

# "Survey of Annual Survey on Securing Research Time at Program for Forming Japan's Peak Research Universities (J-PEAKS) FY2024"

## Guidance for Filling in the Questionnaire [For Teachers]

### 1. Purpose of the Survey

The purpose of this survey is to understand the actual situation of researchers' activities in Program for Forming Japan's Peak Research Universities (J-PEAKS) Selected Universities and to investigate the hours actually spent for research and development and education by obtain data required for the conversion of the number of researchers in universities and colleges into full-time equivalency data, which is used as the international standard.

### 2. Definition of the term "Research and Development" (R&D) in this survey

In this survey, the expression "Research and development" (R&D) is used as a term for research and development statistics. The definition of this term is the same as that for "R&D" in the "Survey of Research and Development" by the Statistics Bureau, Ministry of Internal Affairs and Communications.

Definition of "R&D" in the "Survey of Research and Development" by the Statistics Bureau, Ministry of Internal Affairs and Communications:

R&D refers to systematic studies and creative efforts in science and technology which are undertaken for the acquisition of new knowledge of materials, functions, natural phenomena, etc., and for the new application of the storage of knowledge.

Note that the above description is not always a typical definition of the term "Research and development". In addition, "Research and development" in this survey includes research and development of the humanities and social sciences in addition to those of natural sciences.

### 3. Subject of the Survey

This questionnaire is for researchers counted as "teachers" (limited to full-time staff) in selected universities that are members of the Program for Forming Japan's Peak Research Universities (J-PEAKS) its faculty members affiliated with research centers that specialize in distinctive research strengths and social implementation. "Teachers" refers to professors, associate professors, assistant professors and lecturers, etc. Assistants are classified on the basis of their actual activities (classified as teachers if their activities are equivalent to those of teachers).

### 4. Guide for answers to individual questions

Question 1 Name of the workplace (as a full-time staff)

- Make sure to write both of the university/college and the faculty & department you belong to at present (as of November 1, 2025).

- The faculty & department you belong to are in principle determined based on the written appointment. If you have not received an appointment for a particular faculty/department, write the names of the faculty & department where you are actually working.
- Even if you are also a part-time staff at other faculty/department or other university/college, write the name of the university/college and the faculty & department where you are working as a full-time staff only.
- “Full-time staff” means a teacher who belongs to that workplace and works there regularly.

**Question 2 Workplace (as a full-time staff) as of March 31, 2025**

- Answer your workplace (as a full-time staff) as of March 31, 2025. A part-time staff of university/college is not considered as a full-time staff.
- “Full-time staff” means a teacher who belongs to that workplace and works there regularly.
- If your workplace (as a full-time staff) as of March 31, 2025, was in Japan, select the applicable choice from the alternatives 1 to 5. If it was overseas, select “6 Overseas institution”.
- Alternative 1 “Same as current” refers only to the cases where you were working as a teacher at the university/college you answered in Question 1. This alternative is not applicable if you were a student there.
- When you select 2 “Other university/college”, make sure to write both the university/college and the faculty & department you belonged to as of March 31, 2025.
  - The faculty & department you belonged to are in principle determined based on the written appointment. If you have not received an appointment for a particular faculty/department, write the name of the faculty & department where you were actually working.
  - Even if you were also a part-time staff at other faculty/department or other university/college, write the name of the university/college and the faculty & department where you were working as a full-time staff only.
  - If you belonged to the same university/college which you belong now, but to different faculty & department at that time, select 2 “Other university/college, etc.” and write the name of both university/college, etc. and faculty & department you belonged.
- “University/college” in 2 means:
  - A university faculty (including a department of a graduate school and a hospital attached to a university), a junior college, a college of technology, and a research institute attached to a university under the School Education Act (Act No. 26 of 1947).
  - Inter-university Research Institute Corporation which is prescribed in the National University Corporation Act (Act No. 112 of 2003) and Institute of National Colleges of Technology, Japan.
- “Public organization” in 3 means the government or a local government, special corporation, independent administrative agency, national research and development agency or the like (except for university/college, etc.).

- “Non-profit institution” in 4 means an incorporated foundation, incorporated association, NPO, religious corporation or the like.
- “Business enterprise” in 5 means a stock company, general partnership company, or other enterprise run by an individual.
- “Overseas institution” in 6 means an institution located overseas (such as university, business enterprise and research institute).
- Select “Others” in 7 if you were a student or out of work.

