

Research Support System for Achievement of Life-Work Balance for Semester I of Academic Year 2024

Application guidelines

The Research Support System for Achievement of Life-Work aims to offer research/teaching support to those researchers who are not able to set aside sufficient time for research activities due to child birth, child care and/or family care. If you wish to hire research and/or teaching assistants under this Support System, please apply in accordance with the following guidelines.

1. Eligibility for application

Applicants must be TMU-employed researchers involved in pregnancy, child birth, child care and/or family care.

- “Researchers involved in pregnancy, childbirth, childcare and/or family care” include those who are on a leave for child birth, child care and/or family care.
- “TMU-employed researchers” do not include contract teaching staffs who are engaged in teaching only.
- “Child care” means to be given, in principle, to children in the sixth grade or younger. However, this does not apply if there are special circumstances, such as rehabilitation of a disabled child.
- “Family care” means to be given, in principle, to the spouse, the parent(s) of the applicant and the parent(s) of the spouse of the applicant.
- Persons whose adoption total amount of this system exceeds 3 million yen cannot apply.

2. Number of assistants to be employed

Approximately 10 (tentative)

3. Work content of assistants and types of hiring

Assistants will be hired as one of the following three types. The wages are subject to the TMU public corporation’s rule and regulation.

(1) Temporary staff

To provide assistance in research activities, such as preparing research papers, search for information and academic materials, audio typing, etc., and office work related to research or education.

(2) Research assistant

To provide expertise assistance in experiment, statistical processing, data analysis, preparation of survey slips, etc.

(3) Teaching assistant (master’s programs and doctoral programs) and Senior-teaching assistant (doctoral programs)

To provide teaching assistance

*The teaching assistants will provide assistance in accordance with the 2015 TMU Guidelines for Teaching Assistants.

4. Important notes in using the support system

- (1) **Up to 500,000 yen is provided per user and per semester** to hire assistants. The university will pay the cost of commuting, employment insurance (corporate burden) and workers' accident compensation insurance separately.
- (2) An applicant may submit a single allocation for hiring temporary staff members, research assistants, and teaching assistants all together.
- (3) As a rule, the user shall not hire the same person as temporary staff and as teaching assistant concurrently. If you have any questions about how to hire assistants, please contact the staff in charge of your Faculty/Department Office. Be sure that the work should not interfere with the assistant's study and research.
- (4) Regarding teaching assistants, the applicant may apply to use a teaching assistant as many times as the number of the sessions of a seminar or a lecture. **As a rule, it is calculated in 2 hours per frame.**
- (5) The applicant may apply to hire more than one teaching assistant for one session of a seminar or a lecture.
- (6) Working hours for research assistants shall not exceed 7 hours 45 minutes a day, 20 hours a week.
- (7) For salary levels and rewards, please refer to the attached document "Temporary staff, RA salary levels, etc. and TA reward hourly unit price (FY2024)".

5. Securing of assistants

After your application has been selected, you will complete the hiring procedures at your Faculty/Department Office to secure assistants. Assistants will be hired in accordance with the TMU' Rules and Regulations. Assistants must have the abilities to fit your research plan and activities. You can also secure assistants through the Career Support Affairs Office.

6. Period of hiring

From April 1, 2024 to September 30, 2024

7. Selection process

The Diversity Promotion Committee will examine and select applications. The following matters will be taken into account.

- First-time applicants will be prioritized.
- Some applications may require adjustments, such as shortening work hours and shifting to assistants at lower pay rates depending on the work content in order to be selected.

8. How to apply

Please submit an application form (Form 1) to Shin FUJIYAMA of the Diversity Promotion Office by e-mail. (mtfuji@tmu.ac.jp). At that time, include the director of the department belonging to the CC of the mail. Also, when sending from a non-university account, enter the university email address in the CC.

9. Application closing date

Friday, December 8, 2023 (Application must arrive at the Office no later than this date.)

10. Notification of selection results

Notify by mid-January 2024

- Notify the applicant and the director of the department to which he / she belongs, the selection result (including the adopted amount).
- If there is a change in salary level, etc. when using the system, hire support staff up to the adopted amount.

11. Reporting on the use of the support system

- After the period of using the support system ends, a report on the use of the support system (Form 2) should be submitted.
- The Diversity Promotion Office may ask the user to present a report on the use of the support system at a symposium, or a similar event.

12. Others

- The application form can be downloaded from the website of the Diversity Promotion Office. (<https://diversity.fpark.tmu.ac.jp/>)
 - Personal information provided in the application will be used only for selection purposes under this project.
 - In principle, the user's faculty/office will undertake procedures to hire and manage assistants, management of employment, and make payment. However, costs incurred from hiring assistants will be paid out of the budget of the President's office.
 - After consulting with the head of the department and others, the user on a leave for child birth, child care and/or family care can designate a person to supervise assistants on behalf of the user during the leave. In this case, the user should indicate so in the plan for the use of the Support System.
 - The assistant will be allowed to make a business trip only when he/she accompanies the user. The user shall secure costs for business trips for assistant separately, that means such costs will not be paid out of the budget of the support system. Regarding business trips in addition to the above, the user shall follow the TMU Rules and Regulations. If the user has any questions, he/she should contact the staff in charge of his/her Faculty/Department Office for clarification.
 - As for hiring assistants, the user may be asked to provide proof that selection process of assistants has been appropriately carried out. If it cannot be proved that the process of selection has been appropriately carried out, the selection committee will conduct re-examination.
 - The adopted amount will be officially determined at the end of FY2023 as soon as the corporate budget for FY2024 is finalized. If it becomes necessary to make adjustments such as reduction, we will notify you separately.
 - After the employment of support staff is decided, the adopted amount will be distributed to each department. Commuting costs, employment insurance premiums (paid by the corporation), and workers' compensation insurance premiums are not included in the adopted amount. They are paid separately.
 - If you have used this system before and the reason for application is the same as before, you can omit the following two points from the items described in the application form.
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, 2)
Difficulties in conducting research activities due to the circumstances described in section 1) above

Person in charge and contact information:

Shin FUJIYAMA (Project researcher in charge of promotion of Gender Equality)

Tokyo Metropolitan University

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