

**2021**

## **Application Guidebook for “Support for the employment of technical/administrative assistants over life events (Half-year First-semester/Full-year Types)”**

Promotion Office of Research Environment for Diversity, Front Office for Human Resource  
Education and Development

### **1 . Outline**

In order for Hokkaido University’s researchers to work smoothly balancing life events such as childbirth and nursing and research activities, this program supports researchers through financial support for employing technical assistants and through the dispatch of administrative assistant.

Regarding the full-year type, which is provided as a trial this year, the university partially strengthens support through a subsidy the university receives: the Subsidy Program for Human Resource Development for Science and Technology called “Initiative for Realizing Diversity in Research Environment (Collaboration type)” until March 2022 in order to further promote diversity research environment.

### **2 . Period of Support**

Half-year first-semester type: April 1, 2021-September 30, 2021

Full-year type (trial): April 1, 2021-March 31, 2022

### **3 . Eligible Researchers and Support Details**

Eligible researchers are the university’s faculty members (including specially-appointed faculties), postdoctoral fellows\*, etc. who fall or will fall under any of the following cases. The university provides eligible researchers with financial support for employing technical/administrative assistants, or dispatches administrative assistant.

\*Postdoctoral fellows refer to those who are employed as general postdoctoral fellows. For researchers who engage in research activities at the university as an academic fellow or JSPS special research fellow, the university decides whether each researcher is eligible for support.

Case	Applicable type and max. amount of subsidy
<b>(A) Following researchers who need to halt research due to leave such as maternity leave and childcare leave</b> 1. Female researcher taking leave for one month or longer	Half-year, 600,000 yen
2. Male researcher taking leave for two months or longer	Half-year, 350,000 yen
<b>(B) Following researchers who take care or will take care of child in first year at elementary school or younger</b> 1. Female researcher 2. Male Researcher who is single or has working partner <sup>*1</sup> 3. Male researcher who is specially recognized to have difficulty in balancing parenting and research	Half-year, 400,000 yen or dispatched assistant  Full-year (trial) 1,100,000 yen
<b>(C) Following researchers doing caregiving<sup>*2</sup></b> 1. Researcher taking care leave for one month or longer 2. Researcher with difficulty in balancing daily family caregiving and research	Half-year, 350,000 yen

\*1 In this case, childcare must be done in the same household by a researcher and his full-time working partner only.

\*2 This case may apply even if a researcher has difficulty in balancing a life event and research due to a reason such as the researcher's medical treatment and regular hospital visits.

### 3 - 1 . Employment of Technical/Administrative Assistants (Half/Full-year Types)

#### Employment Types of Technical/Administrative Assistants

Assistant to employ shall be a technical/secretarial assistant (If you wish to employ a research fellow, contact us). For the full-year type, you cannot employ an academic fellow.

#### Scope of Work by Assistants

- Research and administrative support of the applicant
- Administrative assistance of other faculty members\* affected by shortened business hours of the applicant.

\*Other affected faculty members refer to those who belong to the same laboratory, chair, and field as the applicant.

- Since working during maternity leave is prohibited, a faculty member other than the applicant shall give the assistant instructions related to work as a supervisor during the period.

#### **Employment of Assistants**

- The applicant shall select an assistant, and the recruitment procedure is performed by the department to which the applicant belongs.
- Since this program shall not provide the assistant with overtime or business trip expenses, the applicant's department shall bear them if necessary.
- If the applicant employs an undergraduate student, a graduate student, or the like at the university as an assistant, the researcher and his/her department shall responsibly divide work under the program from the assistant's school work and research clearly, making sure the assistant's academic work is not affected. In other words, the assistant shall not conduct his/her own research activities during work under the program.
- The assistant is supposed to be employed directly by the university. However, if it is impossible to find an appropriate person, such as when there is no applicant, you may use a staffing company.
- The maximum amount of subsidy (employment cost) shall cover insurance expenses, a commuting allowance, etc. as cost for employing the assistant.
- If the applicant comes to fail to fulfill a support requirement, such as when the researcher retires from the university in the middle of the period of support, the final amount of subsidy shall be the amount of cost for employing the assistant occurred during the period meeting the support requirements.

#### **Submission of Monthly Work Report and Final Report**

The assistant shall create a monthly work report every month using a separately designated form. The applicant and the work time administrator shall affix a seal to it and send it to the Promotion Office of Research Environment for Diversity every month by 15<sup>th</sup> of the month following the month during which the assistant worked.

Within 15 days from the day when the employment period under the program ended, the applicant shall report to the Promotion Office of Research Environment for Diversity implementation details, the effects of the support, the outcomes thereof, etc., using a separately designated final report form.

#### **Proper Use of Subsidy**

- If any of the contents of the application is not true or if the assistant conducts activities beyond the assistant's scope of work during the time of employment under the program, the university immediately stops the support and also refuses to accept applications from

the applicant's department for one year.

- The maximum amount of subsidy is exactly an upper limit. Before applying, estimate truly necessary hours of employment to find a proper amount. The university receives numerous applications for the subsidy. We ask that you use this program properly so that we can continue this support program.

