(Form 1)

Receipt number:

**Application Form for the Use of the Research Support System for Achievement of Life-Work Balance for SemesterⅠof Academic Year 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant | 　　　　　　　　　　　　　　 　　　 | Gender |  |
| Department and position |  |
| Contact information | Phone number:　　　　　　　　　E-mail address: \*Please provide contact information that can be accessed even during summer holidays. |
| Expected duration of the use of the support system | From (Month\_\_\_ Day\_\_\_, Year\_\_\_\_) to (Month\_\_\_ Day\_\_\_, Year\_\_\_\_)\* "SemesterⅠof Academic Year 2024" consists of 26 weeks. |
| Desired assistants by type of hiring | 1) Temporary staff member\*In cases where daily work hours is less than 7 hours and 45 minutes, please fill in ( ) by the day. Regular activities: ( 　　) persons, ( 　　) hours per day ( 　　 ) days per week Professional activities: A: ( 　　 ) persons, ( 　　) hours per day (　　 ) days per week B: ( 　　) persons, ( 　　) hours per day ( 　　 ) days per week C: ( 　　) persons, ( 　　 ) hours per day ( 　　 ) days per week2) Research assistant(RA) \*In cases where daily work hours is less than 7 hours and 45 minutes, please fill in ( ) by the day. Master’s programs: ( 　　) persons, ( 　　) days per month Doctoral programs: ( 　　) persons, (　　 ) days per month3) Teaching assistant(TA) Master’s programs: Seminar or lecture name: 　(　 ) persons, (　 ) times Seminar or lecture name: 　( 　) persons, (　 ) times Doctoral programs: Seminar or lecture name: 　(　 ) persons, (　 ) times Seminar or lecture name: 　(　 ) persons, (　 ) times4) Senior-teaching assistant(STA) Seminar or lecture name: 　(　 ) persons, (　 ) times Seminar or lecture name: 　( 　) persons, ( 　 ) times\* Please provide the number of teaching assistants and the number of times of use you request for each seminar or lecture.\*The requested number of times of use should not exceed the number of sessions of the seminar or lecture you are in charge of.\*In principle, one time of use consists of 2 hours.\*As for salary levels, etc., for temporary staff members, research assistants, and teaching assistants, please refer to the attached document. |

**1. Plan for the use of the Research Support System for Achievement of Life-Work Balance**

\*Please provide the details regarding content of work to be carried out by assistants, types of hiring (expected work hours and others), Note that content of work to be carried out by assistants shall be limited to the work relating to research and teaching.

**2. Reasons for the use of the Research Support System for Achievement of Life-Work Balance**

1) Current circumstance in relation to pregnancy, child birth, child care, and/or family care

If the content is the same as the previous application, it is not necessary to describe the content (please check the box below)

□ Same content as the previous application (In the case of childcare, the age of the child\_\_\_\_\_\_\_\_\_\_\_\_\_)

(1) Circumstances in relation to pregnancy, child birth, child care, and family care (the applicant’s care work, health/physical condition and current circumstances in relation to pregnancy and child birth, the number of children and their ages, age of a family member in need of nursing care, nursing care level and duration designated by the municipal government, etc.)

2) Circumstances in terms of social support in relation to child care and family care (use of day-care centers for children or the elderly, or other facilities, etc.)

(3) Circumstances in terms of family support in relation to caring for children and caring for family members (burden sharing with the spouse, etc., support, etc.)

**\*To promote diversity, the university is encouraging male researchers to take child-care leave or family-care leave.**

2) Difficulties in conducting research activities due to the circumstances described in section 1) above

If the content is the same as the previous application, it is not necessary to describe the content (please check the box below)

□ Same content as the previous application

**3. Other matters**

\*If there are other matters that require special attention, please provide them here.

Supplementary note:

The personal information provided in the application will be used only for selection purposes under this project and will be appropriately managed.

**Attached document: Salary Levels for Temporary Staff Members and Research Assistants**

 **(for academic year 2024)**

1) Hourly pay rates for temporary staff

\*Commuting costs separately paid with a maximum of 2600 yen /day

|  |  |  |
| --- | --- | --- |
| Classification | Classification criteria | Hourly pay rate |
| General work | Assistance in regular clerical work related to research | 1,160 yen |
| Professional work A | Simple and light work that requires expertise | 1,310 yen |
| Professional work B | Work that requires expertise | 1,450 yen |
| Professional work C | High-level and difficult work that requires expertise | 1,570 yen |

2) Salary levels for research assistants

\*The maximum amount for which one can apply is 500,000 yen.

\*Daily work hours: 7 hours and 45 minutes

|  |  |  |
| --- | --- | --- |
| Number of working days | Equivalent to master’s programs | Equivalent to doctoral programs |
| 16 days a month (Reference) | 154,300yen | 180,100yen |
| Less than 16 days a month | 154,300yen÷16days×Number of working days | 180,100yen÷16days×Number of working days |

\*Pay rates in cases where daily working hours are less than seven hours and 45 minutes.

(Ex.)



In cases where daily work hours is less than 7 hours 45 minutes due to inevitable reasons:

The calculation of the monthly salary：154,300yen÷16 days÷7.75hours×5hours×6days＝37,330.645…

Rounding up of the monthly salary ：Rounding up of less than 1 yen⇒　37,331yen　×6months＝223,986yen

3) Salary levels for teaching assistants

|  |  |
| --- | --- |
| Classification | Hourly pay rate |
| TA | (D)1,400 yen(M,P)1,300yen |
| STA | 1,700yen |