

## **Course Title: Study Sessions for OIST Administrative Staff**

### **1, Course outline**

This course will provide OIST administrative staff with a basic knowledge of the procedures and rules of research activities that they do not directly deal with in their daily work, research fields and methods, the various positions and organizational structures and activities involved in research support.

### **2. Purpose of the course**

University administrative staff, while engaged in important work that supports the university organization on a daily basis, tend to work in siloes without a deep and systematic understanding of the organization they work for because they are not directly involved in research and education, which are the main activities and *raison d'être* of the university. The purpose of this course is to provide university administrative staff with a basic knowledge of what research activities are and what people in which positions do to make them work, and to deepen their understanding of the nature of the university workplace in which they work.

### **3, Expected outcomes**

It is expected that administrative staff with better knowledge and understanding of research and educational activities will be able to reconsider their position in the university where they work and how they can contribute to the organization from there, and this will provide them with an opportunity to deepen their job satisfaction and attachment to the university and increase their sense of belonging.

It is also expected to foster an organizational culture of cooperation and collaboration based on understanding and empathy for the positions, goals, problems, and concerns of research staff who are engaged in completely different work from themselves within the same organization.

Furthermore, it is expected to have the effect of encouraging the willingness of staff who have been able to deepen their understanding of the organization as a whole and broaden their perspectives toward growth, enabling them to propose improvements in their section's and division's operations, the establishment of cooperative systems that transcend divisions, and other major operational improvements.

## 4. Lecture contents

### Session 1: "Activities of Researchers"

#### General knowledge to be acquired

What are the types of positions and roles of researchers? What procedures are used to publish papers, which is the official way of presenting research results, and what difficulties are faced by researchers? How are ethics and safety protected in research activities? What constitutes misconduct in research activities? How is research funding obtained? How are researchers provided with the equipment, facilities, and support they need for their research?

#### Knowledge to be acquired about OIST

What is the structure of research units at OIST? What is the role of the Health and Safety Section? What are the roles of the various safety and ethics committees? What is the Office of the Provost, which coordinates research resources allocation and overall research and academic affairs. C-Hub supports development of the professional skillsets of faculty, researchers, students, and administrative staff.

#### Contents of the 1st session

##### 1 Research-related organizations, positions, roles, and activities

Research Unit (front player), technical support (support player), administrative organization (behind the scenes)

##### 2 Results of research

Scientific papers (differences from various other types of writing, structure of scientific papers, process of publication)

Conferences (a place for academic exchange where research results and progress prior to publication are explained and discussed)

Evaluation of researchers (evaluation based on published papers is dominant)

##### 3 Restrictions on research activities and misconduct

Ethics and safety committees (laws are not always ahead of humanity's most advanced challenges, so voluntary inspections and regulations are necessary)

Research Misconduct (honesty and integrity in academia is essential)

##### 4 Funding and resources to support research activities

Research funding (budget provided by the organization and competitive external research funding)

Shared research equipment and technical support specialists (research environment)

## **Session 2: "Research Areas of Science and Technology"**

### **General knowledge to be acquired:**

Concepts of basic research and applied/development research. What are the major fields of natural science and applied/development research? What are the main research methods used in each research field? How are the lectures and educational programs offered to graduate students set up?

### **Knowledge to be acquired about OIST:**

What are the areas of research conducted at OIST? How is information provided to explain OIST's research units and present research results? What is unique about the OIST graduate education program? What kind of organization is the Faculty Affairs Office, the department that recruits and evaluates faculty at OIST? What kind of organization is the Graduate School Office, which supports the educational activities of graduate students?

### **Contents of the 2nd session**

#### 1 Basic research and applied/development research

Basic research (solving scientific questions) Applied and development research (creating useful technologies and objects)

#### 2 Subjects and areas of research, scientific questions and research methods. OIST's 9 Research Disciplines and 54 Specialties

Biology, Neuroscience, Ecology and Evolution, Marine Sciences, Engineering and Applied Sciences, Chemistry, Physics, Computer Science, Mathematics

#### 3 Where can I find information about OIST's research?

OIST website, press releases, news  
Seminars (Provost Lecture Series, etc.)

