Research support for “Life Events”

Application guidelines for FY2018

1. Purpose

This support is for researchers of Waseda University who are on maternity or childcare leave; it is intended to support the continuation of their research activities by allocating research support staff and research assistants (hereafter “RA”) to provide assistance with 1) maintaining and even enhancing research capability, 2) disseminating research outcomes and 3) enabling the acquisition of external funding.

1. Eligibility

The Research Promotion Division shall decide which researchers will receive this grant. To qualify, researchers must meet all of conditions 1) to 4) below during the period for which support is granted.

1. The applicant is employed by Waseda University and has been conducting a research project using internal or external research funds.
2. The applicant is pregnant or is taking care of a child of third year of elementary school or younger.
3. The applicant’s spouse is steadily employed full-time or the applicant is a single parent.
4. The applicant must be one of: professor, associate professor, assistant professor, teacher (Affiliated Senior High School), professors (without tenure), associate professor (without tenure), assistant professor (without tenure), research associate (except research assistant).

Those who meet any of the following conditions are not eligible:

- Those who are on leave of absence from school throughout the relevant year

- Those who are employed with external funding

- Those whose primary affiliation is a research organization

[Notes]

* The researcher is not eligible to apply for this grant if she/he will be on a maternity or childcare leave during the period for which she/he wishes to use this support.
* The researcher is not eligible to apply for this grant if she/he has already used this support for six terms in total (on the basis that one term is a half year).
* Multiple applications from the same family for the same period for this support are not permissible.

1. Support content, amount of funding and scope of use of grant

If the applicant is adopted for this support, the costs related to the employment of research support staff or RA necessary for the continuation of the research activities, to a maximum of 300,000 yen per term (from April to September or from October to March) will be covered. Within 300,000 yen, it is permissible to employ more than one person. Other employment conditions and procedures are in accordance with the attached “Procedures for the Employment of RA and Research Support Staff.pdf.” \* if there are any questions, please contact applicant’s department office.

1. Application procedure

|  |  |  |  |
| --- | --- | --- | --- |
| Application start | Support period applied for | Documents to be submitted | Application deadline date |
| (1) February 2018 | - First term of FY2018 (April to September)  - Second term of FY2018 (October to March) | - Application form (Form A)  - Document to prove eligibility (e.g., a copy of the applicant’s certificate of residence (without the social security and tax number , aka the “My Number”) issued within the past three months) | February 28, 2018 |
| (2) July 2018 | - Second term of 2018 (October to March) | August 31, 2018 |

[Notes]

* Depending on circumstances, there might be a case where an application is accepted after the deadline.

- Please download the Application form from the following site.

https://waseda-research-portal.jp/en/

* The copy of the applicant’s certificate of residence must **not** contain the social security and tax number (if the number is included, that part must be hidden with black ink or in some other way so that the number cannot be confirmed or restored). If the copy of the certificate of residence submitted displays the number, the document will not be accepted and the applicant will be required to re-submit the document without the number.
* The Research Promotion Division will decide whether the applicant is adopted or rejected for this support, based on the submitted application documents. Normally the division will notify the applicant and the person in charge in the applicant’s department office one or two weeks after the deadline.
* Candidates who are adopted must promptly make application to employ research staff or RA. For the details of the employment application process, the applicant should inquire to the staff in charge in the affiliated department.
* Depending on cthe date of entering WASEDA, there might be a case where an application is accepted after the deadline. Please contact Research Support Section (life-event@list.waseda.jp).

1. Procedures after the support period ends

Grant usage report (Form B) must be submitted. The submission deadline is October 31, 2018 for the first term, and April 30, 2019 for the second term.

1. Where to submit the various documents

* At the time of application

Please submit the documents in person to the Research Support Section of Research Promotion Division or send them to the following address via simple registered mail (*kani-kakitome*). Sending via email and sending as hard copy by campus mail (gakunai-bin) are **not** permissible.

Address for submission by registered mail:

Life Event Grant

Research Support Section of Research Promotion Division

1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050

* At the time of reporting

Please submit the report via email to Life Event Grant, Research Support Section of Research Promotion Division ([life-event@list.waseda.jp](mailto:life-event@list.waseda.jp)). Submitting in person and sending by simple registered mail are also acceptable.

1. Other

* There are some internal statuses which are not permissible to be combined. (Ex. Research support staff and Part-time Lecturer) Please inquire to the staff in charge in the affiliated department.
* If there is a change in the application content after submission of the application or during the support period, please promptly contact the Research Promotion Division.
* Depending on circumstances, there might be a case where an application is accepted after the deadline.
* In certain cases, the adopted applicants may be requested to cooperate in various activities hosted by the Office of Promotion of Equality and Diversity.
* Work related to educational activities, such as teaching assistant work, is not permissible under this support.
* Once submitted, the application documents will not be returned to the applicant, in principle.
* The personal information contained in the application documents is used only for the selection and operation of the support and for reference in the course of work related to the future research support system.

