F S O   N E W S L E T T E R

What's Research Administrator ?

There are currently three postdoctoral staff members who are supporting research administrative activities at Frontier Science Organization (FSO) in Kanazawa University.

While research administration is a relatively new concept in Japan, in the USA this professional field has been formalized in 1959 with the establishment of the **National Council of University Research Administrator (NCURA).** Most universities have its own University Research Administration (URA) Office. There is a non-profit organization called **Research Administrator's Certification Council (RACC)** which holds examination to certify professional research administrators.

Research administrators have become necessary with the dramatic rise in external funding for research, the scale of research management on campuses, and the complicated legal and regulatory requirements associated with receiving external funding.

Research administrators are not directly responsible for the advance in medicine, science, technology, and the social sciences that have resulted from university research, but they provide and manage the *supportive conditions* and *organizational structures* that are necessary for the research.

Some of the responsibilities of a research administrator are:

Pre-award Responsibilities

Identifying funding: assist with funding searches and clarify guidelines if necessary.

Proposal preparation, submission and review: provide information and assistance in completing administrative information; prepare proposal budget from draft provided; review proposal for conformance to sponsor and university requirements; review budget, provide institutional signature, etc.

Establishing projects:
Establish spending project(s), create project digest(s), send e-mail notification to principle investigator, co-investigators and appropriate department and college staff that project has been established and provide information about how to access project digest, forms necessary to complete, access to share funds, etc.

Post-award Administration

Management and administration :
Provide supports for post-award management of sponsored research portfolios including oversight and management of financial policy, compliance and reporting issues that arise during the life of the award.

Manage grants receivables and award submission of any required financial reporting or billings.

Participate in implementing policies and procedures to ensure compliance with sponsor rules, regulations and generally accepted accounting procedures.

Monitor and approve all personnel, equipment, materials and supplies and other grant expenditures to manage project spending within budget limitations.

Some of the responsibilities at FSO are similar to research administration. Working together with Division of Research & International Affairs, we review proposals prior to submission, such proposals of Global COE; handle administrative matters and review proposals of Grant-in-Aid for Scientific Research（科学研究費補助金）for our tenure-track faculty members; organize meetings, symposia and seminars; coordinate the advisory board and other possible upcoming events.

Committee Members of FSO, 2008.

There are some changes in the members of FSO Committee Meeting this year. The following is the new list of members in 2008:

機構長	長野　勇	（副学長）	プログラムリーダー	東田　陽博	（教授）
学長特別補佐	辻　彰		プログラムリーダー	岩坂　泰信	（特任教授）
顧問	村上　清史		プログラムリーダー	安藤　敏夫	（教授）
医学系研究科長	中沼　安二	（教授）	プログラムリーダー	荒井　章司	（教授）
人間社会環境研究科長	井上　英夫	（教授）	プログラムリーダー	金子　周一	（教授）
自然科学研究科長	石田　啓	（教授）			
がん研究所長	佐藤　博	（教授）			

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http://fso.w3.kanazawa-u.ac.jp/

研究リテラシーコース

May 30, 2008 (Fri)
第1回 **FSO** 研究リテラシーコースを開催しました。

テーマ：
「金沢大学の基本理念と方向性, 研究の現状と課題, 教育組織の現状と課題, 科研費等外部資金獲得について」

** 内容はFSOのホームページで動画, スライドをご覧になれます。

今後のテーマ（予定):

第2回　研究者倫理と不正行為　　　　（8月1日）

第3回　研究室マネージメント　　　　（10月1日）

第4回　知的財産, 技術移転, 企業化, 産学連携
　　　　　　　　　　　　　　　　　　（12月1日）
第5回　E-learning　　　　　　　　　（1月15日）

Library On-line Database Search
Web of Science

Social Science Citation Index (SCCI) of Web of Science is licensed at our university's library since this April.

Web of Science (WoS) is part of the Web of Knowledge product from Thomson ISI. It provides access to five databases: **Science Citation Index (SCI)**, **Social Science Citation Index (SSCI),** Arts & Humanities Citation Index (A&HCI), Index Chemicus, and Current Chemical Reactions. Only SCI and SSCI are currently available in our library. SCI covers science and technology fields, and SSCI covers social sciences fields. Database licensed to in our library is 1990 onwards for SCI, and 1998 onwards for SSCI. Both are accessible through the website of WoS:

http://www.lib.kanazawa-u.ac.jp/db/wos/index.html

These databases provide access to current and past bibliographic information, author abstracts, and cited references, and direct links to the full text. They allow a researcher to identify which later articles have cited any particular earlier article, or cited the articles of any particular author, or determine which articles have been cited most frequently.

WoS is particularly used as an evaluation tool to assess the 'impact factor' (IF) of a journal. IF is a measure of the frequency with which the average article in a journal has been cited in a particular year. It helps to evaluate a journal's relative importance, especially when compared to other journals in same field.

Book Introduction
At the Helm: a Laboratory Navigator

Prior to her popular book *At the Bench,* Kathy Barker has published an also best-selling manual for inexperienced lab managers titled *At the Helm* in 2002.
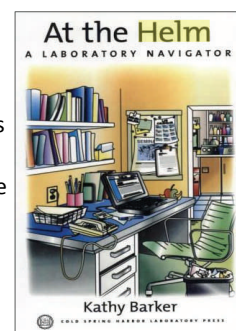
At the Helm is a handbook that provides practical suggestions to starting and managing a laboratory. It covers many issues of interest to those setting up a lab, and those who wish to improve the way they run their lab. It is particularly useful to newly appointed principal investigators (PI).

It is an interesting and easy-to-read book with quotes from interviews and real-life examples. Topics covered include conflict solution, time management, recruitment skills, and general management skills.

The author also gives suggestions to overcome some of the pitfalls and problems in lab management. As the most challenging task for a lab manager is often maintaining harmony in the lab, the book concentrates on skills for dealing with people *within* (rather than *outside*) of one's lab.

Chapters in the book :
・ Know what you want
・ You as a leader
・ Choose your people
・ Starting and keeping new lab members
・ Make research the foundation
・ Organizing the lab to support the research
・ Communication as the glue
・ Dealing with a group
・ For the long run

Publisher: Cold Spring Harbor Laboratory Press
ISBN: 0879695838 (352 pages)
Release Date: 2002/1/15

Japanese version also available:
「アット・ザ・ヘルム：自分のラボをもつ日のために」
出版社: メディカルサイエンスインターナショナル
ISBN: 4895923576 (427ページ)
出版日: 2004/03