Financial Support Program for the Employment of Research Assistants and Lab Assistants Application Guidelines (1st Term of AY2024)

Kyoto University provides a financial support program for the <u>employment of research assistants and lab assistants</u> for researchers who are unable to secure sufficient time for research or experiments due to childcare or family care. (Please note that this program <u>cannot be used for the employment of teaching assistants or assistants who provide support with general administrative work [accounting, etc.] or secretarial work.</u>) Researchers who wish to apply for the program are requested to submit an application form and other required documents by the application deadline detailed below.

Note: Researcher who are involved in childcare or nursing care, regardless of gender, can apply to this program.

1. **Eligibility**

    Researchers (faculty members, researchers, clinical fellows, etc.) employed by Kyoto University, who are engaged in childcare or family care, (or who are pregnant).

    Please note:

    ・ Researchers in any academic field are eligible (including all sciences and humanities fields).

    ・ "Childcare" refers to care for children up to the third grade of elementary school.

    ・ Part-time faculty members are also eligible to apply for this program. In this case, assistant's working hours per week should not be exceeded the part-time faculty member's working hours per week. Part-time faculty members who are also employed by other institutions are eligible to apply for this program; however, their weekly working hours at Kyoto University must exceed those at other institutions.

    ・ Research fellows of the Japan Society for the Promotion of Science (JSPS) (excluding the Research Fellowship for Young Scientists [DC]) are eligible to apply for this program.

    ・ To be eligible, applicants must have a unique researcher number in the Cross-Ministerial R&D Management System (e-Rad).

    ・ **<u>Researchers who have already used this program for the past six consecutive terms or more (or for the past three years or more) are not eligible to apply in this term</u>**. As there are many applicants for the program in every term, we ask for your kind understanding regarding this stipulation.

2. **Number of Financial Support Recipients**

    Approximately 20 (TBC)

3. **Types of Assistant that Can be Employed through this Program**

   Assistant Technical Staff or Assistant Administrative Staff (part-time staff who work a maximum of 20 hours per week)

   *Office Assistants (Technical) or Office Assistants (Administrative) provided the assistant is an undergraduate or graduate student at Kyoto University

   *Assistant Administrative Staff or Office Assistants (Administrative) may be employed if they are engaged in administrative research support work, such as the collection of materials. However, program cannot be used to support the employment of staff engaged in general administration [accounting, etc.] or secretarial work.

4. **Requirements for the Assistant**

   Persons who are able to assist with the applicants' research and experiments, and who are able to commute to the place of work.

5. **The Work Undertaken by Assistant**

   Research assistance or experiment assistance for researchers who are unable to secure sufficient time for research or experiments due to childcare or family care. (excluding general office work such as accounting, secretarial work, and education-related work)

   Examples:

   - Literature search, collection and filing of relevant information.
   - Creating a database of published literature, designing search systems.
   - Assisting preparations for research grant application forms and study reports.
   - Sampling, recording and data analysis, including image analysis, as per protocol.
   - Keeping records of cell culture, tissue culture, etc.
   - Processing, dispensing, and storage of blood samples.
   - Preparing reagents and solutions for Biochemical Experiments.
   - Providing daily care and feeding for the laboratory animals.
   - Maintaining laboratory equipment / Storage of laboratory chemicals and reagents.
   - Data acquisition, editing and proofreading for papers, theses and conference presentation.
   - Preparing for actual field work, and cleanup.
   - Preparing for experiments, progress check, clean up after experiments, etc.

6. **Employment Period of the Assistant**

   From April 2024 until the end of September 2024.

7. **Selection**

    Applicants will be selected by the selection committee set up in the Career Continuity Support Expert Committee of the Gender Equality Promotion Center based on the following criteria:

    ・ Researchers who are experiencing difficulty undertaking their research due to the demands of childcare or family care.

    ・ Researchers for whom it would be difficult to find alternative funding for the employment of an assistant.

    ・ Researchers who have not already used this program for a year or more. (If a continuous application applicant and a new or infrequently applied applicant have the same evaluation in terms of the above points, the latter will be given a higher evaluation.)

8. **Application Method**

    Please consult with the professor/PI in charge and the other faculty members in the laboratory regarding the employment of an assistant in advance, and submit the following documents via email to the section in charge (contact details below) via the departmental director (departmental administrative office).

    ・ Application Form for the Financial Support Program for the Employment of Research Assistants and Lab Assistants

    ・ CV of the candidate to be employed as an assistant

9. **Application Deadline**

    17:00, December 26, 2023 (Tuesday) (Note: the deadline will be strictly observed.)

10. **Implementation Report, Actual Expenses Report, and Copies of Expenses Transfer Slips**

    After the support period, support recipients are required to submit an implementation report describing the way in which the program benefited their research activities. Please note that some information provided in the implementation report will be made publicly available on the website of the Gender Equality Promotion Center:

    http://www.cwr.kyoto-u.ac.jp/support/research/assistant/ (available in Japanese only)

    Around September, support recipients may be requested to submit an Actual Expenses Report and copies of expenses transfer slips*.

    *Expenses transfer slips:
    For details of the expenses transfer slips, support recipients are requested to consult with the relevant staff member in their department.

