

**FY2024 Oct-Mar Research Support Staff System  
Notice for Application**

1. The purpose of the Research Support Staff System

This system is to subsidize employment expenses for "research assistant" who is employed for continuing research so that life events - such as childbirth, childcare and nursing care, can be compatible with research activities.

2. Details

Eligibility	<p>The faculty members and research staff of the University*1 who meets one of the following criteria.</p> <p>*1 The eligible faculty members and research staff shall be a Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Tokunin Assistant Professor, Assistant, Shokutaku Lecturer, Tokubetsu Keiyaku Kyoin (Professor/Associate Professor), Tokubetsu Shohei Kyoin(Professor/Associate Professor), Eminent Research Professor (Professor/Associate Professor), Visiting Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), Affiliate Research Professor (Professor/Associate Professor/Assistant Professor), Research Staff (Senior Researcher, Researcher, Assistant Researcher), or Project Member (JSPS Research Fellow).</p> <p>&lt; Childbirth · Nursing Care &gt;</p> <p>① Pregnant teaching staff and researchers</p> <p>② Teaching staff and researchers with children younger than 3rd grade in elementary school whose spouses work practically full-time, as well as teaching staff and researchers who are single parents nurturing children on a daily basis.</p> <p>③ Only the primary caregiver is allowed to apply. (Eligible to apply if the ratio of childcare burden is 50% with partner.)          ※Teaching staff and researchers with children with special needs can apply up until children's 6th grade year (12 years old)</p> <p>&lt; Nursing Care &gt;</p> <p>① Teaching staff and researchers taking care of ※<sup>3</sup>family members in a state requiring nursing care (a state where more than two weeks of constant care are necessary due to injury, illness, or physical/mental disability)</p> <p>※<sup>3</sup>Family Members :</p> <p>(1) Spouse, parents, children</p> <p>(2) Spouse's parents</p> <p>(3) Grandparents, brothers and sisters , grandchildren</p> <p>(Notes)</p>
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	Applicants who are planning to take maternity/postnatal leave, childcare leave, nursing care leave, and other leaves of absence during the use of this system are to follow the rules of “Treatment of Research Funding During Maternity Leave, Childcare Leave and Family Care Leave”.
Application period and Grant period	Application period : 2024/Jul/1 <sup>st</sup> ~2024/Jul/19 <sup>th</sup> Grant Period : 6 months (2024/Oct/1 <sup>st</sup> ~2025/Mar/31 <sup>st</sup> )
Grant Details	Subsidize the cost of hiring "research support staff" to continue the research during the life events. The maximum grant amount per applicant for one term (6 month) is 300,000 yen. (Transportation included) Applicant may employ more than one person, if the amount is within the upper limit. The maximum period of employment for a research support staff is six months.
	<Conditions for applying the system> The applicant must act as a supervisor (including instructions and management by telephone, e-mail, etc.) or separately designate a supervisor to give work instructions to the employee and manage the work appropriately. However, depending of the work, it may be appropriate to pay by individual based on deliverables provided by an individual requested to perform such piecework where the work is not (or cannot be) directly subject to guidance/supervision or management by the researcher. Outsourcing to a contractor is allowed only when it is difficult to find appropriate research support staff for advanced research work. (e.g. foreign language translation, proofreading, transcription of audio, document digitization, statistical analysis, creation of posters and flyers)
Qualifications for Research Support Staff	A person who has the necessary expertise or skills to support the research project. Student working part time (Persons enrolled at this University or APU (college/graduate student)) Adjunct administrative staff member (Persons not enrolled at this University), Assistant Researcher, Research Assistant, temporary staff from a human resources outsourcing company.
Work Contents of the Research Support Staff	1. Assistance to researchers in their experiments and surveys 2. Data input and analysis 3. Collection and organization of literature 4. Preparation of materials for conference presentations 5. Other research assistance
Treatment and	As for the treatment of Research Support Staff, please refer to

working hours for Research Support Staff	"Ritsumeikan Trust Hourly Employee Employment" "Regulations and Ritsumeikan Trust Hourly Employee Salary Rules". Part-time research staff (Auxiliary Researcher, Research Assistant) shall be paid in accordance with the "Ritsumeikan Part-time Research Staff Regulations", in accordance with the "Rules of Employment" and "Ritsumeikan Part-time Research Staff Salary Rules".
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### 3. Determination of Grant

