

# Application Guidebook for “Support for the employment of technical assistants over life events” in the Latter 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: October 1, 2024-March 31, 2025

## 3 . Eligible Researchers and Support Details

Eligible researchers are the university’s faculty members (including specially-appointed faculties), postdoctoral fellows<sup>\*1</sup>, etc. (hereinafter referred to as “Researchers”) 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" during the period of support.

Support recipient	F	M	Maximum amount of subsidy applicab
◆Support for life events			
(A) <b>Researchers who need to halt research due to leave such as maternity leave and childcare leave, care leave</b>			450,000 yen
1. Researcher taking maternity/childcare leave for one month or longer (Support is available from two months prior to the expected date of childbirth)	<input type="radio"/>		
2. Researcher taking childcare leave for two months or longer (The period of support begins one month prior to the start of		<input type="radio"/>	

childcare leave)			
3. Researcher taking care leave for one month or longer	<input type="radio"/>	<input type="radio"/>	
(B) <b>Researchers who are pregnant and are obliged to take organic solvent health check, specific chemical substance health check or ionizing radiation health check, and have difficulty in work life balance because they cannot carry out a kind of experiment by themselves</b>	<input type="radio"/>		250,000 yen
(C) <b>Researchers other than those listed above</b>			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 and have difficulty in work life balance <sup>*2</sup>	<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 <sup>*3</sup>	<input type="radio"/>	<input type="radio"/>	
3. Other researchers who find it particularly difficult to balance work life due to their own life events	<input type="radio"/>	<input type="radio"/>	

<sup>\*1</sup> Postdoctoral fellows refer to whom employment regulations apply at Hokkaido University. 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.

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

<sup>\*3</sup> 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.

## 4 . Employment of Assistants

### Employment Types of Assistants

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

### Scope of Work by Assistants

- Research support of the applicant
- When the business hours of the applicant is shortened due to childbirth, childcare, nursing care, etc., assistance to other faculty members\* directly affected by the applicant's shortened business hours, in addition to assistance to the applicant's work/research. 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.

- During the period when the applicant is unable to work due to maternity leave, etc., a faculty member other than the applicant should manage the labor management, etc. of the assistant.

### **Employment of Assistants**

- The applicant shall select an assistant, and the recruitment procedure is performed by the department to which the applicant belongs.
- The maximum amount of subsidy (employment cost) shall include insurance expenses, a commuting allowance, etc. as cost for employing the assistant. Since this program shall not provide the assistant with overtime or travel expenses, the applicant's department shall bear them if necessary.
- The applicant must submit a copy of the Notification of Employment Conditions and Supplemental Material on Personnel Expenses (designated form) to Human Resource Development Unit, Personnel Division (j-dei@general.hokudai.ac.jp) within 2 weeks from the date of hiring of the assistant. When allocating budgets to departments, the amount allocated will be adjusted based on the Supplemental Material on Personnel Expenses, up to the amount determined for support.
- 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. 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.
- 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.
- In the event that changes to the application are unavoidable, please contact the DEI Office as soon as possible.

### **Submission of Final Report**

- The applicant shall report to the administrative office of the applicant's department, etc. implementation details, the effects of the support, the outcomes thereof, etc., using a separately designated final report form within 15 days from the day when the employment period under the program ended.

- The administrative office of the applicant's department, etc. should submit the report to Human Resource Development Unit, Personnel Division ([j-dei@general.hokudai.ac.jp](mailto:j-dei@general.hokudai.ac.jp)) by e-mail.

#### **Determination of Support Amount · Return of the Remaining Balance**

- The administrative office of the applicant's department, etc. should submit Supplemental Material on Personnel Expenses (with the amount fixed) and Budget Transfer Request Form to Human Resource Development Unit, Personnel Division ([j-dei@general.hokudai.ac.jp](mailto:j-dei@general.hokudai.ac.jp)) by e-mail within 15 days from the day when the employment period under the program ended (if the end of the employment period is in March, within 5 business days after the end of the employment period).

#### **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.

## **5 . 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.

## **6 . 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 8, 2024, 15:00 (Campus mail #59)

## 7. 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 administrative office of the applicant's department, etc. of the examination result in mid-late August. The applicants themselves will not be notified, and the administrative office of their department, etc. is responsible for contacting them.
- If there are many applicants, priority may be given to new applicants.

## 8. Other

- You can download documents and forms (application guidebook, application form, Supplemental Material on Personnel Expenses, 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/kenkyuhojo/>
- 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.

## 9. Contact /Submission Address for Various Forms

### 9 - 1 . About This Subsidy Program and Applications

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

Campus mail #59

Ext: 3624

Email: [office@dei.hokudai.ac.jp](mailto:office@dei.hokudai.ac.jp)

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

### 9 - 2 . About Personnel Procedures /Budget Allocation and Execution

Human Resource Development Unit, Personnel Division

Ext: 3701

Email: [j-dei@general.hokudai.ac.jp](mailto:j-dei@general.hokudai.ac.jp)