

2022

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

Office of Diversity, Equity, and Inclusion

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, 2022-March 31, 2023

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.

*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, care 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) 3. Researcher taking care leave for one month or longer 	300,000 yen
<p>(B) Researchers who are pregnant and are obliged to take specific medical examination (listed below), and have difficulty in work life balance because they cannot carry out a kind of experiment by themselves</p>	250,000 yen
<p>(C) Researchers other than those listed above</p> <ol style="list-style-type: none"> 1. Researchers who take care of children under the first grade of elementary school alone or with a partner of full-time job ^{*1} 2. Researchers who routinely need to give cares to their family such as elder member and have difficulty in work life balance ^{*2} 3. Other researchers who find it particularly difficult to balance work and family life due to their own life events 	250,000 yen or dispatched assistant

*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 regular hospital visits.

However, even if a person falls under the above case, the following persons are not eligible.

- Person who receive external funding that allows them to hire research assistants whose main purpose is to "support research during life events".

3 - 1 . Employment of Technical Assistants

Employment Types of Technical 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 schoolwork 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. Please contact with Office of Diversity, Equity, and Inclusion (DEI Office) in advance.
- 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.
- The applicant must submit a copy of the Notification of Employment Conditions and an employment plan (designated form) to the DEI Office within one week after the first day of

working of assistant at work.

- In the event that changes to the application are unavoidable, please contact the DEI Office as soon as possible.

Submission of Final Report

Within 15 days from the day when the employment period under the program ended, the applicant shall report to the DEI Office 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 Office of Diversity, Equity, and Inclusion 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 do not have absent period maternity or childcare leave.

- Administrative assistant to dispatch

An administrative assistant working at the Office of Diversity, Equity, and Inclusion 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 Office of Diversity, Equity, and Inclusion.

5. Application Procedure

Applicants should submit the application form to the respective departmental office. Each department shall collect application forms and submit them in printed form to the Office of Diversity, Equity, and Inclusion punctually by no later than August 15 (Mon), 2021, 15:00 (Campus mail #59)

6. Examination and Adoption

- Examination for adoption is carried by the Office of Diversity, Equity, and Inclusion. Specifically, the office comprehensively reviews information from 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.
- If there are many applicants, priority may be given to new applicants.

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 Office of Diversity, Equity, and Inclusion.
URL : <https://www.dei.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.
- 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.

8 . Contact

8 - 1 . About This Subsidy Program and applications

Office of Diversity, Equity, and Inclusion (DEI Office)

Ext: 3625

Email: office@dei.hokudai.ac.jp

Consultations regarding the application can also be scheduled via email and conducted online.

8 - 2 . About Budget

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

Ext: 2351

Email: jinzaijimu@synfoster.hokudai.ac.jp