**Question 3 Job title**

- Select the applicable choice from alternatives 1 to 5 on the basis of the job title (as a full-time staff) as of March 31, 2025, for which you have received a written appointment.
- Even if you were also a part-time staff at other faculty/department or other university/college, answer the job title you have received a written appointment for at the university/college where you were a full-time staff. If you were a research professor or research associate professor as a full-time staff at that university/college, select the number for “professor” or “associate professor” respectively.

**Question 4 Range of duties in the employment**

- Regardless of the actual activity situation, select the applicable number from the alternatives 1 to 4 on the basis of the characteristics of duties under your employment contract. If all of 1 to 4 are not applicable, select the alternative 5 “Others” (We will ask about the actual activity situation in Questions 14 and 15).
- If the contents of your duties were limited to “Education” in principle, select 2. If your duties were limited to “Research” in principle, select 3. Note that odd jobs, management and administration duties incidental to general “research” and “education” are, if they are subordinate to the research and education, included in “Research” and “Education” respectively. For more specific contents of “Research”, refer to “5. Classification of Duties” of this material.
- “Specific duties other than education/researches” in the alternative 4 means the industry-academia partnership, intellectual property control, research administration (such as planning and management of research and development activities as well as promotion to utilize the results from research and development).

**Question 5 Term of office for full-time staff**

- Answer whether the term of office was limited for the job (as a full-time staff) for which you have received an appointment as of March 31, 2025.
- If you select alternative 2 “Limited term (tenure track system)” or alternative 3 “Limited term (Other than tenure track system)”, write the length of term by the unit of years. A period should be calculated considering 12 months to be 1 so that you can write the length to the first decimal place.

- As for Term, answer the maximum number of years under your current contract.

**Question 6 Special conditions which affect your R&D time during your work in FY2024**

- Select special conditions which affected your R&D time during your work in FY 2024 from the alternatives 1 to 5. You can select more than one alternative. If you were not in any of these special conditions, select alternative 6.
- “Additional post” means post you have in other university/college, etc. public organization, non-profit institution, business enterprise and overseas institution, which are same as organizations mentioned in alternatives 2 to 6 in Question 2.
- “Sabbatical training (system)” means training (system) which you can focus on autonomous research and study in order to develop ability for your specialty, as a part of long-term training. Term of sabbatical training (system) is decided by rules of your workplace. Basically, if you were using sabbatical training (system) during FY 2022, select this alternative.
- “Special position concerning management of university/college” mean executive such as president, vice president and director of university/college, or head of department such as academic dean or dean of graduate school. Select this alternative when you were in such position. Head of committee concerning certain work in university/college, such as board of education and entrance examination committee, are not included in these positions.

**Question 7 Occupational career**

- Answer the number of organizations you have worked for as of March 31, 2025, including the workplace as of March 31, 2025. You can answer more than one organization.

**Question 8 Nationality**

- If your nationality is other than Japanese, write the name of the country.

**Question 12 Your specialty**

- Select your specialty from the alternatives 1 to 20.
- For classification of specialties, refer to the “List of Specialties” from link on the dedicated website. Though the “List of Specialties” is based on the “Department Classification Table” in the “School Basic Survey”, give priority to your specialty rather than the specialty of the faculty & department you belong to.
- If you have two or more specialties, select the major one.
- If you select “11 Medicine (basic/social medicine)” or “12 Medicine (clinical medicine)”, select your medical department from 1 to 20. If not applicable, select “21 Others”.

**Question 13 Number of weeks and holidays by category in FY2024**

- Write the number of weeks for each category based on the records of FY 2024 (April 1, 2024, to March 31, 2025).
- Classify 52 weeks in a year into 3 categories and write the number of weeks for each. Use the criteria below for counting the number of weeks.

