

2 Fee-assistance programs for hiring babysitters and other childcare services

Work-life balance support



Academic staff, technical staff,
Postdoctoral Fellow, doctoral
students (male or female)

(1) Aim

To subsidize the use of a babysitter or temporary childcare service to enable researchers who are expecting a baby or caring for children to balance their research with childcare so that they do not have to abandon their research.

(2) Program details (Fourth period)

A grant will be provided to cover babysitting or nursery fees.

- Applications are taken quarterly for the period specified. Fee assistance is paid for items deemed necessary in the review process.
 - Please note that **the actual amount disbursed may be less than the requested amount**, depending on the application review and the budget.
- In principle, the fourth period of the program in the 2020 academic year covers eligible childcare services that were used in the period from January 1 to March 11, 2021 and for which a receipt was issued.
- The grant covers the cost of babysitting, temporary childcare, and certain other childcare services (including costs such as transportation and early-morning or late-night surcharges) required by awardees so that they can balance the following duties/situations with their childrearing responsibilities:
 - Research/educational duties performed **outside of regular working hours**, including activities such as attending meetings, assisting the administration of entrance exams, writing papers, performing experiments, and advising students.
 - **Business travel**, including travel for participating in academic conferences, on/off-campus committee meetings, research planning meetings, etc.
 - Closings (excluding long closings) of the nursery, kindergarten, or elementary school attended by the awardees' children that hinder the awardees from carrying out their research/educational duties, to the extent they require temporary and other childcare services.
 - Emergencies such as injury/illness of the child or the awardee.
- The grant may not be applied to the following:
 - The cost of services that are deemed part of routine childcare, such as monthly extended-hours care fees and after-school activity fees.
 - Temporary childcare at the university's on-campus childcare facilities (Aobayama Midori Hoikuen, Kawachi Keiyaki Hoikuen, Hoshinoko Hoikuen) or childcare service for mildly ill/convalescent children (Hoshinoko Room).
 - Fees for housework or similar ancillary activities, admission fees, annual fees, or cancellation fees.
 - Childcare at a kindergarten, etc. attended by the child that is provided during the regular hours of service.

(3) Eligibility to apply

Any member of the university's academic staff (excluding specially appointed professors [management]) or technical staff (excluding facilities-related technical staff), postdoctoral scholars (education and research assistants, etc.), students (in three-year doctoral courses, or courses in medicine, dentistry or pharmacology), JSPS Research Fellow (SPD/PD/RPD/DC) who personally cares for a child living in the same household up to and including primary school grade 6.

*Applications will not be accepted if someone else is available to provide childcare or family care on a daily basis.

(4) Application forms

- Attachment 2: Application for Fee-assistance Programs for Hiring Babysitters and Other Child Care Services (Fourth Period), 2020
- Attachment 7: Applicant Details relating to Eligibility Evaluation
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
 - Copy of health insurance card, resident card, passport, or other document certifying child's age
- Documentation confirming the details of childcare service use during the period covered (for each instance of usage)
 - Original receipts (Be sure to have **your full name** listed on them)
 - Documents providing itemized description of services used and the hourly rates charged

(5) Deadline for submission of application (Fourth period)

_____ 2021(____)

(6) Where to submit application

- General affairs office in your department _____
- The general affairs officer will collect all applications for the department and submit them to the Center for Gender Equality Promotion no later than Friday, March 12, 2021.
 - If you have not applied but suddenly find that you require assistance during the year, please discuss the matter with the Center for Gender Equality Promotion.

(7) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Selections are scheduled to be announced in late-March 2021.

(8) Year-end report

The awardee shall prepare a report, as separately prescribed, at the end of the year.

(9) Other information

- The deadlines for subsequent application periods are currently scheduled as follows.
- Applications are taken only for services received during the relevant period, but exceptions may be allowed for circumstances beyond the applicant's control, such as the service provider's scheduling of receipt issuance. Please consult with the application coordinator to see if you qualify for an exception. However, applications may not be made for fees incurred in a previous academic year.
- There is no ceiling on the amount of fee assistance that may be applied for. However, application approval and the actual amounts awarded depend on the budget available.
- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material, etc.
- When announcing the results of research made possible by this program, the awardee must clearly acknowledge assistance provided under the program. (Please refer to the attachment "Q&A" for a practical example.)