

Implementation Guidelines for the Second Research Support Grant Program by the Gender Equality  
Office in Saitama University FY2019

1. Purpose

This program is to support for full-time faculty members of Saitama University (hereinafter referred to as "this university") whose research activities are limited due to pregnancy, parenting, or caregiving. Graduate students or students in the third year or above in this university can act as a research assistant or administrative assistant.

2. Eligible Applicants

A full-time faculty member of this university who requires support for research activities and meets the following criteria:

- (1) Those who are pregnant, or whose spouse is pregnant
- (2) Those who are parenting children in elementary school
- (3) Those who are caring for family members (spouse or within the second degree of kinship)

3. Support Description

One supported faculty can assign one research assistant or administrative assistant. The research assistant supports the member with data analysis, experimentation and documentation, etc.. The administrative assistant supports the member with paperwork.

- (1) Support period: One month or less between October 1, 2019 and March 31, 2020
- (2) Support time: 40 hours or less
- (3) Support cost: Research assistant 1,000 yen per hour  
Administrative assistant 900 yen per hour

4. Application Method

Those who wish to apply for research assistant support must submit the "Application for Research Support Grant by the Gender Equality Office in Saitama University FY2019" by e-mail before Friday, September 6, 2019.

5. Screening

- (1) Applications will be examined and selected by the Gender Equality Office  
Applicants will be notified of the result of the screening.
- (2) Number of supporting members: Approximately seven people

6. About Research Assistants

Applicants (supporting members) should select a research assistant.

Apply to:  
Gender Equality Office Administrator

Faculty Staff Section, Human Resources Division, General Affairs Department

E-mail [diversity-s@gr.saitama-u.ac.jp](mailto:diversity-s@gr.saitama-u.ac.jp)

Ext. 3181