- If the category changes in the middle of a week, classify that week to the category with more days.
- “Class” basically includes lectures, practices, experiments for educational purpose, exercises, practical training where a student obtains credit. In this survey, however, guidance for research and development which students in doctor’s degree course (the second half) receive for preparation of doctoral thesis shall be treated as “research and development activities” and shall not be included in “Class”.
  - Weeks with any class even on a single day should be classified into (a1).
  - “Students’ vacation period” means the period specified by the university or college as holidays for students such as summer vacation, winter vacation and spring vacation.
  - If you give any class or intensive course during the students’ vacation period, include that week in (a1) “Period you give classes” or (b) “Students’ vacation”, whichever is closer to the actual activity situation. “Closer to the actual activity situation” means that the breakdown of hours spent for all duties including research and development activities, meetings and management and administration activities in addition to classes is closer to the activity situation.
- For the days without any duties, write the total number of such days in a week including Saturday, Sunday and national holidays.
- If you have 3 days without any duties in 2 weeks, you have 1.5 such days in a week. Write the number of days to the second decimal place.

**Question 14** Number of hours spent for duties in a typical day during each period in FY 2024

- For the period with “0 weeks” in the answer to Question 13, keep the space blank.
- Activity time should be counted considering 30 minutes as 0.5 hours. Write the hours to the second decimal place.
- Write the hours so that the sum of the hours spent for educational activities, research and development activities, social service activities and other activities related to duties are equal to the total duty hours on the same line.
- For the purpose of this survey, “Duties” include the duties at the workplace you work as a part-time staff in addition to the duties at the university/college you belong to as a full-time staff.

It refers to all of the occupational activities as a teacher at university/college.

- “Educational activities”, “research and development activities”, “social service activities” and “Other activities related to duties” are defined as follows:
  - Educational activities: The teaching of broad knowledge and guidance for the development of intellectual, ethical and practical abilities for students
  - Research and development activities: systematic studies and creative efforts in science and technology which are undertaken for the acquisition of new knowledge of materials, functions, natural phenomena, etc., and for the new application of the storage of knowledge.

- Social service activities: Among activities mainly for contributing to the society out of the university/college using specialized knowledge of teachers, those not contained in “educational activities” or “research and development activities” above. They include education and enlightenment mainly for those other than regular course students as well as partnership activities, consultation and medical treatment using specialized knowledge.
  - Other activities related to duties: clerical work in university, receiving of guests and other activities related to the duties other than educational activities, research and development activities and social service activities above.
- For more specific distinction, refer to “5. Classification of Duties” of this material.
- In the case you write the number of hours in “social service activities (others (medical treatment etc.)”, answer the percentage of such hours that can be utilized (be assumed to be utilized) for you research activities in the form of “○% “, of the hours used for medical treatment etc. and the ones used for what cannot be clearly classified. (for example, the time to take data that contributes to research, including what you never do in your usual medical treatment for outpatients, and the time that are supposed to connect with your research.).

**Question 15 Number of Classes that you gave as a university lecturer in FY2024**

- Answer the number of classes during (a1) the period you give classes, which is asked in Question 13, 14.
- Write the average weekly classes and the hour(s) of one class in "classes" in "educational activities1 of Table 1. Duty Classification.
- In the case where decimal is required, describe in increments of 0.5. (ex. 2.5 classes).

**Question 16 Amount of funds you obtained in FY 2024 as an individual or a representative of research and development**

- Write the amount of research funds of which you can decide the application rounding it off to the unit of 10,000 yen.
- Answer the research funds based on the amount obtained in FY 2024 (April 1, 2024, to March 31, 2025). If the amount for FY 2024 is not fixed in case of funds given for several years, proportionally divide the total amount to write the amount per year.
- Exclude the indirect cost and write the direct cost that can be used by the researcher.
- If you distribute some research funds to research project members in other organizations, exclude the amount of such funds.
- Competitive funds in university/college are assumed to the ones distributed to only a part of researchers; for example the expenses at the discretion of the president.

Question 17 Clerical procedure works required for acquiring external research fund and report after acquiring such fund, including competitive fund, in the last five years (FY 2020 to FY 2024)

- Write number of applications including competitive fund, number of days and average hour(s) per day spent for operating procedures in such period in the last five years (FY 2020 to FY 2024). Number of days and hours which you are going to write must be included in number of hours of "Research and development activities" of each category of Question 14.

Question 18 Hours concerning clerical works on academic conference in FY 2024

- Answer the number of days per year and average clerical working hours per day during the period spent for peer review of papers and other operating work respectively, in the work concerning academic conference.
- Do not include the hours concerning "research activities" as work concerning academic conference is included in Question 14 "Social Service Activities (related to research)".