#### 4 OIST graduate education program

Admission workshop  
Lab rotation  
Courses and research

#### 5 Relevant departments at OIST

Faculty Affairs Office, the department that recruits and evaluates OIST faculty  
Graduate School Office, the department that supports the educational activities of graduate students

### **Session 3: "Research Equipment and Facilities and Technical Assistance"**

#### **General knowledge to be acquired:**

What is a shared research infrastructure facility (core facility)? The Core Facility situation in the world and in Japan. The movement to promote shared use of research equipment and facilities in Japan's science and technology policy.

#### **Knowledge to be acquired about OIST:**

What kind of Core Facility section is in charge of RSD and where does it support what kind of equipment and technology?

#### **Contents of the 3rd session**

##### 1 What is the Core Facility (Advanced Shared Research Facility)?

Both research equipment/facilities and technical support staff are important

Significance of Core Facility

Core Facility situation in the world and Japan and Japan's science and technology policy

##### 2 Core Facility at OIST

Organizational structure of RSD

Technologies, equipment, facilities, and research areas used by each section in charge

##### 3 External Collaboration of the Core Facility

Core Facility network and platform collaboration

Use from outside the university

##### 4 Core Facility issues

Maintenance and management of facilities

Securing expert personnel

Constant introduction of state-of-the-art technology

## **Session 4: "Research administrative support"**

### **General knowledge to be acquired:**

What are competitive research funds? What are the necessary procedures for conducting collaborative research? What is intellectual property? What is technology transfer? What is the difference between collaborative research with an academic institution and collaborative research with a company?

### **Knowledge to be acquired about OIST:**

What are the roles of the External Funding Section and the DoR Office? What is the role of the Academic Contracts Team, what are the departments in TDIC, and what are their activities?

### **Contents of the 4<sup>th</sup> session**

#### **1 External Funding (Competitive Research Funding) Grant**

Where do external funds come from?

Assistance in obtaining external funding

Support for Execution of External Funds

#### **2 Research Collaboration Dean of Research**

Collaboration (vs. academia = universities and public research institutions) (vs. companies)

Collaboration related to external funding

#### **3 Technology transfer and business development TDIC**

Patents and technology transfer

Entrepreneurial support

Contribution to industry

## **Session 5: " Overview of OIST organization, Questions, and Discussion"**

### **General knowledge to be acquired:**

Resolve any questions the participants may have. Also accommodate developmental interests.

### **Knowledge to be acquired about OIST:**

Comprehensive understanding of OIST organizational structure and function

### **Contents of the 5<sup>th</sup> session**

#### 1 Overview of OIST organization

Research

Research Administration

General Administration

#### 2 Q&A

Any questions are welcome!

#### 3 Free discussion

More questions, comments, etc.

Developmental interests, requests, etc.

## **5. Lecture Method**

**Location:** On-site in a lecture room on campus (C210 or C700).

**Language:** Separate Japanese and English versions.

**Time:** 60 minutes per session. The slide presentation itself will take 30-40 minutes. Allow 20-30 minutes for Q&A to encourage active participation.

**Format:** A facilitator will be assigned in addition to the instructor to encourage participants to ask questions and/or to deepen or expand on questions to deepen participants' understanding.

**Registration:** Participant's names and their sections will be recorded for the later follow-up.

## **6. Lecture Schedule**

Two rounds per year, first in Japanese, then in English.

Japanese version in April, May, June, and July.

English version in September, October, November, and December.

## **7. Method and schedule for publicity**

Announcement submission to TIDA, posting on OIST calendar

Posting on C-Hub website and in newsletters

## **8. Improvement of lectures**

### **Feedback after the session:**

After each lecture, participants will be asked to fill out a feedback web form via email.

### **Questions in the session:**

Questions asked by the participants will later be compiled into a list of questions, and important items will be added to the lecture content from the next round.