11. Other Matters

- The application form and other forms may be obtained from the websites of the Personnel Department and the Gender Equality Promotion Center. The application materials must be submitted via the administrative office of the applicant's department. Please do not change the format of the application form.

- The extent to which the applicant is experiencing difficulty undertaking their research due to the demands of childcare or family care is a key consideration in the selection process. Applicants are therefore requested to provide specific relevant details in the application form, such as:

  - The applicant's spouse or other family members are unable to assist with childcare or family care due to work commitments or for other reasons (e.g., the spouse's job requires them to live away from home).

  - The applicant is providing care for their children as well as other relatives, etc.

- Only one person in a family can submit an application (i.e. a married couple cannot apply for this program separately).

- Applicants may be requested to submit additional materials during or after the selection process. If it is necessary for an applicant to employ more than one assistant due to unavoidable circumstances, they are required to describe the reason in their application. They may also be requested to submit additional documents if the details provided in their application are not sufficient.

- Submitted application forms will not be returned. Personal information provided in the application form will be used only for the selection process of this program.

- If there are any changes to the information provided in the application form after submission, applicants are requested to immediately contact the section in charge (contact details below) via administrative office of their department. As the amount of financial support provided cannot be increased after selection, please be sure to complete the application carefully.

- Please note that the amount of support provided will be calculated based on the available budget, the number of applications received, and other factors. Applicants are requested to understand that the amount of financial support that will be provided cannot be guaranteed to match the amount requested in an applicant's employment plan.

- Regarding the employment of research assistants or lab assistants, please see the attached file "Points to Note when Employing a Research Assistant or Lab Assistant."

- The selection results will be announced early or mid August.

Contact:

Diversity Promotion Section, Staff Development Division,

Personnel Department

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

Key Points to Note when Employing a Research Assistant or Lab Assistant

1. Please note that the purpose of the Financial Support Program for the Employment of Research Assistants or Lab Assistants is not to provide support to the research organization with which the applicant is affiliated, but to the applicant themselves. Assistants employed with funding from this program must therefore engage in work to assist with the applicant's research and experiments.

2. The work undertaken by assistants employed with funding from this program must be limited to assistance with research and experiments. General administrative work [accounting, etc.], secretarial work, and teaching assistance are outside the scope of this support program. Please note that if an assistant is found to be engaged in works which are outside the scope of this support program, the applicant may be required to refund the funding received from this program.

3. Researchers on maternity leave before or after childbirth, childcare leave, or nursing care leave are not eligible for this support program during the period of leave.

4. Researchers who are planning to return to work after maternity leave, childcare leave, or nursing care leave, and who wish to apply for this support program, are requested to confirm when they will return to work to ensure that there is no overlapping period between the period of leave and the intended period of use of this program.

5. The support recipient's department of affiliation shall be responsible for the management and reporting of working hours, and other personnel-related tasks pertaining to assistants employed through this program.

6. To avoid any problems, assistants employed through this program must receive a full explanation of their hourly wage, work schedule, the possibility of re-appointment, and other employment details in advance, and they must consent to the terms presented.

7. Applicants must consult with the relevant administrative office in their department in advance before deciding the hourly wages to be paid to assistants employed through this program. (In principle, the maximum hourly wage for an assistant is 1,200 yen.) If the hourly wage decided exceeds the maximum hourly wage, the difference shall not be covered by this program, and must be paid by the applicant's department. In this case, applicants are required to describe the reason that the hourly wage exceeds the maximum hourly wage of 1,200 yen in their application.

8. The commuting allowances and labor insurance premiums to be paid by the employer shall be also covered by this program, in accordance with the university's expenses payment regulations.

9. Applicants must ensure that their department's office completes the required section in the "CV of the candidate to be employed as an assistant" portion of the application.

10. **As a general rule, if a researcher receiving support from this program is transferred or no longer needs to engage in childcare or family care, the funding will be discontinued immediately.** In the event of such circumstances, please contact the Diversity Promotion Section of the Staff Development Division of the Personnel Department immediately via your department's administrative office.

11. Applicants should obtain consent from a candidate research lab assistant before submitting their application. However, applicants **who apply the financial support program without candidate assistants must re-submit the application form within three weeks after they are selected, adding personal details and CV of the candidate assistants.** The selection committee shall then confirm that the candidate is suitable.

For Reference:

Percentages of successful applicants and expenses covered by the support program in the past three years

Percentage of successful applicants (out of the total number of applicants)

	2nd term of 2020	1st term of 2021	2nd term of 2021	1st term of 2022	2nd term of 2022	1st term of 2023	2nd term of 2023
Total number of applicants	27	24	25	29	27	32	31
Total number of successful applicants	21	15	18	20	27	24	26
Ratio of successful applicants (%)	78	63	72	69	100	75	84

Percentage of required expenses covered by the support program

	2nd term of 2020	1st term of 2021	2nd term of 2021	1st term of 2022	2nd term of 2022	1st term of 2023	2nd term of 2023
Ratio of the total amount of required expenses of all successful applicants covered by the support program (%)	91	97	96	98	92	94	95
Ratio of the total amount of funding to all successful applicants out of the total amount of required expenses of all applicants. (%)	69	63	71	61	92	69	80