

Application Guidelines for FRIS DEI Promotion Support Program FY2024

1. Purpose

This program aims to support FRIS researchers in balancing their research activities with life events, such as childcare or caregiving, and to provide support for international researchers in dealing with Japanese administration works.

2. Support Programs

1) Support for Expenses Related to Accompanying Children on Business Trips

(Support Details)

If a researcher incurs expenses related to accompanying their child on a business trip (such as accommodation fees, transportation costs, babysitter fees, etc.) and covers these expenses with own FRIS research budget (The Presidential budget), a portion of these expenses will be reimbursed. It is possible to retroactively apply for this support program, if the business trip falls within the same fiscal year.

(Support Amount)

Up to 100,000 yen for domestic business trips and 200,000 yen for international business trips.
Multiple applications are allowed up to the maximum amount.

(Ref.) TU, Center for Diversity, Equity, and Inclusion (DEI Center) HP

Expenditures from research funds for child travel expenses, etc.

<https://dei.tohoku.ac.jp/news/32215/>

(Cautions)

1. The payment for accompanying a child on a business trip, including related expenses, is limited to the FRIS research budget (The Presidential budget); however, the applicant's travel expenses are not restricted to The Presidential budget.
2. For business trips scheduled at the end of the fiscal year, applicants should apply with a pre-calculated estimate of travel expenses to finalize the amount in advance.
3. The cost of a spouse accompanying a business trip cannot be covered by research funds and is therefore not supported by this program.

2) Support for Personnel Costs for Hiring Assistants to Balance Life Events and Research

(Support Details)

When a researcher experiencing life events such as childbirth, childcare, or caregiving (hereafter referred to as "childcare, etc.") hires technical assistants, administrative assistants, RA or AA to balance their research activities and childcare, etc., a portion of the personnel costs will be supported.

(Support Amount)

Up to 100,000 yen per year.

(Eligibility Criteria)

Applicants must meet one of the following conditions:

- ◎ Currently responsible for the care of a child.
- ◎ Expecting a child at the time of application or the spouse of someone expecting.
- ◎ Providing care for a parent or relative in need of caregiving.

(Cautions)

TUMUG also provides support for personnel costs for hiring assistants. FRIS tries to support researchers who did not receive the TUMUG support. For example,

1. The applicant applied for TUMUG's personnel support but was rejected or ineligible due to special circumstances.
2. The applicant was hired after the TUMUG deadline (FY 2024, Feb).
3. The applicant experienced a life event or significant change in circumstances after the TUMUG deadline.

3) Support for Personnel Costs for Hiring Assistants to Japanese Administration Works

(Support Details)

When an international researcher hires technical assistants, administrative assistants, RA or AA to assist with Japanese language-related tasks, a portion of the personnel costs will be supported.

(Support Amount)

Up to 100,000 yen per year.

3. Application Documents

1. DEI Support Program Application Form (Form 1)
2. Other necessary documents

4. Application Procedure

Submit the application documents to the office via Google Form.

Google Form : <https://forms.gle/WVGLmxyouUY4xnPB7>

Deadline: Friday, February 28, 2025

If you wish to apply after this date due to special circumstances, please contact the WG.

5. Approval of Support

The decision regarding whether support is granted and the FRIS Director will determine the amount of support.

Successful applicants will be notified as decisions are made, and the funds will be transferred to their research fund accounts.

6. Other

- Researchers who receive support under this program are required to submit a brief report on their activities or outcomes to the FRIS office.
- The submitted reports may be published anonymously on the FRIS website.
- Researchers are highly encouraged to participate to the activities of the DEI Promotion Working Group, such as answering surveys.
- WG members (faculty) will not review application forms. If necessary, the application details would be reviewed in a manner that does not identify the applicant during the deliberation of support approval.
- Applicants may apply for multiple programs. However, decisions on approval and support amounts will be made considering the cumulative amount of support.

(Contact) FRIS DEI Promotion WG: fris-dei@grp.tohoku.ac.jp

Application Form for FRIS DEI Promotion Support Program

Date of Application : 2024 /month/date/

Applicant's Name	
Support Program	<input type="checkbox"/> 1) Support for Expenses Related to Accompanying Children on Business Trips <input type="checkbox"/> 2) Support for Personnel Costs for Hiring Assistants to Balance Life Events and Research (Eligibility: <input type="checkbox"/> Childcare <input type="checkbox"/> Expecting a child birth <input type="checkbox"/> Caregiving) <input type="checkbox"/> 3) Support for Personnel Costs for Hiring Assistants to Japanese Language Works *Place a checkmark on the relevant box.
Requested Support Amount:	Yen
Reasons for Needing Support	

Notes

1. For applications related to expenses for accompanying a child on a business trip, submit documents showing the child's accommodation fees, transportation costs, or babysitter fees were paid using research funds. If your application is approved, notify the support amount along with the approval notification to the financial administrator in the mentor's department.
2. For support related to personnel costs for hiring assistants to balance life events and research, include the explanation that there is no overlap with the TUMUG program. (See "caution" above)