

Partial Subsidization for Using Childcare Services (Application Guidelines for FY2020 Program)

1. Overview

With the goal of helping researchers balance research activities and family life, this program subsidizes a part of the fees they incur receiving daycare services from a Daycare Facility, etc. (including daycare centers and a non-registered daycare facilities; the same applies hereinafter).

2. Application Requirements, etc.

To be eligible, applicant must fulfill one of the following requirements (1) to (3).

(1) Applicant requirements

The applicant shall fulfill one of the following requirements 1) to 3). This does not apply, however, to applicants on childcare leave.

- 1) Being a research and educational staff member (a professor, associate professor, lecturer, or assistant professor)
- 2) Being a project professor or project researcher (excluding those working less than 20 hours a week)
- 3) Being a Research Fellow of the Japan Society for the Promotion of Science

(2) Requirement related to the applicant's life event

Being a main guardian of a child who is in the sixth grade of elementary school or younger as of next March 31

(3) Requirement related to the services to which this program applies

That daycare services were received from a Day-Care Facility, etc. during the implementation period for one of the following reasons 1) to 4)

- 1) Care for a sick child or a convalescent child
- 2) Childcare in the evening or during a holiday
- 3) Childcare during a trip for an academic conference
- 4) After-school childcare

3. What Will Be Subsidized

For fees paid to receive daycare services from a Day-Care Facility, etc. (excluding the cost of meals and snacks), either (1) an amount up to two-thirds of the usage fee (rounded down to the nearest ten

yen) or (2) 4,000 yen, whichever is smaller, will be subsidized.

* When childcare services are utilized during a trip for an academic conference, this program may be used even if the academic society subsidizes the expenses for the childcare services.

In this situation, the upper limit for the amount subsidized will be set in a way that the combined amount of this subsidy and the subsidy from the academic society will not exceed the usage fee. If you receive a subsidy from an academic society, notify the ROIS Headquarters Office for Gender Equality of this in advance.

4. Implementation Period

April 1, 2020 to March 31, 2021

* During the above period, utilize any one of the childcare services 1) to 3) listed in “(3) Requirement related to the services to which this program applies” of “2. Application Requirements, etc.” *and* submit the required documents to the ROIS Headquarters Office for Gender Equality.

5. Number of Times the Program May be Utilized

The program may be utilized up to 12 times per child during the implementation period.

* One day during which a Day-Care Facility, etc. was used is counted as one time.

However, where an after-school childcare service is used on a monthly basis, one month during which the service was used is counted as one time.

6. How to Apply, etc.

(1) How to apply

1) Confirm in advance that the Daycare Facility, etc. that you plan to use accepts corporate payments (direct payments from ROIS to the facility).

If the Day-Care Facility, etc. accepts corporate payments, tell the ROIS Headquarters Office for Gender Equality the name of the facility and the person in charge.

If the facility does not accept corporate payment, make sure to enter the date of inquiry and name of the person in charge from the facility in the space provided (in the lower part of the format) of the Application for the Program for Partial Subsidization of Fees for Using Childcare Services (Format 1).

Determining the Daycare Facility, etc. to use

- Choose an organization which operates childcare services as a corporation.
- Obtain a receipt if you have used a childcare service provided by an individual who was introduced by a Family Support Center or similar entity.

2) Use the childcare service. If you must pay in advance, please pay and you will be reimbursed

by ROIS later.

- 3) Submit the Application for the Program for Partial Subsidization of Fees for Using Childcare Services (Format 1) and the following documents (a copy of each) by e-mail to the ROIS Headquarters Office for Gender Equality (CC to your institute's Office for Gender Equality). Master copies of the Application for the Program for Partial Subsidization of Fees for Using Childcare Services (Format 1) and the attachments shall be kept by the applicant themselves.

Attachments

Category	Attachments
In the case of corporate payments	- Bill for the subsidized amount - Usage details of the childcare services
If you pay the fees advance to be reimbursed by ROIS later	- Receipt - Usage details of the childcare services * In the case of “Care for a sick child or a convalescent child,” “Childcare in the evening or during a holiday,” or “After-school childcare,” submit a receipt which enables the confirmation of your use of such a service. * In the case of “Childcare during a trip for an academic conference,” submit the receipt and a copy of the brochure for the academic conference (pages showing the name, venue, and period of the conference).

(2) When and where to submit the application

When: As soon as you have prepared all the necessary documents

Where: The ROIS Headquarters Office for Gender Equality

* Note that even if you have used applicable childcare services during the “4. Implementation Period,” it will not be subsidized unless you submit the necessary documents by March 31, 2021.

7. Screening

The decision to accept each application will be made by the ROIS Headquarters Office for Gender Equality.

Notification of the screening results (including the amount to be subsidized if the application is accepted) will be sent to the researcher and the Office for Gender Equality of their institute around one to two weeks after application.

Note that the budget is limited. If the subsidies granted reaches the budgeted amount, the program will be suspended.

8. Payment of the Subsidy

The money will be paid to the Daycare Facility, etc. or the applicant based on the program application after the content of the application is checked.

For the accounting process, see the attachment, “Accounting Process for the Program for Partial

Subsidization of Fees for Using Childcare Services.”

Category	Overview
In the case of corporate payments	ROIS will pay the fee for services less the amount to be paid by the applicant themselves to the Daycare Facility, etc.
If you pay the fees advance to be reimbursed by ROIS later	<u>When you have received notice of the approval of your application, submit the master copies of the Application for the Program for Partial Subsidization of Fees for Using Childcare Services (Format 1) and its attachments to your institute's Office for Gender Equality.</u>

9. Contacts for Inquiries

Organization	Department in charge	Contact number, address, etc.
ROIS Headquarters (where applications should be submitted)	Office for Gender Equality	danjo-staff@rois.ac.jp
National Institute of Polar Research	Office for Gender Equality	nipr-danjo@nipr.ac.jp
National Institute of Informatics	Office for Gender Equality	danjo@nii.ac.jp
The Institute of Statistical Mathematics	Office for Gender Equality	frd@ism.ac.jp
National Institute of Genetics	Office for Gender Equality	danjo-nig@nig.ac.jp