

Application Guidelines for the “Support for the employment of technical/administrative assistants over life events” in the First Half of FY2020

1. Major changes from the latter half of 2019

- The name has been changed from Subsidy Support Plan to Extended Support Capacity
- Upper limitation of employment period under Extended Support Capacity (Subsidy Support Plan) has been reduced from 25 weeks to 21 weeks

2. Overview

This is the support program for the researchers belonging to Hokkaido University and the human resources who assist such researchers and the surrounding academics. The aim is to allow such researchers to balance life events such as childbirth and parenting, and research activities and perform its duties smoothly.

This University has been selected as the leading body of the "Initiative for Realizing Diversity in the Research Environment (traction type)", a science and technology human resources development subsidy project. Accordingly, we have extended some support contents for a limited time (until March 2022) to further promote diversity in the research environment.

3. Support period

April 1, 2020 - September 30, 2020

4. Support contents

For the above purpose, we are going to implement the "subsidy for the employment expenses of research assistants" and "dispatch support staff".

5. Target persons

Of the faculty members (including specially appointed academics) and postdoctoral researchers* of this University, those who fall under any of the following will be eligible for support for each plan (hereinafter referred to as “target persons”).

*"Postdoctoral researchers" refer to those who have been hired under the "Guidelines of National University Corporation Hokkaido University on Postdoctoral Researchers". The eligibility for the support will be determined case by case for postdoctoral researchers and the researchers belonging to JSPS or other institutions, conducting research activities based on this University,

Support for maternity and parental leaves

- Any of the following researchers whose research is interrupted due to maternity and parental leaves during the support period
 - A female who plans to suspend her research for one or more month (¥ 600,000)
 - A male who intends to suspend his research for two or more months (¥ 400,000) (including paternity and parental leaves)
 - (Extended support frame) A female who are currently raising children and have not passed one year after childbirth as of April 1, 2020 (¥ 600,000)
- ※ With additional conditions (refer to “7.Conditions of the extended support”)

Support during parenting

- Any of the following researchers who will or plan to raise children under the first grade of elementary school during the support period (¥ 400,000).
- ※Among the above target persons for the "support during parenting" (the researchers rearing children under the first grade of elementary school), those who have no absence period due to maternity leave and parental leave can also select "Support by dispatching support staff". (Eligible for the dispatch of support staff for three hours per day per week.)
 - Female
 - The male who is parenting alone on a daily basis
 - The male whose partner works full-time and there is no one in the household other than him and his partner to take care of the child
 - Those who do not fall into any of the above conditions, but are specially recognized as having difficulty balancing parenting and research activities
- Any of the following researchers who are raising children under the third grade of elementary school (¥ 550,000) (eligible for the extended support capacity, with additional conditions)
 - ※With additional conditions (refer to "7.Conditions of the extended support")
 - Female
 - The male who is parenting alone on a daily basis
 - The male whose partner works full-time and there is no one in the household other than him and his partner to take care of the child
 - Those who do not fall into any of the above conditions, but are specially recognized as having difficulty balancing parenting and research activities

Support during nursing care

- The female and male who are going to take one or more months of nursing leave during the support period, or under significant time constraints due to nursing care or care of sick family member (¥ 350,000)

Note: This plan may be applied to the cases where there are substantial restrictions due to care of your own disease, such as regular visits to the hospital. Please consult us.

6. Limitation of total support period

Those who have received the support for a total of six terms (three years) for parenting of preschool children or nursing care are not eligible for the subsidy of employment cost. However, the extended support capacity is not included in the total support period. Therefore, the researchers who have reached the limit of total support period can still apply for it as an exception. If you have more than one preschooler or a family member who requires nursing care, the total support period will be counted in each case.

Those who have received a total of four terms (two years) of "dispatch of support staff" support are not eligible for such support anymore. The total is counted retroactively.

7. Conditions of the extended support

You can apply for the "extended support" only when all the following conditions are met.

- The official employment of support staff shall be started upon their start of work.
- The support staff shall be employed through this subsidy only.
- The support staff shall be employed for at least 21 weeks in a row during the six months on the application.

8. Details of each support

【 1 】 Employment subsidies for research assistants

Support contents

Part of personnel expenses for hiring the human resources to assist the target person and other relevant personnel will be subsidized. The employment period of research assistants under this subsidy shall be the required period from April 1 to September 30, 2020. Please select a plan based on the research plan and research assistant employment plan of the applicant. These assistants should be technical assistants and administrative assistants. (Please consult us if you wish to hire academic researchers.)

