

1 Research support staff

Work-life balance support

Nurturing female leaders

Childbirth, childcare nursing care	Social contributions
	
<u>Academic/administrative staff, Specially Appointed Research Fellow*¹</u> <u>Postdoctoral Fellows*²</u> /technical staff (male/female)	Academic & technical staff (females only)/ Specially Appointed Research*³ Fellow/ Postdoctoral Fellows*⁴

(1) Aim

This program subsidizes the hiring of research support staff for two purposes. One is to enable researchers who are pregnant (including fertility treatment), giving birth, caring for children, or providing caregiving to balance their research with those responsibilities 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 or local government panels, 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 1 million yen per year. The amount to be allocated will be determined based on the application and the available budget.
- The program will operate for the full year (April 1, 2026 – March 31, 2027).
- Research support staff are to be hourly workers (technical assistants or clerical assistants, etc.) 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 support for the purpose of enabling researchers to balance their research with other responsibilities.
- 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.
- If there is any change in the applicant's circumstances after selection (including pregnancy, childbirth, childcare, caregiving, or social contributions), the applicant must promptly notify the DEI Promotion Center. If it is found that support has been continued without such notification, the subsidy may be discontinued, or reimbursement of expenses already paid may be required.

(3) Eligibility to apply

【If applying due to pregnancy (including fertility treatment), childbirth, childcare, or caregiving】

Any member of the academic staff (excluding specially appointed professors [management]), Specially Appointed Research Fellow (PD/RPD/CPD) *, 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) Individuals experiencing health problems due to pregnancy, or the physical or logistical burden of clinic visits associated with fertility treatment.
- (2) Individuals who are currently providing childcare for a child living with them who is in or below the fourth grade of elementary school, or who are expected to do so.
- (3) Researchers who are providing caregiving to parents or other relatives who have been certified as requiring long-term care.

*Male researchers eligible to receive childcare leave benefits will, in principle, be prioritized if they meet the following criteria.

- (1) For children born on or after October 1, 2022 (establishment of the Birth-time Childcare Leave system):
Applicants who have taken Birth-time Childcare Leave or Childcare Leave.
- (2) For children born on or after April 1, 2025 (establishment of the Post-birth Leave Support Benefit):
Applicants who have taken, or plan to take, a total of 28 days or more of leave under the above

systems.

For details on the Parental Leave and the Post-birth Leave Support Benefit, please refer to the following website:

https://www.mhlw.go.jp/seisakunitsuite/bunya/koyou_roudou/koyoukintou/ryouritsu/ikuji/paternity/

[If applying to balance your research with social contributions]

Any female member of the academic staff (excluding specially appointed professors [management]), Specially Appointed Research Fellow(PD/RPD/CPD)*, 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.

*PD = Postdoctoral Research Fellowships/ RPD=Restart Postdoctoral Research Fellowships/ CPD=Cross-border Postdoctoral Fellowships/Please refer to the Japan Society for the Promotion of Science (JSPS) website for more information regarding these positions: <https://www.jsp.go.jp/english/e-pd/>

(4) Application forms

Applicants must submit the following documents in PDF format via Google Forms.

*Applications with incomplete or missing documents will not be considered for review.

▶Google Form : <https://forms.gle/33kmqi6TcUekoaL8>

If applying due to pregnancy (including medical visits related to fertility treatment), childbirth, childcare, or caregiving:

- 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 cards, etc.
 - Applicants undergoing fertility treatment are required to submit a medical visit certificate (Attachment 1: the prescribed form for this program).

If applying to balance your research with social contributions:

- 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

Friday, March 6, 2026

- 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)

(6) 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.
- May be reduced depending on budget conditions.
- Results of the screening will be announced in mid-April 2026 (tentative).

(7) Report

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

(8) 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.)