

**Kyoto University Gender Equality Promotion Project
Implementation Guidelines for the Program to Provide Childcare Expenses to
Facilitate Participation in Academic Conferences, Research Meetings, Etc.**

1. Objective

As part of its efforts to promote gender equality and a healthy work-life balance, Kyoto University will subsidize part or all of the childcare-related expenses that may be temporarily needed by researchers raising children to enable their participation in academic conferences, research meetings, etc.

2. Eligibility

Applicants must be researchers employed by Kyoto University (faculty, researchers, medical staff engaged in research, etc.) who are responsible for raising children. In addition, please note the following:

- The program covers participation in academic conferences, research meetings, etc., that require researchers to travel in order to carry out their employment duties, and which are held on Saturdays or Sundays (including periods in which kindergartens, elementary schools, nursery schools, and childcare centers are closed), or which require overnight stays necessitating the use of childcare services.
- As a general rule, children up to the 6th grade of elementary school are eligible.
- Faculty and staff who are on prenatal, postnatal, childcare, or family care leave are not eligible.
- Part-time faculty and staff employed at institutions other than Kyoto University are only eligible if the number of hours they work per week at Kyoto University exceeds that of their other institution(s) of employment.
- To be eligible, applicants must have a unique researcher number in the Cross-Ministerial Research and Development Management System (e-Rad). (Persons who have not obtained a unique researcher number at the time of application, are requested to obtain one before using this program.)
- If researchers have received external funding that can be used for childcare-related expenses in accordance with the funding organization's usage rules, etc., and the childcare-related expenses are necessary to carry out the research project for which the external funding has been granted, then the childcare expenses are not eligible to be provided through this program, as they can be sourced from the external funding.
- This program does not cover childcare expenses required for participation in academic conferences, research meetings, etc., that involve overseas travel.

3. Eligible Expenses

Part or all of the following childcare-related expenses required to be paid by the researcher (equivalent to the actual expenses) will be provided from the budget for the promotion of gender equality. However, childcare expenses that are required on a regular daily basis will not be provided, as it is considered socially appropriate for such expenses to be paid using salary, child benefit, etc. Furthermore, this program only covers expenses related to children. It does not cover expenses related to adults, including parents/guardians raising children (business travel expenses, accommodation expenses, etc.).

- (1) Childcare expenses that are temporarily required for participation in academic conferences, research meetings, etc. Please note that "participation in academic conferences, research meetings, etc." includes participation in academic conferences, research meetings, research workshops, academic symposiums, research forums, etc., held for the purpose of presenting and discussing research results and exchanging research information, as well as meetings between researchers for research-related matters and visits to research institutions.
 - I. Childcare services provided by academic conferences, research meetings, etc.
Expenses for using childcare services provided by academic conferences, research meetings, etc.
 - II. Childcare services at the location in which an academic conference, research meeting, etc., is held (or the researcher's place of stay)
Expenses for the use of childcare services within an area that is close enough to the location

of an academic conference, research meeting, etc. (or the researcher's place of stay) to enable the researcher to drop off or collect their children from the service.

- (2) Transportation and accommodation expenses for children who receive care from childcare services as described in (1) I. and II., above.
- (3) Transportation and accommodation expenses in cases in which children do not receive care from childcare services as described in (1) I. and II., above, but when the child must accompany a researcher participating in an academic conference, research meeting, etc.

4. Amount of funding support provided

- (1) Childcare expenses: Maximum ¥15,000 per child per day (for children up to the 3rd grade of elementary school)
- (2) Transportation expenses: Maximum ¥25,000 per child per round trip
Accommodation expenses: Maximum ¥5,000 per child per night

Please note:

- In some cases, it may not be possible to provide funding support due to the number of applications and budget status.
- Each individual can submit up to three applications per year.

5. Application procedures (please refer to the “Application Procedure Flow Chart” (Attachment 1))

- Applications may be submitted at any time.
- If, however, the total amount of funding applied for reaches the budget limit for a given fiscal year, it may not be possible to provide funding to subsequent applicants. If the annual budget limit is reached, a notification will be issued through each department and posted on the Gender Equality Promotion Center website (<https://www.cwr.kyoto-u.ac.jp/>).
- Prior to attending the academic conference, research meeting, etc., applicants should complete the application form (Form 2), including details of the event they will attend and documents that verify they are traveling for research purposes. All documents must be submitted by email to the address provided below at least two weeks prior to the date of travel.
- Following a review of the application's eligibility and the eligible expenses, as stipulated in these guidelines, applicants will be notified whether their application has been approved one week in advance of the date of the business travel, in principle.
- Immediately after attending the academic conference, research meeting, etc., applicants must submit a report form (Form 3) a reimbursement claim form, receipt(s) for the childcare service fees that verify the eligible expenditure, receipts for travel expenses and accommodation fees, etc., to the Diversity Promotion Section, Staff Development Division, Personnel Department. Please note that documents submitted more than 14 days after the date on which the payments being claimed were made will not be accepted (and funding will not be provided, even in the case that the application for funding support was approved).
- This program only covers expenses related to children. Expenses related to adults, including parents/guardians raising children (business travel expenses, accommodation expenses, etc.) are subject to the regular procedures for the provision of travel expenses. Those procedures should be completed with the relevant staff or office of the applicant's department of affiliation.
- Please note that even after the financial support has been awarded, if any of the above receipts, etc., cannot be submitted due to being lost, etc., the funding will not be awarded. In addition, even if the above receipts, etc., are submitted, the grant may not be awarded if it is determined that the expenditure of eligible expenses cannot be proven.

6. Treatment under the tax laws

As the expenses covered by this funding support are considered to be borne by the recipient for tax purposes, the funding provided through this program will be subject to salary taxation.

7. Points to note when using external funding to pay for childcare-related expenses

- When applying for childcare-related expenses, in addition to considering the expenses' necessity for conducting research and the conditions stipulated above, applicants should be sure to pay close attention to the information provided in the Kyoto University Handbook on the Use of Research Funds, the relevant university regulations, and the university's Guidelines for the Use of Competitive Research Funds, and take appropriate measures to ensure that they are able to account for their use

- of the funds.
- If it is unclear whether the use of funding for childcare-related expenses is permitted according to the usage rules of the relevant funding organization, the applicant should be sure to check with the staff in charge of the external funding in their department of affiliation.

8. Contact for inquiries

Diversity Promotion Section, Staff Development Division, Personnel Department

Email: g-e@mail2.adm.kyoto-u.ac.jp