

## Q&As for the Labo-panel survey

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- Q. C-7 I have reached to the final page of the survey. Does it mean that I finished answering the survey?
- Q. C-8 My survey finished only with the part 1. It there any problem?
- Q. C-9 I changed my affiliation in the FY2023 (between April 2023 and March 2024). Should I answer about which affiliation?
- Q. C-10 In the case that I do not have a KAKEN researcher number, how should I answer the item on it in the “Your contact information” part?
- Q. C-11 I am conducting multiple research projects by groups with different members. About which group should I answer?

## **A Questions on the purpose and the target of the Labo-panel survey etc.**

Q. A-1 How many times per year is the survey conducted? And how long would it take to answer a questionnaire?

- The survey will be conducted once per year between FY2020 and FY2024 (invitations will be sent around Dec. to Jan. in each year). We expect that the first questionnaire in FY2020 will require around 60 minutes for answering, which will decrease in the coming years as many of the questions will only be answered when you would change your answers.

Q. A-2 How are the survey results utilized?

- The survey results would be utilized as data for helping plan the science and technology policy of the Japanese government and for improving research environments in Japan. The survey results will be published annually as reports of the NISTEP (National Institute of Science and Technology Policy). The survey team will inform the respondents of the publication.

Q. A-3 How was I selected as a respondent to the Labo-panel survey?

- The population is the faculty members (assistant professors or higher) of the 184 Japanese universities that have a domestic share of 0.05% or more in the number of publications in natural sciences. The respondents are randomly selected from the population in principle, asking the departments of the targeted universities for providing the contact information with us.
- The respondents are faculty members who are working on research activities (including those who are on a fixed-term contract). Although a person does not currently work on research activities, he/she may be selected as a respondent, if he/she would start to work on research activities before the end of the survey in FY2024.

Q. A-4 Is it mandatory to participate in the Labo-panel survey?

- Your participation is highly appreciated yet is NOT mandatory. We would encourage you to participate in it so that your valuable information would be utilized as data for helping plan science and technology policies of Japan and for improving the research environments in Japan.

Q. A-5 Will something bad happen to me if I would not participate in the survey?

- No.

Q. A-6 I am an assistant professor and not a representative of a laboratory/research group. Should I even participate in the survey?

- Yes. The targeted respondents of the survey include those who virtually manage a part of a laboratory/research group. And the survey system automatically determines the range that a respondent needs to answer based on the answers in the part 1 of the survey.

Q. A-7 I am planned to change my affiliation next year. Should I respond to the survey?

- Yes. Your response is valuable information to analyze the influences of changing affiliations on research activities, that is one of the reasons that we ask you for your participation. If you have already had your new contact information now, we kindly ask you to send it to the email address below. labo\_panel24@ifeng.or.jp

Q. A-8 I am in an age of the compulsory retirement by the end of the Labo-panel survey (FY2024). Should I respond to the survey?

- Yes. We kindly ask you to participate in the survey until your retirement. If you would continue your research activities after your retirement, we appreciate it if you could participate in the survey after your retirement. If you have already had your new contact information after your retirement now, we kindly ask you to send it to the email address below. labo\_panel24@ifeng.or.jp

Q. A-9 How is my personal information treated?

- Terms of use of your personal information is available right after logging in to the survey system. Please proceed to the survey if you could agree to it.

Q. A-10 I left my research profession (due to compulsory retirement and so on). Should I respond to the survey?

- No. The targeted respondents of the survey are university faculty members engaging in research activities. If you have left your research profession, please notify us (labo\_panel24@ifeng.or.jp) to stop sending you a survey request.

## **Questions on logging in to the survey system**

Q. B-1 I cannot login the survey system. What should I do?

- Please check if you have your login ID and password that have been mailed from the Institute for Future Engineering (a think-tank commissioned a part of the survey administration). Your login ID and password are indicated in the material “Your account information.”
- The IT system of your organization may limit the access to the survey system for security reasons. If you would not be able to access the website of the survey system, please contact your system

administrator. Or if it would be possible, please login the survey system from your private network.

- If the survey system has some problems (e.g. being down due to a concentration of accesses), we will notice them on the survey web pages in NISTEP (National Institute of Science and Technology) and IFENG (Institute for Future Engineering) websites.

Q. B-2 I do not receive an email from the system, although I requested to reset my password from it.

- Please check if the email is in your junk mail folder. The email is sent from the address ([noreply@nistep.go.jp](mailto:noreply@nistep.go.jp)).
- The login ID (email address) will default to your organization's email address for the first year of the survey (FY2020) unless you have changed your email address for the previous survey. If you do not receive an email to reset your password, please check if you can login using your FY2020 email address.

Q. B-3 My old email address used in the previous survey is no more active. How can I change my password?

- Please contact us ([labo\\_panel24@ifeng.or.jp](mailto:labo_panel24@ifeng.or.jp)) to reset your login ID and password.

Q. B-4 What is support personnel?

- We call the following person as support personnel: a person who is selected by a respondent and registered to the survey system so that he/she would support a respondent to fill in the survey questionnaire under the respondent's supervision to reduce the charge of the respondent.

Q. B-5 Is it necessary to designate support personnel?

- No, it is up to your preference.

Q. B-6 Can whoever be support personnel?

- Yes, you can designate whoever you like as your support personnel.

Q. B-7 To what extent can my support personnel access my survey answers?

- Your support personnel can access all the survey answers in your account, which means the personnel can look or edit any of the items in the survey with his/her account.