### **3 - 2 . Special Notes for Full-year Type (Trial)**

In 2021, the university has introduced a new application type “full-year type” as a trial, which enables full-year employment after one-time application for researchers hoping to stably employ an assistant for a long period using one and the same financial resource.

The full-year type subsidy is financed from the Subsidy Program for Human Resource Development for Science and Technology of the Ministry of Education, Culture, Sports, Science and Technology. In 2021, therefore, you may apply for the full-year type subsidy only if you consent to all of the following conditions.

- You cannot use this subsidy to employ someone already employed with another financial resource. In other words, the subsidy applies to a newly employed assistant.
- The employment types are technical and secretarial assistant only.
- The employment contract period shall be consecutive 10 months or longer between April 1, 2021 and March 31, 2022. Contact us if the employment period cannot be at least 10 months because, for example, there is no applicant despite your public recruitment based on this employment period.
- 60-80% of the amount of subsidy is divided into a subsidy financial resource and the rest as a general operating financial resource. Spend from the subsidy financial resource first, and after spending it all, spend from the general operating financial resource. Make sure you spend the entire budget.
- Due to our budget limitation, your full-year application may be rejected. If you also wish to apply for the half-year type subsidy in this case, fill in entry columns for the half-year type too. Note that you cannot apply for the half-year type if you already reached the limitation of the number of periods.

### **3 - 3 . Dispatch of Assistant**

For researchers without absence due to maternity leave or childcare leave, the university dispatches an administrative assistant from the Promotion Office of Research Environment for Diversity or has the assistant work online up to three hours, one day a week in order to support researchers with life events such as childbirth and childcare and faculty members engaging in administrative work.

- Administrative assistant to dispatch  
An administrative assistant working at the Promotion Office of Research Environment for Diversity is dispatched.
- Scope of work  
The assistant engages in clerical work and assistance for research within administrative assistants' scope of work (desk work such as data organization).
- Other  
The dispatch is available at the Sapporo Campus only.

## 4 . Limitation of Total Periods of Support

- You cannot apply for this time's subsidy if you received the subsidy in the past for a total of six periods (three years) for the family member(s) requiring childcare or nursing care who falls under any of this time's support requirements.
- The total of periods of support is calculated for each member requiring childcare or nursing care.
- Regarding the dispatch, you cannot apply for it if you used it in the past for a total of four periods (two years).
- The period of the full-year type subsidy in 2021 is not counted in the total periods of support. Also, a researcher who exceeded the limitation of total periods of support can apply for the full-year type.

## 5 . Application Procedure

For effective use of the program, applicants of 2021 must be interviewed online before submitting the application form.

### 5 - 1 . Preliminary Interview

An applicant is interviewed online by the Promotion Office of Research Environment for Diversity before submitting the application form. In the interview, you are asked about your desired support details and the assistant's work details.

To have this interview, fill in the following interview appointment form and wait for contact from the office.

Available period: January 14 , 2021-February 1, 16:00

Interview appointment form: <http://bit.ly/35iR0yq>

### 5 - 2 . Application Form

Each department shall collect application forms (Form 1) and submit them in printed form to the Promotion Office of Research Environment for Diversity punctually by no later than February 2 (Fri), 2021, 17:00 (Campus mail #59)

\*If your partner works at the same organization, a single application form shall be submitted for you and your partner. Contact us if you wish to use the subsidy individually.

## 6. Examination and Adoption

- Examination for adoption is carried by the Promotion Office of Research Environment for Diversity. Specifically, the office comprehensively reviews information from the interview and application details to determine if the applicant is eligible and the amount of subsidy.
- The office notifies the applicant and the person in charge of administration at the applicant's department of the examination result in mid-late February.
- For an unsuccessful applicant for the full-year type, the office also examines the application for the half-year type if the application form contains application information for the half-year type.

## 7. Other

- You can download documents and forms (application guidebook, application form, monthly work report, final report) for the program from the homepage of the Promotion Office of Research Environment for Diversity.  
URL : <https://reed.synfoster.hokudai.ac.jp/work-life/kenkyujo/>
- The office may later interview the supported researcher about his/her circumstances and support details.
- During the period of support, try to positively participate in events (seminars, exchange meetings, lecture meetings, symposiums, etc.) held by the office.
- The amount and details of subsidy vary every application period depending on the budget status.
- Since the full-year subsidy is financed from the Subsidy Program for Human Resource Development for Science and Technology called "Initiative for Realizing Diversity in Research Environment (Collaboration type)," the office may ask you to cooperate with the creation of a performance report and with an amount determination survey.

## 8. Contact

### 8 - 1. About This Subsidy Program

Promotion Office of Research Environment for Diversity (Ree-D), Front Office for Human Resource Education and Development

Ext: 3625

Email: [reed@synfoster.hokudai.ac.jp](mailto:reed@synfoster.hokudai.ac.jp)

Internal Teams: “Contact-Promotion Office of Research Environment for Diversity Ree-D”  
Channel of HU Staff Team (Team code: ijsezvs)

## **8 - 2 . About Budget**

Section for Human Resource Development, Division of Research Promotion & Planning

Ext: 2351

Email: [jinzaijimu@synfoster.hokudai.ac.jp](mailto:jinzaijimu@synfoster.hokudai.ac.jp)