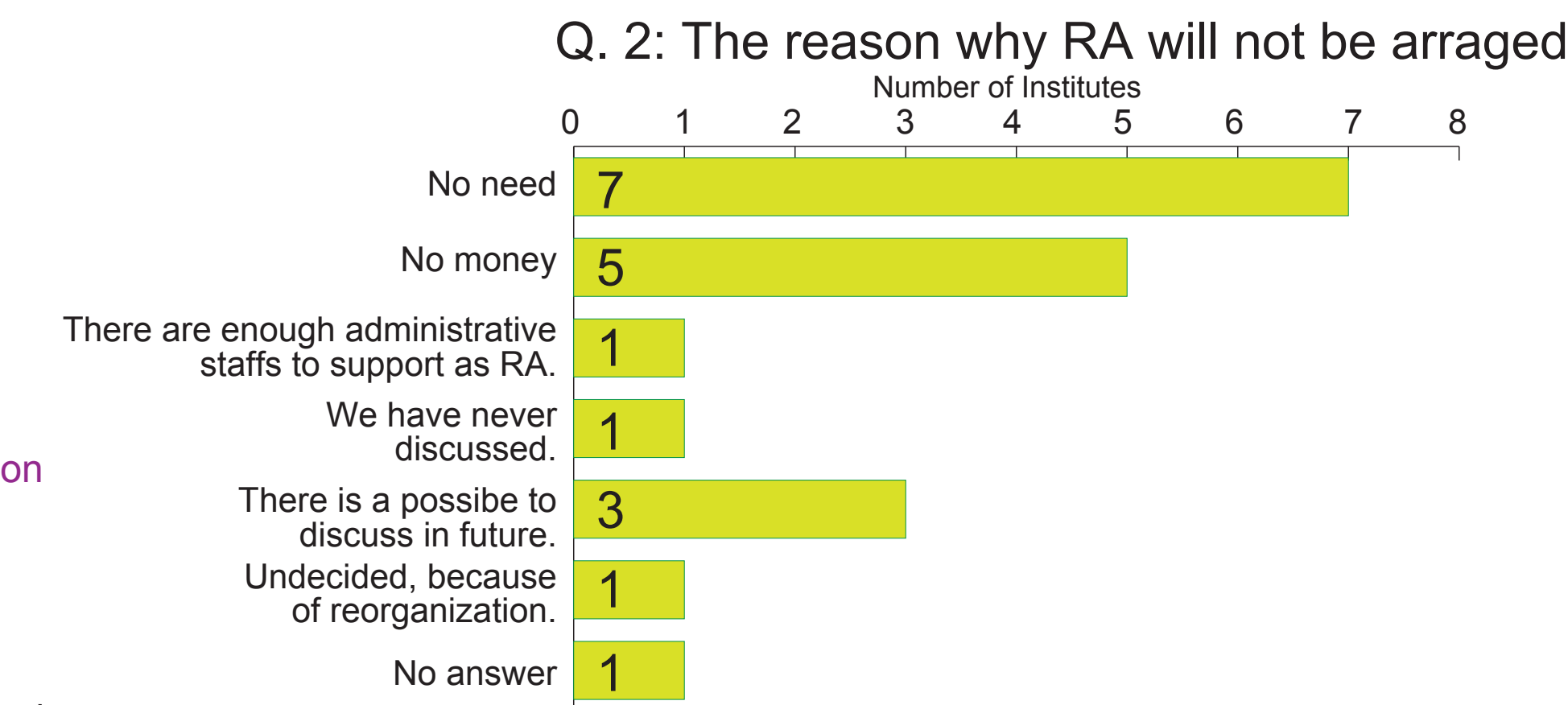
