



## 1 Research support staff

### 【1-1・1-2】

Work-life balance support	Nurturing female leaders
	
<u>Academic/administrative staff, Postdoctoral Fellows</u> /technical staff (male/female)	Academic & technical staff (females only)

#### (1) Aim

This program subsidizes the hiring of research support staff for two purposes. One is to enable researchers who are expecting a baby, caring for children or providing family care (hereafter collectively referred to as “childcare, etc.”) to balance their research with those family duties so that they do not have to abandon their research. The other is to support female researchers who contribute to society in key positions such as members of national/local government panels (hereafter collectively referred to as “social contributions”) so that they can continue to pursue both those activities and their research, advance their careers, and further play active roles as leaders.

#### (2) Program details

A grant will be provided to cover the cost of hiring research support staff.

- The maximum grant is 2 million yen/year, but this may be reduced depending on the budget and a review of the application.
- The program will operate for the full year (April 1, 2024 – March 31, 2025).
- Research support staff are to be hourly workers (technical assistants or clerical assistants) or research assistants (RA)/administrative assistants (AA)/ Teaching Fellow (TF). The grant may be applied to temporary workers if circumstances necessitate the hiring of temporary staff.
- Research support staff will provide technical assistance and/or clerical assistance to enable the researcher to balance research with childcare, etc. and social contributions.
- The working hours of research support staff are to be limited to 30 hours/week. Applicants planning to employ a research support assistant for no more than 12 hours/week are encouraged to fill the position with university personnel (RA/AA, etc.)
- The recruitment, hiring, supervision, etc. of research support staff will be the responsibility of the awardee and the awardee’s department.

#### (3) Eligibility to apply

##### 【1-1 If applying to balance your research with childcare, etc.】

Any member of the academic staff (excluding specially appointed professors [management]), JSPS Research Fellowships for Young Scientists (PD/RPD/CPD) , or technical staff (excluding facilities-related technical staff) whose principal duties are with Tohoku University and who meets any of the following criteria.

- (1) Parenting a child living in the same household until the 4th grade of elementary school.
- (2) Self or spouse is expecting to give birth within six months of the date of applying for assistance
- (3) Caring for a parent or other family member certified as requiring family care

Note: Applications cannot be made if someone else is available to provide childcare or family care on a daily basis.

##### 【1-2 If applying to balance your research with social contributions】

Any female member of the academic staff (excluding specially appointed professors [management]), JSPS Research Fellowships for Young Scientists (PD/RPD/CPD) , or technical staff (excluding facilities-related technical staff) whose principal duties are with Tohoku University and who has difficulty allocating time to her research due to the responsibilities of a key position she holds, such as being a member of a national/local government panel.

#### **(4) Application forms**

##### If applying to balance your research with childcare, etc.:

- Attachment 1: Application for Research Support Staff: 2024 Academic Year
- Attachment 7: Applicant Details relating to Eligibility Evaluation
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
  - Health insurance card, resident card, passport, or other document certifying child's age
  - Maternity health record book certifying expected date of birth
  - Family care insurance card, etc.

##### If applying to balance your research with social contributions:

- Attachment 1: Application for Research Support Staff: 2024 Academic Year
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
  - Documentation confirming your status as a member of the relevant organization (government panel, etc.), the frequency of its meetings, and the amount of time required to discharge your duties.

#### **(5) Deadline for submission of application (departmental deadline)**

2024

#### **(6) Where to submit application**

- The General Affairs Section will collect all applications for the department and after ranking of the top three by the department head, will submit them to the Center of Diversity, Equity, and Inclusion (DEI) no later than Monday, February 26, 2024.
- Some applications may still be rejected during the screening process even if ranked among the top three.
- If you have not applied but suddenly find that you require assistance during the year, please discuss the matter with the Center for Gender Equality Promotion.  
Diversity, Equity, and Inclusion Center (DEI Center)

#### **(7) Application screening**

- Documents will be examined by the screening panel within the DEI Center.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Priority is given to cases where the hiring of research support staff will be more likely to enable the applicant to continue their research.
- Technical staff assistance may be provided if the budget allows.
- Selections are scheduled to be announced in late-March 2024.

#### **(8) Report**

The awardee shall prepare a report (using the prescribed form) at the end of the period of program use.

#### **(9) Other information**

- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of DEI by the Committee for DEI promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, writing articles/comments for public-relations materials, and other requests.
- When announcing the results of research made possible by this program, the awardee **must clearly acknowledge** assistance provided under the program. (Please refer to the attachment "Q&A" for a practical example.)