**Application Requirements for the ROIS Academic Assistant Program in FY 2022**

1. General outline

This program is to support researchers (those who satisfy "3. Conditions for application" below) during their life events such as childbirth, parenting, or nursing care, by allocating “Academic Assistant” who can help their research activities such as experiments, analyses, etc.

1. Requirements related to Academic Assistant

Contents of work: Ancillary work of experiments, surveys, data input/analyses, simple statistical processing, collection/translation of literatures, preparation of research activity report, etc., under the guidance of the researcher who receives support from this program.

Employment conditions: To be hired as either Administrative Assistant 事務補佐員, Technical Assistant 技術補佐員 or Senior Technical Assistant 学術支援技術補佐員 among the Short-time Employees 短時間雇用職員 stipulated in the ROIS Employment Rules for Short-Term Employees (Appended Table 1, relating to Article 3).

Allocation hours: less than 20 hours /week

Allocation period: 2022.4.1 - 2023.3.31 or part of this period

1. Conditions for application to this program

A researcher (1) who satisfies one of the following conditions (1 to 3) related to her/his employment status, AND (2) who satisfies at least one of the following conditions (a to d) related to her/his life event.

Of those who take maternity leave, childcare leave, or family care leave at the time of application, if they plan to return from such leave in the middle of fiscal 2021, they may apply with the expected date of return as the starting date.

(1) Conditions related to the employment status of applicants

1. Faculty Members (Professors, Associate Professors, Lecturers, Assistant Professors)
2. Project Faculty Members 特任教員or Project Researchers 特任研究員 (except for those who work less than 20 hours per week, in both cases)
3. Japan Society for the Promotion of Science (JSPS) Research Fellows

(2) Conditions related to the life event of applicants

1. Pregnant women
2. Those who take care (as the main carer) of a child up to the sixth grade (by the end of March of the school year) of elementary school
3. Those who take care (as the main carer) of the spouse, a parent, a child, or a spouse’s parent who is in a condition requiring constant care, due to injury, illness, or physical/mental disability
4. Those who live with and take care (as the main carer) of a grandparent, a brother, a sister or a grandchild who is in a condition requiring constant care, due to injury, illness or physical/mental disability
5. Contents of support

ROIS provides the following expenses related to the employment of Academic Assistant: (1) salary, (2) commuting allowance, (3) occupational accident insurance premium (employer’s share), and (4) working from home allowance.

Employees who take maternity leave, childcare leave, or family care leave are not eligible for support during their leave.

1. How to apply

Fill out the Application Form (Form 1) and submit it by the deadline below. Please pay attention to the following points when filling in the Application Form.

* If the applicant is a single person child carer or a single person nursing carer, or if there is a special reason for the spouse being unable to spend time or exert effort for childcare/nursing care, please write it in the column “Reason why special labor is required for childcare/nursing care”
* Please fill in the proportion of the applicant's share of childcare or nursing care to show that the applicant carries out the care "as the major carer".
* Reasons that the applicant is very busy for work allocated by the institute will not be considered in this program.

Submit to: ROIS Office for Gender Equality (See "10. Contact Addresses" below)

Submission deadline: 2022.2.14 (Mon.)

1. Decision of adoption

* Based on the purpose of this program, adoption will be decided according to the following examination criteria after confidential deliberation by a judging working group.
* The result will be sent around Feb 2022, to both the applicant and the Office for Gender Equality of the institute which the applicant belongs to.
* Due to limitation of the budget, part of applications may not be adopted by the judging working group, even if the applications meet the requirements shown under 3. above.
* The examination criteria: 1) Career development of female researchers is prioritized (the ROIS medium-term plan [64], also shown in 1. General outline), 2) the amount of effort for childcare or nurse care is taken into account.

1. Employment procedures of Academic Assistant

When adopted, please carry out the employment procedures at the Office for Gender Equality of the institute which the applicant belongs to. For the employment procedures, please consult with the personnel section of the institute. When the employment of the Academic Assistant has been decided, please send the Labor Condition Notice (copy) and Commuting Allowance Certificate (copy) to the ROIS Office for Gender Equality immediately.

1. Working Hour Report of Academic Assistant

Please submit the Working Hour Report for the ROIS Academic Assistant (copy) to the ROIS Office for Gender Equality monthly, by the 10th of each month. The format of the report may be the one used in the institute. If the Academic Assistant is engaged also in other work with a different financial resource, please write the report so that the working hours paid by this program is shown clearly.

1. Submission of Utilization Report

Please submit the ROIS Academic Assistant Program Utilization Report (Form 2) to the ROIS Office for Gender Equality within 30 days after the end of the allocation period.

1. Contact Addresses

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| Affiliation | Office in charge | Contact address |
| ROIS HQ  (Submission Destination of Application Form) | ROIS Office for Gender Equality | danjo-staff@rois.ac.jp |
| National Institute of Polar Research (NIPR) | Office for Gender Equality | nipr-danjo@nipr.ac.jp |
| National Institute of Informatics (NII) | Office for Gender Equality | danjo@nii.ac.jp |
| The Institute of Statistical Mathematics (ISM) | Office for Gender Equality | frd@ism.ac.jp |
| National Institute of Genetics (NIG) | Office for Gender Equality | danjo-nig@nig.ac.jp |
| Joint Support-Center for Data Science Research (ROIS-DS) | Data Science Promotion Section | ds\_suishin@rois.ac.jp |

1. Other

The ROIS Office for Gender Equality may ask the users about the status of utilization and opinion on this program, etc., for the purpose of continuation and improvement of the program.

If any differences in meaning should occur between the Japanese and English versions of this form, the Japanese version will take precedence.