

# **(1) Promotion and Support of Research Strategy**

## **1. Analyzing policy information**

- Collecting information on government science and technology policies, council policy reports and recommendations, and funding agency projects at all stages of their development.
- Analyzing policy trends related to the above.
- Strengthening the ability of the university to analyze policy information by maintaining databases of the above information and enhancing capabilities in information analysis.

## **2. Analyzing research capability**

- Assessing the scientific fields, external funding, and academic publications of the university's researchers.
- Mapping the above information to analyze the features of the research being carried out at the university.
- Strengthening the ability of the university to analyze research capability by maintaining databases of researcher information and enhancing foundations for the development of research projects.

## **3. Developing research strategy**

- Planning and supporting organizational restructuring and the construction of research institutions and research-support systems.
- Coordinating with relevant Faculties, Graduate Schools, and Institutes to effectively use the university's research and education resources for the above.
- Helping researchers to improve their understanding of each other's work and establish presence, for example, by holding workshops to uncover new research challenges.

## **(2) Pre-award Activities**

### **1. Planning research projects**

- Analyzing external funding obtained by the university with respect to that obtained by other institutions.
- Analyzing the selection results of external funding calls.
- Supporting the development of research proposals and the selection of team members for external funding applications.

### **2. Collecting information on external funding**

- Collecting information on funding and projects offered by domestic and international governments, funding agencies, and companies at all stages of their development.
- Analyzing the application details, eligibility, and other requirements for external funding applications.
- Monitoring related policy trends and analyzing the advantages and disadvantages of obtaining external funding.
- Providing information on external funding to researchers working in relevant fields and with the appropriate level of experience.

### **3. Negotiating internally for funding applications**

- Coordinating with the relevant offices regarding the acceptance of external funding, securing of research resources, and signing of contracts with collaborating institutions.
- Negotiating with researchers and Graduate Schools within the university regarding their participation in the research project.
- Holding internal hearings to confirm that the number of applications for large-scale projects does not exceed the maximum allowed in the application requirements and making adjustments as necessary.

### **4. Negotiating externally for funding applications**

- Negotiating with external researchers and research institutions regarding their participation in the research project.
- Coordinating with collaborating institutions regarding the acceptance of external funding, project plans, and contracts, including non-disclosure agreements.

### **5. Writing funding applications**

- Organizing researchers' ideas, collecting the necessary data, and writing parts or a draft of the research proposal and budget plan for external funding applications.
- Editing the application form, giving advice on improvements, and ensuring that the format and content comply with the application guidelines.
- Preparing or supporting the preparation of presentation materials for the hearing.
- Holding guidance seminars on the preparation of application and presentation materials.

# **(3) Post-award Activities**

## **1. Negotiating externally after obtaining funding**

- Coordinating with the funding agency regarding the research proposal, budget, and proportion of overhead costs when a project is selected for external funding.
- Preparing detailed research and budget plans.

## **2. Managing project progress**

- Organizing project management meetings and research team meetings.
- Monitoring the progress of research projects, including that of each team's research.
- Monitoring research project outputs, including journal articles, presentations at conferences, and patent applications.

## **3. Managing project budgets**

- Coordinating the allocation of the budget among internal and external collaborators.
- Monitoring expenditure and confirming that funding is used in accordance with the research proposal and legal requirements.
- Working with office staff to respond to internal audits and inspections to determine external funding amounts.
- Identifying equipment that meets the necessary specifications for the research.
- Preparing specification documents and coordinating with manufacturers and the accounting team to procure equipment.

## **4. Dealing with project evaluations**

- Preparing or supporting the preparation of reports and presentation materials for evaluations by the funding agency.
- Attending hearings for the above evaluations.
- Organizing independent reviews for research projects.

## **5. Preparing reports**

- Organizing research results and coordinating the preparation of reports by preparing drafts or bringing together content written by researchers.
- Editing reports, giving advice on improvements, and ensuring that the report complies with the research proposal.

## **(4) Specialist Activities**

### **1. Supporting educational projects**

- Supporting partnerships related to graduate education, for example, the establishment of research and education centers and joint graduate schools.
- Understanding government and university policies on graduate education.
- Organizing the above partnerships on the basis of research.
- Coordinating with internal and external parties and working with faculty and office staff to set up detailed protocols related to the above partnerships.

### **2. Supporting international partnerships**

- Promoting partnerships with overseas institutions and establishing international consortia for education and research.
- Monitoring international trends in education and research and preparing explanatory materials to promote the above.
- Coordinating contracts and organizing signing ceremonies and other on-site events related to the above in collaboration with faculty and office staff.
- Supporting international research collaborations by inviting and coordinating the visits of international researchers.

### **3. Supporting partnerships between academia and industry**

- Supporting the formation of partnerships and consortia with local industry, including those at the organizational level; three-way partnerships involving industry, academia, and government; and those for regional development.
- Focusing research projects carried out by the above partnerships through negotiation and mediation between researchers and companies.
- Collaborating with industry to support large-scale and long-term projects involving multiple parties.

## **4. Intellectual property**

- Cooperating with internal departments to determine the scope of the invention and examine and prepare patent statements.
- Negotiating with industry when submitting joint patent applications.
- Proposing appropriate ways to handle intellectual property in special programs, such as consortia involving industry, academia, and government and special zone initiatives.

## **5. Strengthening information dissemination**

- Supporting the preparation of research-related statements released by the university.
- Participating in research-related PR activities to increase the strength of the university brand and the university's ability to disseminate information to external researchers and stakeholders.

## **6. Research publicity**

- Planning, designing, managing, and updating online content.
- Planning and creating PR materials, such as newsletters and pamphlets, including those for an international audience.
- Making arrangements for press releases and responding to requests for interviews.
- Preparing and giving research-related presentations in research meetings and public seminars.
- Reporting on seminars and creating networks of attendees.

## 7. Event management

- Planning and organizing symposia and other events by creating the program, selecting and inviting presenters, and coordinating with staff and event management companies.
- Publicizing events in a manner appropriate for the target audience.
- Managing the preparations and running the event.

## 8. Health and safety

- Coordinating with internal departments to confirm compliance with regulations related to chemical handling, genetically modified animals and plants, pathogens, radiation, and other hazards, and carrying out regular inspections regarding their use.
- Preparing the necessary application documents for storage and experiments involving the above.
- Responding internally and externally in the event of a health and safety incident.
- Keeping track of participants and preparing plans for overseas fieldwork, and overseeing enrollment in **insurance**.

## 9. Ethics and compliance

- Coordinating with internal departments regarding conflicts of interest, the handling of intellectual property and research results, and the management of personal information collected for research purposes.
- Providing advice and information on ethics and compliance issues.
- Responding internally and externally in the event of an ethics infringement.