**Application Form for the**

**“Support for the employment of technical assistants**

**over life events / for active female leaders”**

**in the Latter Half of FY2023**

Date(y/m/d)：

To the Office of Diversity, Equity, and Inclusion

|  |  |  |
| --- | --- | --- |
| **Applicant Name**： | | |
| Affiliation： | | Position： |
| Contact information | Extension： | |
| E-mail： | |

**Confirmation mark by the head of your laboratory**

Affiliation：

Position：

Name：

(signature)

※If the applicant is an assistant professor, lecturer, or associate professor (including specially appointed professors) who is not the representative of the laboratory, the confirmation of the head of the laboratory to which they belong is required.

※Please note that not all applicants will be able to receive the support they request.

**１．Desired support and situation details**

Fill in the required information.

**Applicant Status**

|  |
| --- |
| Please list any key internal or external positions you currently hold and their terms.  [within the university]  [outside the university] |

|  |
| --- |
| Describe the details of your situation and the reason why you need support |
| Estimated amount of your own research time to be generated by the assistance. |

**Acquisition status of external funds such as research fund and subsidy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status of obtaining and applying for research funding | | □Research Funds　 □Subsidy 　□Support within University  □Nothing | | |
| Research expenses Name | | Role of the Applicant | Amount allocated for the current fiscal year | Situation |
| 1 |  | * Representative * Collaborator * Other（　　　　　） | Yen | * Adopted * Application in progress |
| 2 |  | * Representative * Collaborator * Other（　　　　　） | yen | * Adopted * Application in progress |
| 3 |  | * Representative * Collaborator * Other（　　　　　） | Yen | * Adopted * Application in progress |

※　We may be asked to confirm with the office in charge of your department. Please do not forget to fill in the form.

**２．Employment plan for assistant personnel**

**2－1. Expected period you need assistant by this support.**

Date(y/m/d):

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**2－2. Assumed working hours**

Please fill in your planned employment schedule, such as every Monday from 〇 to 〇.

**2－3．Work contents of assistant**

Please fill in the details of the work, the role/significance in your research activity, etc.

Example) Experimental assistance (the required skills are also described) Experimental preparation, Animal management, Animal experiment assistance, Data input / organization Data analysis / analysis assistance, Information search and collection.

**2－4．Employment type of assistant**※Please circle the applicable option.

・Administrative assistant　・Technical assistant　・Short-term support assistant　・Other（　　　　　　）

**３．Desired amount of support**

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