Question 19 Conference in university in which you regularly participate

- Write participation time of average weekly hours in academic conference accounting for "other duty activities" of Table 1. Classification of Duties.

## 5. Classification of Duties

### (1) Example of duties classification

In this survey, refer to the examples shown in tables 1 to 3 below for classification of "Duties"

Table 1 Classification of Duties: Examples of Educational and R&D Activities

Educational activities	
Tuition (Class)	<ul style="list-style-type: none"> <li>○ Lecture, practices, experiments for educational purpose, exercises, practical training</li> <li>※ Those from which a student obtains credit</li> <li>※ In case of students in doctor's degree course (the second half), however, R&amp;D guidance for preparation of doctoral thesis is not included here. It is treated as R&amp;D activities.</li> </ul>
Preparation for tuition, individual guidance, marking of reports etc.	<ul style="list-style-type: none"> <li>○ Collection of information and materials directly required for tuition or guidance and literature investigation (except for any individual learning not directly related to education or reading as a hobby)</li> <li>○ Input, processing and editing of collected data related to tuition or guidance</li> <li>○ Preparation and editing of teaching materials, checking of tuition contents</li> <li>○ Individual guidance for students (guidance for graduation thesis, reading circle with students etc.)</li> <li>○ Meetings and discussions on tuition or guidance</li> <li>○ Marking of reports, tests etc.</li> </ul>
Other educational activities	<ul style="list-style-type: none"> <li>○ Textbook writing (mainly for use in your tuition)</li> <li>○ Taking of training courses on education methods</li> </ul>
Research and development activities	
Works and reports related to research and development	<ul style="list-style-type: none"> <li>○ Collection of information and materials related to research, literature investigation (except for individual learning not directly related to research or reading as a hobby)</li> <li>○ Input, processing and editing of collected data related to research</li> <li>○ Trial productions, experiments, totaling and analysis in relation to research</li> <li>○ Preparation of machinery, instruments and devices and nourishing of animals and plants directly required for implementation of research</li> <li>○ Writing (including translation and proofreading) and publishing of research papers on the research</li> <li>○ Peer review of research papers on the research</li> <li>○ Meetings on the research</li> <li>○ Preparation of application documents to acquire competitive research funds</li> </ul>
Guidance of research for students in doctor's degree course	<ul style="list-style-type: none"> <li>○ Guidance of research for preparation of doctoral thesis for students in their doctor's degree course (the second half only)</li> </ul>

Table 2 Classification of Duties: Examples of Social Service Activities

<p>Social service activities (Those related to education)</p>	<ul style="list-style-type: none"> <li>○ Lecturing at extension courses and public lectures(when dispatched)</li> <li>○ Lecturing at trainings and seminars(when dispatched)</li> <li>○ Duties to accept trainees</li> <li>○ Guidance and consultation               <ul style="list-style-type: none"> <li>- Guidance on medical treatment and nursing skills in and out of Japan</li> <li>- Guidance and consultation on learning, management, medical treatment and technology</li> <li>- Consultation on education</li> <li>- Dispatching lecturers to outside lectures</li> </ul> </li> <li>○ Information provision               <ul style="list-style-type: none"> <li>- Provision and exhibition of academic materials/information in storage</li> <li>- Opening of teaching materials</li> <li>- Opening of research office or laboratory to the public</li> </ul> </li> <li>○ Others               <ul style="list-style-type: none"> <li>- Writing for local government’s public relations magazines, newspapers, general magazines upon request</li> <li>- Publication of lecture meeting records</li> <li>- Issuance of public relations magazines</li> <li>- Establishing a hospital school in the attached hospital</li> </ul> </li> </ul>
<p>Social service activities (Those related to R&amp;D)</p>	<ul style="list-style-type: none"> <li>○ Activities related to Science Council of Japan or other academic societies (except for research and development activities)</li> <li>○ Examination and evaluation for research funding (such as Grants-in-aid for scientific researches) adoption</li> <li>○ Activities to participate in administration such as attendance at governmental council meetings etc.</li> <li>○ Activities for collaboration and cooperation with the society as shown below (examples)               <ul style="list-style-type: none"> <li>- Acceptance of clinical drug trials and clinical tests</li> <li>- Holding of exchange meetings with private companies, investigation of needs in relation to researches and visits to business enterprises</li> <li>- Opening of research institutions so that research and development activities at university/college will be understood by local residents</li> <li>- Opening of research information such as list of researchers</li> <li>- Enlightenment and guidance in the university/college about intellectual property rights and starting of business</li> </ul> </li> <li>○ Activities for utilization of research results as shown below (Examples)               <ul style="list-style-type: none"> <li>- Technology transfer to industry and utilization of research results in business</li> <li>- Participation in various councils and committees as a member</li> <li>- Cooperation in investigation activities by local governments, academic societies or international organizations</li> <li>- Technology consultation, law consultation and psychological and clinical consultation</li> <li>- Assuming a part-time executive post in any business enterprises with utilization of research results</li> </ul> </li> </ul>
<p>Social service activities (Others (such as medical treatment))</p>	<ul style="list-style-type: none"> <li>○ Medical treatment and therapy at hospitals attached to the university and inspection, test and analysis related to them</li> </ul>