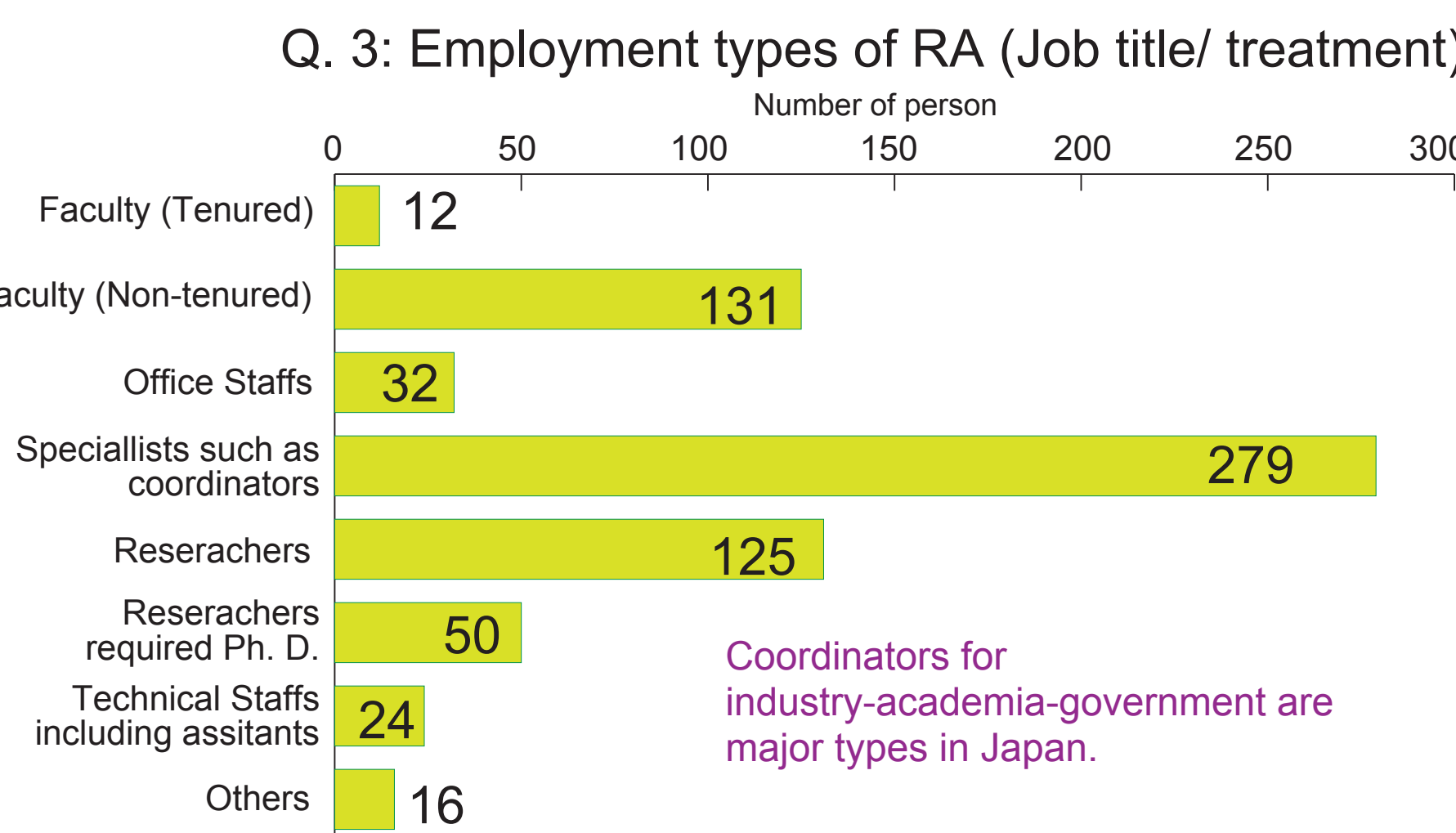
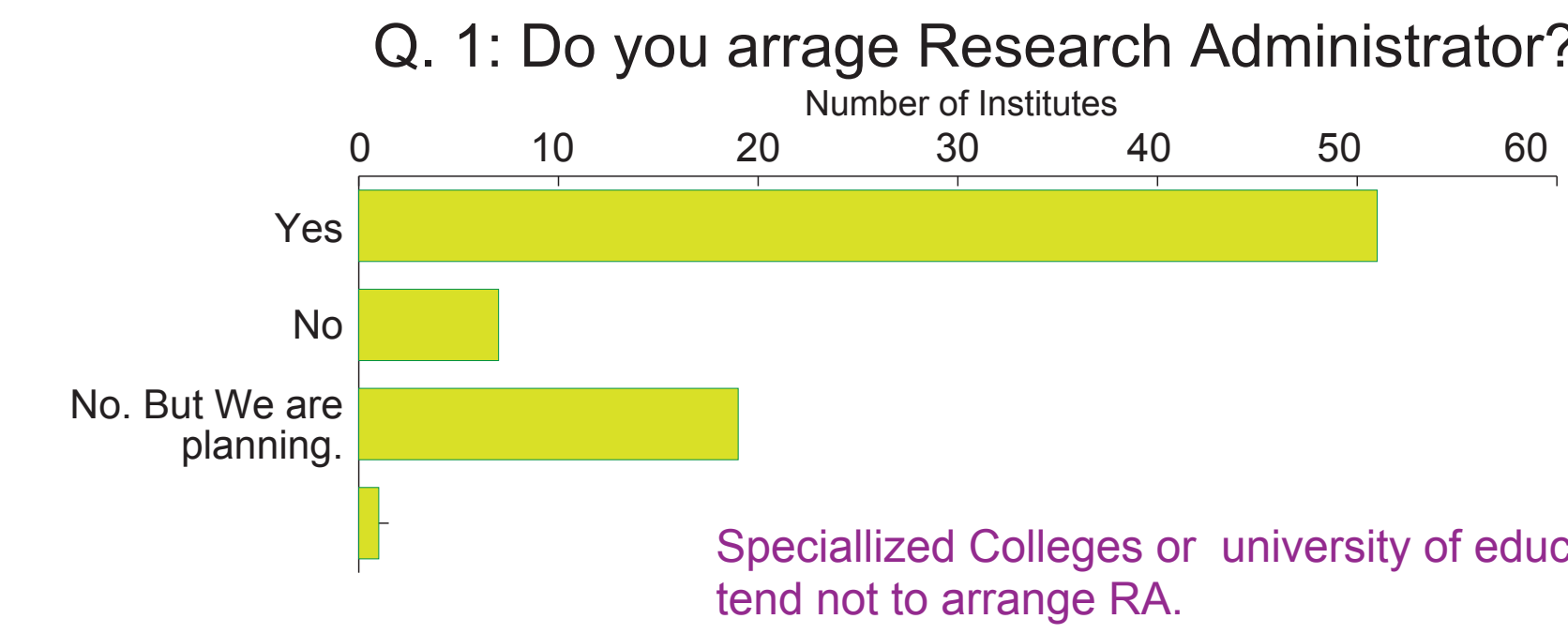
### The subject of this survey