- (1) Screening Committee is composed of committee members for Promotion of Research Advancement appointed by the Chairperson (Vice President, research affairs)
- (2) For screening, a few members of Research-Life Support Division can be added as the screening members.
- (3) For screening, priority will be given to those who meet the following criteria
  - A person with a high degree of difficulty in continuing research due to pregnancy, childcare or nursing care
  - A person who has used this program for a short period of time for one reason
  - A person with special support needs for the child who is the subject of this application

### 4. Notes

- (1) Depending on the overall number of applications adopted, the application amount may be reduced.
- (2) For new applications, a hearing is conducted. In case of a continuation of the application, a hearing may be held to confirm any changes in the situation.
- (3) The maximum period of use for this program is as follows for each reason.
  1. Pregnancy and Childcare: 3 full years (up to 6 terms)
  2. Nursing Care: 3 full years (up to 6 terms)

\*If a new life-event (pregnancy, childcare and nursing care) occurs, reapplication is possible.
- (4) The maximum amount of the subsidy is 300,000 yen per applicant, even if more than one family member is involved in the same period.
- (5) If the support is no longer required during the use of the program, the grant will be terminated at that point in time. Contact the respective research office as soon as the above case arises.
- (6) Eligible recipients of the support program must submit a report at the end of the period.
- (7) The recipients of the support program will be asked to actively participate in the seminars and symposium that Research-Life Support Division for Promotion of Gender Equality conduct.
- (8) Recipients of the support program should actively apply for the Grant-in-Aid for Scientific Research projects (KAKENHI).
- (9) Application for this program can be made by one family per category. (e.g., the husband applies in the childcare category, while the wife applies in the nursing

care category.)

#### 5. Notification of the screening result

The result will be notified to applicants by late September by email.

#### 6. Handling of application documents and personal information

- (1) The submitted documents including application forms shall be used for review only.  
Please note that the documents will not be returned.
- (2) Personal information obtained from application forms shall not be used for purposes other than that of screening.

#### 7. Application procedure

Please fill out the web application form and attach the required documents to your application.

Application period : 2024/Jul/1<sup>st</sup> ~2024/Jul/19<sup>th</sup>

※Submission is completed upon receipt of a confirmation e-mail from BKC research office.

Documents need to be attached to the application

**Pregnancy:** A copy of the document proving the expected date of birth (copy of the page of the maternity handbook showing the expected date of birth, etc.)

**Childcare:** A copy of the page of the maternity handbook showing the date of birth or a copy of the birth certificate.

**Nursing care:**

- (1) Documents that show the family's relationship to the subject family member (certificate of residence, copy of the family register (copy), etc.)
- (2) Documents that show that the family member in need of nursing care (A certificate of nursing care required, documents showing the level of nursing care required, doctor's diagnosis, etc.)

If the relationship cannot be confirmed by the above attached documents, additional documents may be requested to be submitted.

#### Contact Information

Campus	Office and person in charge
Biwako-Kusatsu (BKC)	BKC Research Office /Kunikata,Shiosaki, Kitamura Phone: 077-561-2631 / Ext. # 515-6500 Email:rsupport@st.ritsumei.ac.jp

For more information on employment procedures, please see the Research Fund Spending Guidebook.

[http://www.ritsumei.ac.jp/research/member/research\\_expenses/re02/english.html/](http://www.ritsumei.ac.jp/research/member/research_expenses/re02/english.html/)