Q. B-8 Is it possible to change my support personnel in the middle of the survey?

- Yes, you can change your support personnel at any time. For doing that, please change the name and password of your support personnel in your "My page" of your account and give him/her the updated

information.

Q. B-9 What should I do if my support personnel forget his/her password?

- The password of support personnel can only be changed by the respondent. We kindly ask you to change your support personnel's password from your "My page" in your account and give him/her updated information.

Q. B-10 How many people can be registered as support personnel?

- One person per respondent at the same time can be registered as support personnel.

Q. B-11 Can I correct my answers once registered in the system?

- Yes, you can correct your answers until the closing date of the survey in each fiscal year.

Q. B-12 What should I do if I have lost a document of "Your Account Information" containing "Login ID" and "Password"?

- Please inform us (labo\_panel24@ifeng.or.jp), we will notify you of your login ID and password.

Q. B-13 How can I change the information of my affiliation/address on the system?

- You can change the information from the questions on "Your contact information" in the page 1 (out of 8) of the survey by filling in with the new information and click on "Save" or "Next page". Note that you need to access your account from the upper right of the page to change your login ID (email address) or your name.

### **C Questions on how to answer individual questions and the functions of the system**

Q. C-1 I got an error "There are some items to be answered or corrected" in the final page, although I completed answering the survey. What should I do?

- Please click "Move to the item to be answered or corrected" button to go to the unanswered/error question. Unanswered/error questions are highlighted in pink. Please answer them.
- If the above error appears even though there is no part highlighted in pink, please contact us (labo\_panel24@ifeng.or.jp) with your respondent ID. Then, we will do the procedure to complete your response.

Q. C-2 Should I answer the survey based on when? Can I answer the situations in last fiscal year although I have changed my affiliation this fiscal year?

- Please follow the instructions in the questions. The part 1 of the survey (Basic information of you and your laboratory/research group) and the part 2 (Situations of research management in your laboratory/research group) are for FY2023. Please follow the instructions of each question for other questions.
- Q. C-3 In the question III-5 (Expenditures of the research project), I do not find the funding I gained in the candidate list. What does it happen?
- Your funding may not be included in the original information source we used. The candidate list is made by our inference based on a search for your name and affiliation in the information from the websites of major funding organizations in Japan and the researchmap both in 2010 and later. The information may not be fully updated nor be comprehensive.
  - If you do not find your funding in the candidate list, we kindly ask you to fill in the answering forms.
- Q. C-4 In the question III-5 (Expenditures of the research project), I find some funding items that I did not gain in the candidate list. What does it happen?
- The candidate list may contain the funding gained by someone else who has the same name with you as we use your name for our inference.
- Q. C-5 In the question III-12 (Papers produced from the research project), I do not find my paper/I find someone else's paper in the candidate list. What does it happen?
- Your papers may not be included in the original information source we used. The candidate list is made by our inference based on a search for your name in the authors information in the paper database (Scopus by the Elsevier B.V.) and the researchmap both published in 2010 and later. The information may not be fully updated nor be comprehensive. If you do not find your papers in the candidate list, we kindly ask you to fill in the answering forms.
  - The candidate list may contain the papers written by someone else who has the same name with you as we use your name for our inference.
- Q. C-6 In the question III-13 (Patent applications produced from the research project), I do not find my patent applications/I find someone else's patent applications in the candidate list. What does it happen?
- Your patent applications may not be included in the original information source we used. The candidate list is made by our inference based on a search for your name in the applicants and inventors information in the patent database we own and the researchmap both published in 2010 and later. The information may not be fully updated nor be comprehensive. If you do not find your patent applications in the candidate list, we kindly ask you to fill in the answering forms.

- The candidate list may contain the patent applications that contain someone else in the applicants or inventors who has the same name with you as we use your name for our inference.
- Q. C-7 I have reached to the final page of the survey. Does it mean that I finished answering the survey?
- Please check the message in the final page. If you find a message “There is no error” in green, you have finished it. Please logout of the system by clicking the “Logout” button. If you find a message “There are some items to be answered or corrected” in red, you have still some items to be reviewed. Please answer them by clicking “Move to the item to be answered or corrected” button.
  - You can correct what you answered even after logged out if it is within the survey period this fiscal year.
- Q. C-8 My survey finished only with the part 1. Is there any problem?
- Please do not worry. The system automatically determines whether a respondent should answer the part 2 and 3 based on the answers in the part 1. If your survey finished only with the part 1, it means you have completed it with the part 1 this year. Please logout of the system.
- Q. C-9 I changed my affiliation in the FY2023 (between April 2023 and March 2024). Should I answer about which affiliation?
- Please answer about your affiliation as of March 31st, 2024.
- Q. C-10 In the case that I do not have a KAKEN researcher number, how should I answer the item on it in the “Your contact information” part?
- If you do not have a KAKEN researcher number, please answer “None” for the item. We kindly ask you to participate in the survey in the case as well, as the survey asks about research activities funded by other sources than KAKEN.
- Q. C-11 I am conducting multiple research projects by groups with different members. About which group should I answer?
- In the survey, the “laboratory/research group” is basically based on your affiliation regardless of the form of conducting research projects. Please note that a laboratory/research group includes a medical office.
  - The questions in part 3 ask about a project chosen. For the question III-5 (Details of your laboratory/research group members who work on the research project), please answer about the members who work(ed) on the research project from the laboratory/research group (including the medical office) to which you belong. For the question III-7 (Details of external co-investigator



organizations to your laboratory/research group in the research project), please answer about the organizations external to the laboratory/research group (including the medical office) to which you belong.