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

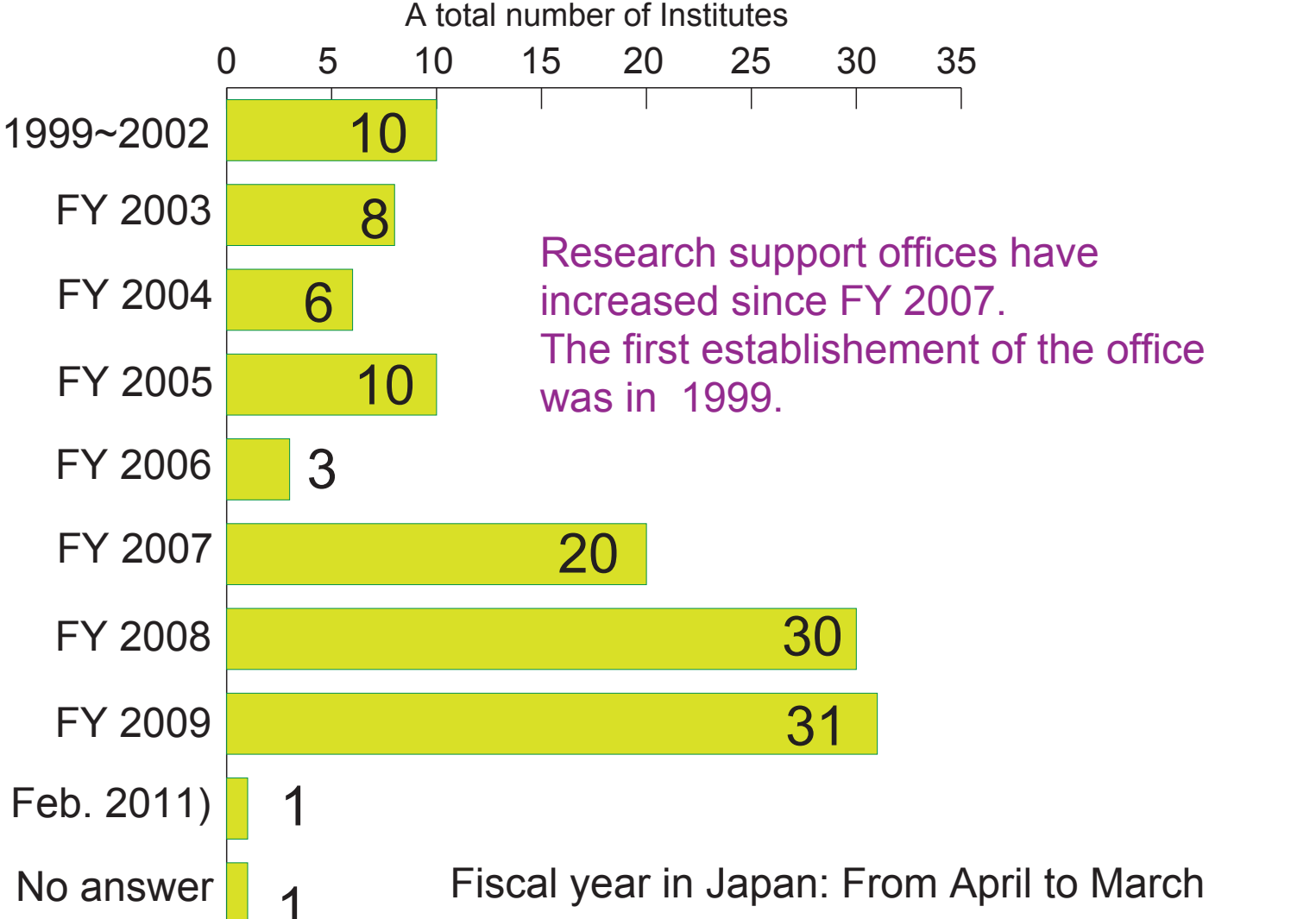
We got answers from 78 institutes.

National Univ.: 60  
Public Univ. 4  
Private Univ. 9  
Inter-Univ. Res. Inst. Corp.: 4  
Independent Admn. Inst. 1

Percentage of replies: 58.6 %



### Q. 8: When has the research support section been established?



## Background and measure for RA

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

## Research Support system in Kanazawa University

All of universities in Japan have a similar system.

Example of Kanazawa University

Vice President (Research and International Affairs)