Duties to be performed by the research assistant

- Research and administrative support for the target person
- In addition to the assistance on the duty and research of the target person, administrative assistance for surrounding academics* affected by the shortened working hours of the target person due to life events such as childbirth and parenting.
* "surrounding academics"...Faculty members in the laboratory, course, or field to which the target person belongs

Recruiting the assistant

- In principle, the assistant shall be selected by the target person, and the recruitment procedure is performed by the department to which the target person belongs.
- This subsidy does not cover overtime or travel expenses for the assistant.
- When hiring a student or a graduate student as an assistant, due considerations not to interfere with their own academic work and research activities should be given by the target person and the administration of the department by making a clear distinction from the duties under this subsidy.
- A temporary staffing agency may be used for the recruitment.
- If labor costs exceed the upper limit of the subsidy, the excess should be filled from other sources.
- Insurance premiums and commuting allowances for the assistant are included in the subsidy as the labor costs.

Points to note on the amount of this subsidy

- When the support conditions are no longer met by the target person by resignation from this University, etc., the final amount to be paid out shall be calculated by "the determined amount x (the number of months during which the support conditions are satisfied ÷ 6).
- In the case of extended support, when the support conditions are no longer met by the target person by resignation from this University, etc., salary generated within the period that satisfies the requirement is the final support amount.
- Since the target person is prohibited from working while taking maternity leave, the job supervisor should give job instructions to the assistant.
- If it is confirmed that the assistant has performed duties other than the ones he/she is allowed to perform" during the hours under this subsidy, the subsidy will be canceled, and the applications from the department will be suspended for one year.
- The upper limit does not mean the amount you should receive. Please estimate the hours truly required and apply for the appropriate amount. This support requires many applications. Please cooperate in the proper use of it for the continuation of this project.

Submission of work diary and reports

The assistant should prepare work diaries for each month in a format provided separately. On these diaries, the target person and the person who manages working hours should affix their seals and send it to the Support Office for Female Researchers by the 15th of the month following each month of working.

Besides, the target person must submit implementation details, the effects, and the accompanying result of this support to the Support Office for Female Researchers in a report provided separately within 15 days from the end of the support period.

【 2 】 Dispatch of the support staff

The administrative support staff will be dispatched from the Support Office for Female Researchers to the target person for up to three hours per day per week. They assist the duties of researchers and the academics engaged in the management and operations during life events of the target person, such as childbirth and parenting.

Recruiting the support staff

- The support staff will be hired by the Support Office for Female Researchers and go through the basic training.

Tasks of the support staff

- Of clerical tasks and research assistant jobs, those within the job scope of administrative support staff (desk work such as data organization)

Other

- These support staff will be dispatched only to the Sapporo campus.

9. Application procedures

Each department should collect the application forms (Form 1) and submit them all together to the Support Office for Female Researchers strictly by 17:00 on February 13, 2020 (Thursday).

Note: If your partner is working in the same institution, the applications by you and your partner shall be deemed to be one. Please contact us if you want to split this support between both sides.

10. Screening & adoption

- (1) The Support Office for Female Researchers performs the screening, comprehensively judge the eligibility from the application content to determine the acceptance or rejection, and the amount of subsidy in the case where the application is accepted.
- (2) The applicant and the person in charge of administration in the department will receive the notification of acceptance or rejection in late February.
- (3) A change of the plan may be proposed based on the situation of the target person.

11. Other

(1) The Documents related to this subsidy and various forms (application guideline, application form, work diary, report) are downloadable from the website of the Support Office for Female Researchers.

URL : <https://freshu.ist.hokudai.ac.jp/work-life/kenkyuhojo/>

(2) At a later date, the applicant may be interviewed about the situation and support contents.

(3) During the support period, the target person should actively participate in the events (seminars, meetups, lectures, symposiums, etc.) hosted by the Support Office for Female Researchers.

(4) The amount and contents of this support will be changed for each application period depending on the budget situation.

(5) The support within the extended support capacity is provided with the subsidy under the “Initiative for Realizing Diversity in the Research Environment (traction-type)”, a subsidy program for the development of science and technology human resources. Therefore, you may be asked to cooperate upon performance reporting or investigation to confirm the amount.