

Application Guidebook for “Support for the employment of technical assistants over life events” in the First Half of FY2024

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 when their available time for work is reduced due to life events.

2 . Period of Support

Half-year First-semester type: April 1, 2024-September 30, 2024

3 . Eligible Researchers and Support Details

Eligible researchers are the university’s faculty members (including specially-appointed faculties), postdoctoral fellows*¹, etc. who fall or will fall under any of the following cases. The university provides eligible researchers with financial support for employing technical assistants.

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".

Support recipient	F	M	Maximum amount of subsidy applicab
◆Support for life events			
(A) Researchers who need to halt research due to leave such as maternity leave and childcare leave, care leave			450,000 yen
1. Researcher taking leave for one month or longer (Support is available from two months prior to the expected date of childbirth)	○		
2. 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	<input type="radio"/>	<input type="radio"/>	
(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	<input type="radio"/>		250,000 yen
(C) Researchers other than those listed above			400,000 yen
1. Researchers who take care of children under the first grade of elementary school alone or with a partner of full-time job *2	<input type="radio"/>	<input type="radio"/>	
2. Researchers who routinely need to give cares to their family such as elder member and have difficulty in work life balance*3	<input type="radio"/>	<input type="radio"/>	
3. Other researchers who find it particularly difficult to balance work and family life due to their own life events	<input type="radio"/>	<input type="radio"/>	

*1 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.

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

*3 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.

Employment of Assistants

Employment Types of Assistants

Assistive personnel who can be hired are **a technical assistant or Short-term Support Assistant.**

For work of 12 hours or less per week, we expect active use of short-term support staff and other on-campus personnel.

Scope of Work by Assistants

- Research support of the applicant
- 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.

- If reports and other required documents are not submitted properly, we may ask for a refund even after the support is completed.
- 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.

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.
- 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 February 5 (Mon), 2024, 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 in charge of administration at the applicant's department of the examination result in mid-late February. From this fiscal term, the recipients themselves will not be notified, and the departmental administrative staff is responsible for contacting them.
- If there are many applicants, priority may be given to new applicants.

7 . Other

- You can download documents and forms (application guidebook, application form, employment plan, 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

Personnel Division

Ext: 3701

Email: j-dei@general.hokudai.ac.jp