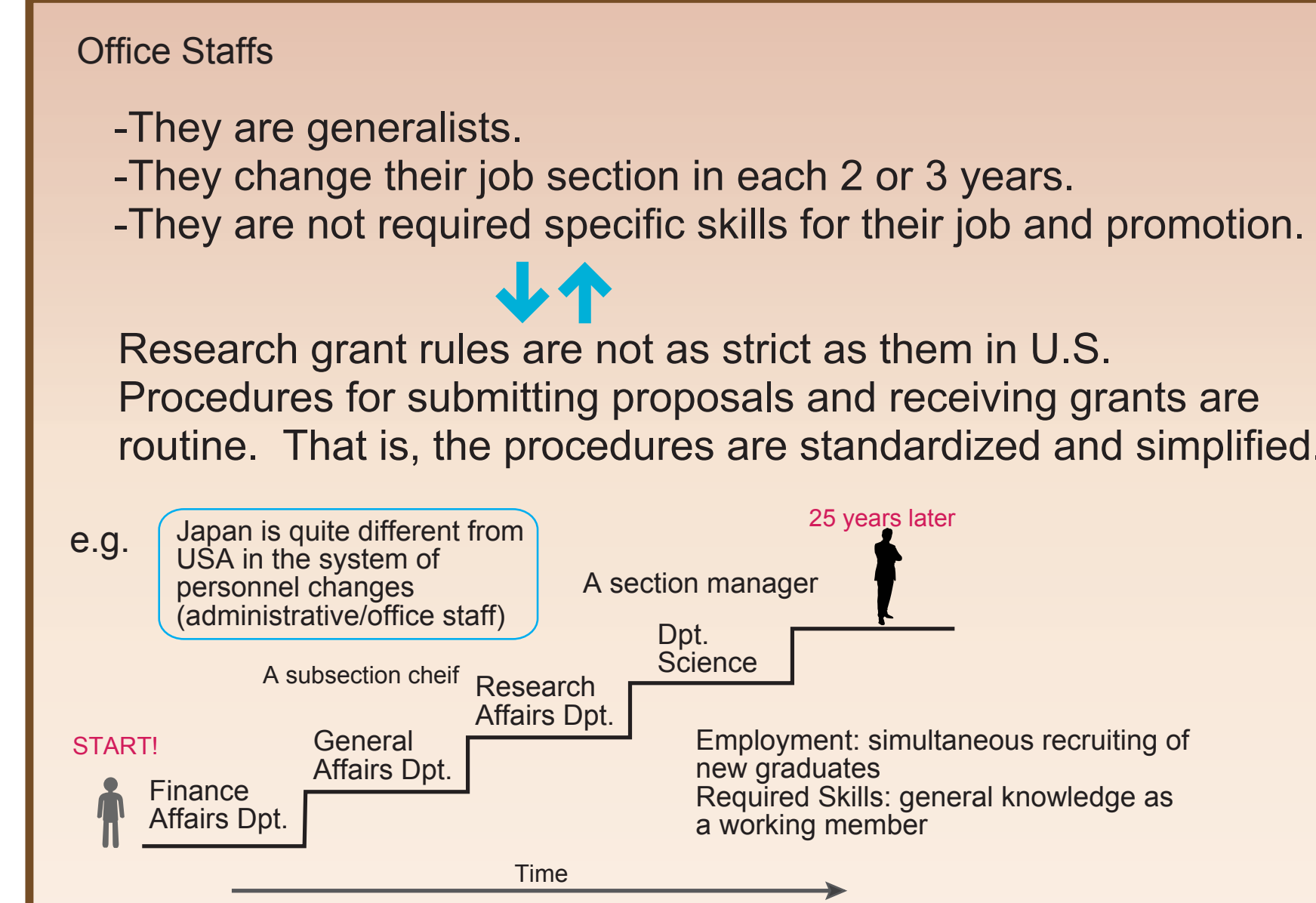
Center for Innovation  
-Promotion for Industry-Academia-Government collaboration  
-Patent application

TLO: Technology Licensing Organization  
Technology Transfer: Licensing  
Patent Attorneys

Research and International Affairs Department

Office Staffs  
find funding, proposal development (except for purposes & method), proposal checking, contract, compliance

At first, support systems for industry-academia-government collaboration (I-A-G collaboration) have been introduced to universities in Japan. For it, MEXT and METI (Ministry of Economy, Trade and Industry) have taken some measures in cooperation. For example, arrangement of coordinator for I-A-G collaborations, promotion of establishment of TLO, and so on. Thus, most universities have a department and staffs for intellectual properties and technology transfers.

