# FY2025 (Oct-Mar) Research Support Staff System
## Notice for Application

## 1. The purpose of the Research Support Staff System

The "Research Supporter Staff System" is a program to support the balance of research activities with life events such as pregnancy, childcare, and nursing care. The purpose of this program is to support teaching staff and researchers whose life events- such as pregnancy, childcare and nursing care, make it difficult for them to continue their research activities by subsidizing the employment expenses, etc. of research support staff.

## 2. Details

(1) Eligibility

As of October 1, 2025, the teaching staff and researchers (including those scheduled to be appointed) of the University who hold one of the following positions (*1) and who meets fall into one of the "pregnancy category", "childcare category", "nursing care category".

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),
Project Member (JSPS Research Fellow).

<Pregnancy category>

Pregnant teaching staff /researchers

<Childcare category>

Teaching staff and researchers who are raising a child in the third grade or lower (*2) of elementary school and who are difficult to continue their research due to one of the following factors.

① Spouse regularly works full-time equivalent
② The child is practically a single parent or is working alone, and is responsible for childcare
③ Spouse is enrolled in an educational/training school, etc., and the hours of school attendance is deemed to be the same as in ① above.
④ Spouse has a continuous illness or disability
⑤ Other circumstances similar to ① 〜 ④ above

(※2) However, teaching staff and researchers with children with special needs such as for health conditions can apply up until children's 6th grade year (12 years old).

<Nursing care category>

Teaching staff and researchers taking care of family members (※3) 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).

(※3) Family Members :

① Spouse, parents, children

② Spouse's parents

③ Grandparents, brothers and sisters, grandchildren

(2) Application period and Grant period

Application period:    2025/Jun/30th～2025/Jul/18th

Grant Period:          6 months (2025/Oct/1st ～2026/Mar/31st)

(3) Grant Details

Subsidize the cost of hiring "research support staff" to continue the research during the life events (including transportation expenses). Details regarding the amount of the grant, the maximum period of use, and the hiring of research assistants for this program shall be as follows.

① Subsidy amount per term (6 months)

The maximum grant amount per applicant is 300,000 yen per term. The screening committee will decide whether or not to grant the subsidy and the amount of the subsidy, taking into consideration the burden of pregnancy, childcare, and nursing care (number of children or persons requiring nursing care, etc.).

The subsidy amounts for the pregnancy, childcare, and nursing care categories use as a guideline as follows.

Pregnancy category:      100,000-150,000 yen per term

Childcare category:      100,000-150,000 yen per term for one child

200,000-300,000 yen per term for two or more children

Nursing care category:   100,000-150,000 yen per term for one person require care

200,000-300,000 yen per term for two or more persons require care

* Depending on the overall number of adopted projects, the number may be reduced from the guideline.

* If the adoption period is less than 6 months, the grant amount per period may be correspondingly less than the above guideline.

② Maximum period of use

Pregnancy category:      No upper limit

Childcare category:      Total of 6 terms per eligible child

Nursing care category:   Total of 6 terms per eligible person require care

* For use only in the first or second semester: Counted as one term.

* For use in a full semester: Counted as two terms.

③ Applications across categories

If an applicant is eligible to apply for more than one category during the same period, applications in each category will be accepted. However, even if an applicant is selected in more than one category, the maximum grant amount per period is 300,000 yen per applicant.

## 3. Employment of Research Support Staff

(1) Applicant may employ more than one person, if the amount is within the upper limit.

(2) The maximum period of employment for one term of research support staff is six months.

(3) 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.

*In principle, research support staff are employed, but depending on the nature of the work, outsourcing to individuals or contractors may be permitted.

*Outsourcing to contractors is allowed only when the work requested is of a high level and it is difficult to find appropriate support staff.

[Examples of Outsourcing to Contractors]

Work directly related to research, such as, Foreign language translation, proofreading, transcription of audio, document digitization, statistical analysis, creation of posters and flyers

(4) Applicants who are planning to take maternity/postnatal leave, childcare leave, nursing care leave, and other leaves of absence are to follow the rules of "Treatment of Research Funding During Maternity Leave, Childcare Leave and Family Care Leave".

(5) Research support staff shall be persons with the expertise or skills necessary to carry out the support work for the relevant research project, and shall include 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 resource outsourcing company.

(6) Work Contents of the Research Support Staff as follows

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

(7) Treatment and working hours for Research Support Staff

For Students enrolled at this University and adjunct administrative staff member shall be governed by the "Work Regulations for Hourly Non-Teaching Staff" and the "Regulations Concerning Salaries of Hourly Non-Teaching Staff".

For assistant researchers and research assistants shall be governed by the "Work Regulations for Part-Time Research Staff and "Regulations Concerning Salaries of Part-Time Research Staff".

## 4. Screening

(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.

## 5. Notes

(1) Conduct a hearing on the application.

(2) 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 Research-Life Support Division as soon as the above case arises.

(3) The person receiving assistance shall take the following actions

①　A report must be submitted after the end of the support period.

②　Actively participate in seminars and symposiums conducted by the Research-Life Support Division.

③　Actively apply for Grants-in-Aid for Scientific Research projects (KAKENHI).

## 6. Notification of the screening result

The result will be notified to applicants by mid-September by smatDB.

## 7. Handling of application documents and personal information

Personal information such as application documents shall be handled appropriately in accordance with the "Ritsumeikan Trust Personal Information Protection Regulations".

(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.

## 8. Application procedure

(1) Application Method and Period

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

Application period:　2025/Jun/30th～2025/Jul/18th

Application Page:　　https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=14712

*For more information on the hourly rate for hiring research assistants, application form, etc., please visit the Ritsumeikan University Research Department Web site (http://www.ritsumei.ac.jp/research/member/)

* After submitting the application, the secretariat will send a receipt confirmation by smartDB.

(If you do not receive a receipt confirmation by smartDB, please contact us.)

* If you are not authorized to use SmartDB, please contact us.

(2) Necessary documents

The application must be submitted with the following documents

Pregnancy category: 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 category: A copy of the page of the maternity handbook that certifies the date of birth and the names of the parents and the child, or a copy of the birth certificate.

Nursing care category:
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.

## 9. Contact Information (common to all campuses)

Research-Life Support Division (BKC Research Office) / Kunikata, Kitamura, Shiosaki

Phone:          077-561-2631
Ext             # 515-6507
Email:          rsupport@st.ritsumei.ac.jp