Table 3 Classification of Duties: Examples of Other Activities for Duties

Other activities related to duties (including clerical work in university)	
Duties for administration of the university/college you belong to as a full-time staff	<input type="radio"/> Attendance at professor meetings and chief meetings <input type="radio"/> Other management and administration duties for university/college etc. <input type="radio"/> Activities related to self-inspection and evaluation of the university/college <input type="radio"/> Clerical work in university/college (Furnishing purchase procedures, application for use of facilities etc.)
Other activities related to duties	<input type="radio"/> Activities not directly related to education and researches among duties arising from the purpose to establish the organization in case of Inter-university Research Institute Corporation, etc. <input type="radio"/> Receiving of guests without a specific purpose

(2) Handling of border line activities

When you have difficulty classifying some activities (borderline activities) into any of “educational activities”, “research and development activities”, “social service activities” and “Other activities related to duties” as described in (1) above, refer to the following explanation when you answer. In addition, if you deem that certain activity belongs to several categories among the seven activity categories, you should classify such activity proportionally to several categories in your answer corresponding to their contents.

Reading

Reading for a specific research is contained in “Research and development activities”; reading for education such as the guidance of students is included in “educational activities”. Reading as a hobby should not be handled as activity for duties. Do not include such reading in any activity.

Self-learning

This refers to activities such as the understanding of specialized books. It should be included in “research and development activities” if the self-learning is for a specific research, and should be included in “educational activities” in case it is conducted for education such as the guidance of students. This is also applicable to self-learning at home. If you do not have a specific purpose, however, such learning should not be treated as activity for duties. Do not include such learning in any activities.

Consulting

This refers to technical guidance and management guidance for business enterprises and the giving of advice to management of administrative authorities or public organizations.

Basically, this should be included in “Social service activities (those related to R&D)”. If the contents of guidance or advice are not related to your researches, however, you should include such consulting in “Social service activities (those related to education)”.

○ Textbook writing

If you write a textbook mainly for use in your classes, such writing should be included in “educational activities”. If the purpose of writing is rather for use in a wider range, such writing should be included in “social service activities (those related to education)”. In addition, if you compile the results of your researches or write contents with a particularly high novelty, such writing should be included in “Research and development activities”.

○ Writing of enlightenment books

Basically, if the contents of the enlightenment book you write are related to your research, such writing should be included in “Social service activities (those related to R&D)”. If not, it should be included in “Social service activities (those related to education)”. If you do not conduct the writing as activity for duties, do not include it in any activity.

○ Translation of academic books

If the translation is for a specific research, it should be included in “research and development activities”. If the contents of the translated book are related to education you give at universities/colleges you work for (including universities/colleges where you are a par-time staff), include it to “educational activities”. In other cases, translation should be included in “social service activities (those related to R&D)” if the contents of the academic book are related to your research, and included in “Social service activities (those related to education)” if they are not.

○ Architecture design

It should usually be included in “social service activities (others)”, but those with a high novelty should be included in “research and development activities”.

○ Art execution and music playing (when performed as duties)

These activities those done as academic activities should not be treated as “research and development activities” in this survey. Include them in “social service activities (others)”.