1. Section in charge of the grant

Research Support Section of Research Promotion Division　Email: [life-event@list.waseda.jp](mailto:life-event@list.waseda.jp)

**Research support for “Life Events”**

**Application form for FY 2018**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant** |  | | | | | **Waseda University ID number** | |  | |
| **Affiliation** |  | | | | | **Position** | |  | |
| **Contact within Waseda** | TEL：　　　　　　　　　　　　　　　 Extension（　　　　　　　　　　　　　　　　） FAX: | | | | | | | | |
| E-mail: | | | | | | | | |
| **Current major research circumstances** | **Name of research grant (regardless of internal or external funds)** | **The title of research project or research theme** | | **Research period** | | | **Total amount of research funds**  **(direct expenses + indirect expenses)** | | **Your role in this research project** |
| (Example)  Grant-in-Aid for Scientific Research B | (Example)  Establishment of fundamental technology for the next generation XXX system | | (Example)  From April 1, 2017 to Match 31, 2019 | | | (Example)  5,000,000 yen | | (Example)  Principle investigator |
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|  |  | |  | | |  | |  |
| **Requested period for grant** | □ First term in FY 2018 (April to September)　□ Second term in FY 2018 (October to March) | | | | | | | | |
| **Requested date and time per week** | Monday 　　：　　　to　 　:　　　　 　　　hours（Resting time　　　：　　）  Tuesday　　　：　　　to　 　:　　　　 　　　 hours（Resting time　　　：　　）  Wednesday 　　　：　　　to　 　:　　　　 　　　hours（Resting time　　　：　　）  Thursday 　　：　　　to　 　:　　　　 　　　 hours（Resting time　　：　　）  Friday 　　：　　　to　 　:　　　　 　　　 hours（Resting time　　　：　　）  Weekly total　　　　　 hours | | | | | | | | |
| **Content of work by research support staff or RA**  (**Must be itemized**) |  | | | | | | | | |
| **The reason why you need support (please specify in an objective manner, including your family circumstances, research implementation status and research outcomes that would be enabled by the support)** | (If you have a spouse) | | **Name of spouse** | |  | | | | |
| **Affiliation** | |  | | | | |
| **Position at the affiliation** | |  | | | | |
|  | | | | | | | | |
| **The number of terms you have given life event support until now (counting one term as half a year)** | | | | | | （　　　　　　）terms | | | |

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| **Documents to be submitted with application** | **Where to submit** |
| □ Grant application form A (this form)  □ Documents to prove your eligibility (e.g., a copy of your certificate of residence (without your social security and tax number) issued within the past three months, or a copy of the proof of birth registration page of your maternity handbook) | Research support for “Life Events”  Research Support Section of Research Promotion Division  1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050  **※Please hand in in person or send by simple registered mail.** |

* The personal information contained in the application documents is used only for the selection and operation of the support and for reference in the course of work related to the future research support system.

**Research support for “Life Events”**

**Report form for FY 2018**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant** | |  | | | **Waseda University ID number** | |  | |
| **Affiliation** | |  | | | **Position** | |  | |
| **Contact within Waseda** | | TEL：　　　　　　　　　　　　　　　 Extension（　　　　　　　　　　　　　　　　） FAX: | | | | | | |
| E-mail: | | | | | | |
| **Support period applied for** | | □First term of FY2018 (April to September)　　　　□Second term of FY2018 (October to March) | | | | | | |
| **Please write research outcomes or what was resolved by this support in detail.** | |  | | | | | | |
| **Current major research circumstances** | **Name of research grant (regardless of internal or external funds)** | | **The title of research project or research theme** | **Research period** | | **Total amount of research funds**  **(direct expenses + indirect expenses)** | | **Your role in this research project** |
| (Example)  Grant-in-Aid for Scientific Research B | | (Example)  Establishment of fundamental technology for the next generation XXX system | (Example)  From April 1, 2017 to Match 31, 2019 | | (Example)  5,000,000 yen | | (Example)  Principle investigator |
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| **We would appreciate any comments or suggestions regarding this support or overall supports in Waseda.** |  | | | | | | | |

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| Documents to be submitted with report | Where to submit |
| □Grant report form B (this form) | Research support for “Life Events”  Research Support Section of Research Promotion DivisionE-mail ：life-event@list.waseda.jp |