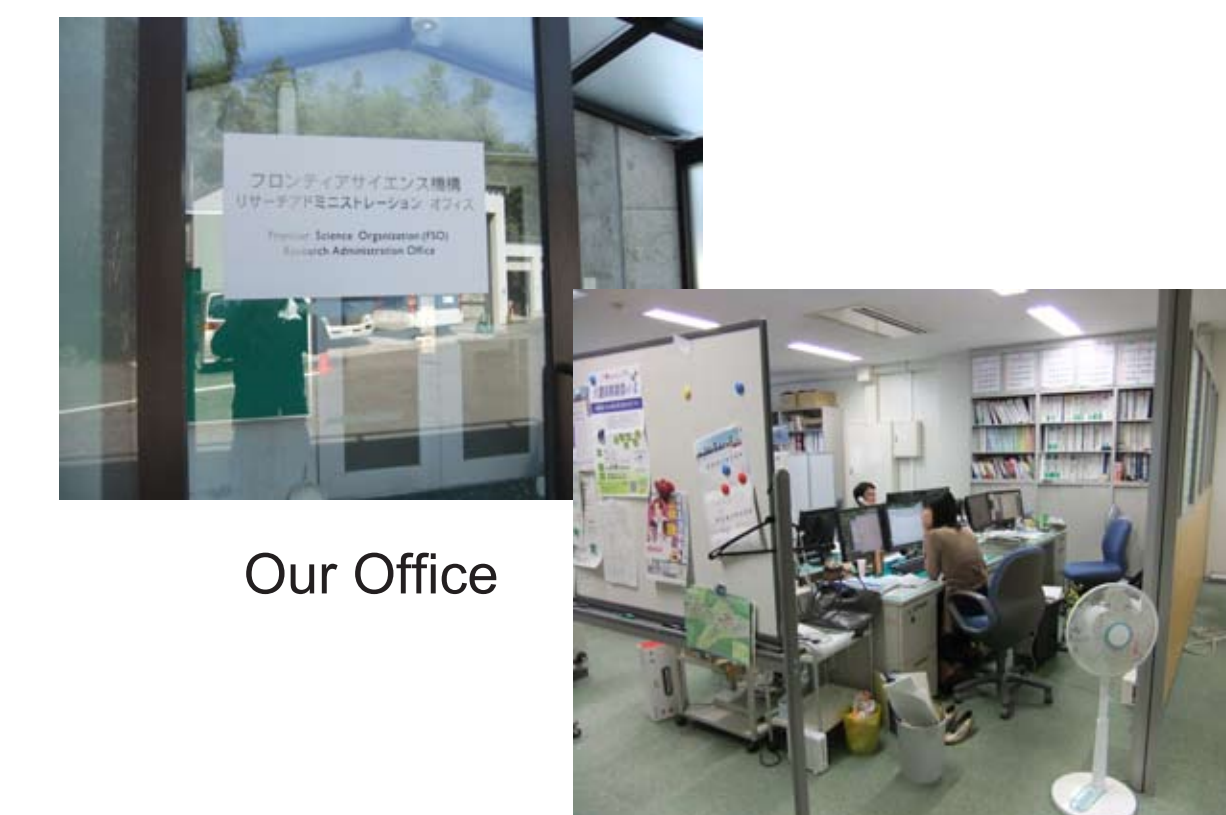


## What we do?

Research support office in Kanazawa University have been established in 2007. From the first, our research support office has required Ph. D. holders who has research experiences, because the purpose is to be staffed RAs is to write grant proposals and revise them. This was very rare case and almost the first trial. Another feature is to concentrate to research support. In 2009, our office name was changed to Research Administration Office (RAO) and the role will be expanded in this year using funding support by MEXT.

- Supporting to propose to big and interdisciplinary research/educational programs which applicant is president
  - 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 interview (2nd screening)
- Supporting to young researchers
  - supporting and advising to write grant proposals, to hold educational lectures
- Participation to research and international strategy of the university
  - gathering information, lobbying to MEXT, making a tentative plan for research and international strategies based on meetings,
- Others
  - public information, planning events and what the vice president wants.

We mainly do pre-award works.



