

2021

Application Guidebook for “Support for the employment of technical/administrative assistants over life events (Half-year Latter-semester Type)”

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

1 . Outline

This support is intended to help researchers at HU balance their research activities and life events through the financial support of employing technical assistants and through the dispatch of administrative assistant when their available time for work is reduced due to life events.

2 . Period of Support

Half-year Latter-semester type: October 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 assistants or dispatches administrative assistant.

If you are receiving full-year support for 2021, you cannot apply.

*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
<p>(A) Following researchers who need to halt research due to leave such as maternity leave and childcare leave</p> <ol style="list-style-type: none"> 1. Female researcher taking leave for one month or longer (Support is available from two months prior to the expected date of childbirth) 2. Male researcher taking leave for two months or longer (The period of support begins one month prior to the start of childcare leave) <p>(B) Researchers who are pregnant and are required to take “an organic solvent medical examination”, “a specific chemical medical examination”, or “an ionizing radiation medical examination”</p> <p>(C) Following researchers doing caregiving^{*1}</p> <ol style="list-style-type: none"> 1. Researcher taking care leave for one month or longer 2. Researcher with difficulty in balancing daily family caregiving and research 	350,000 yen
<p>(D) Following researchers who take care or will take care of child in first year at elementary school or younger</p> <ol style="list-style-type: none"> 1. Female researcher 2. Male Researcher who is single or has working partner^{*2} 3. Male researcher who is specially recognized to have difficulty in balancing parenting and research 	350,000 yen or dispatched assistant

*1 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 regular hospital visits.

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

3 - 1 . Employment of Technical Assistants (Half-year Types)

Employment Types of Technical/Administrative Assistants

Assistant to employ shall be a technical assistant/ Short-term Support Assistant

Scope of Work by Assistants

- Research support of the applicant
- Administrative assistance of other faculty members* directly affected by shortened

business hours of the applicant. Only in cases where the relationship between the reduction of the subject's time devoted to work and the impact on surrounding faculty members can be fully explained.

*Other affected faculty members refer to those who belong to the same laboratory, course, 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 applicant shall create a monthly work report every month using a designated form and send it to the Promotion Office of Research Environment for Diversity every month by 20th 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.
- Before applying, estimate truly necessary hours of employment to find a proper amount. There are many applicants for this support, we ask that you use this program properly so that we can continue this support program.

3 - 2 . Dispatch of Assistant

Administrative assistants hired by the Promotion office of Research environment for Diversity will be dispatched onsite or online to provide assistance for up to three hours per week (including moving time). This program is available to researchers who have not been absent due to maternity or childcare leave.

- 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.

For online work, Microsoft Teams is used for communication.

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).
- If you are unsure of the total period of support, please contact the Promotion Office of Research Environment for Diversity.

5 . Application Procedure

Applicants of 2021 must be interviewed online before submitting the application form, as part of the screening process.

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: July 7, 2021-July 28, 16:00

Interview appointment form: <https://bit.ly/3x7NLpm>

5 - 2 . Application Form

Each department shall collect application forms and submit them in printed form to the Promotion Office of Research Environment for Diversity punctually by no later than August 3 (Tue), 2021, 15:00 (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 August.

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/kenkyujojo/>
- 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.

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

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