Our Office

## Networking

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

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 university, 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

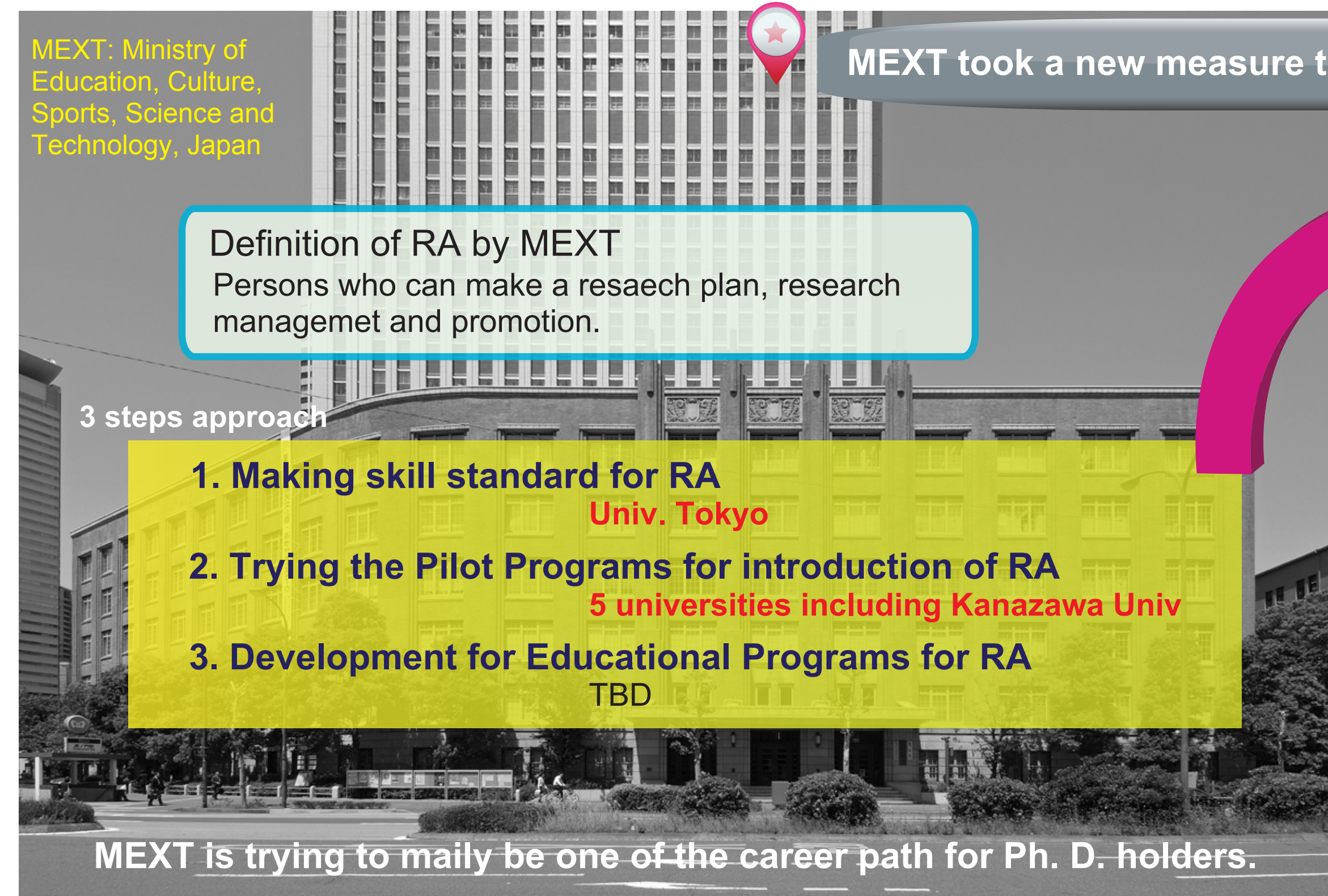
## Contact us

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mail to: fsjimu@adm.kanazawa-u.ac.jp



Kakuma Campus

Thank you for your supports to the Tohoku Earthquake on March 11, 2011.



MEXT took a new measure to introduce research administrator from FY 2011.

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

3 steps approach

1. Making skill standard for RA Univ. Tokyo
2. Trying the Pilot Programs for introduction of RA 5 universities including Kanazawa Univ
3. Development for Educational Programs for RA TBD

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



### 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

