

Guidelines to implement the “Support for expenses for assistance to female and foreign managers project”  
for AY 2022

Center for Diversity, Accessibility and Career Development

1. Purpose of the project

University of Tsukuba formulated a “Basic philosophy and policy on the promotion of diversity at the University of Tsukuba” and implements various measures to allow all faculties to work without stress and exercise their abilities to the fullest degree, regardless of gender, nationality, age, or disability. The Center for Diversity, Accessibility and Career Development (hereafter referred to as DAC Center) has been implementing its “Dispatch of assistants to female researchers participating in university operations, including management and planning project” to correct the gender gap of those who are involved in management and operations since 2010. We extended the project’s coverage to foreigners in 2012 and have been implementing the “Support for expenses for assistance to female and foreign managers project” since Then.

In light of the fact that only a small number of female faculty members are still involved in management work and the needs for this project, the use of the funds has been expanded and the project has been implemented as the "Project to Support Expenses Related to Administrative Assistance for Women and Foreigners Engaged in Management and Operations.

2. Target persons

Those who satisfy all of the following three conditions are eligible for support.

- (1) University faculty.
- (2) Those who are engaged in the management and operations of the university.
- (3) Those who are female, or foreign, physically handicapped.

\* Those who are engaged in “management and operations” mean persons in managerial positions. To be specific, Dean, Executive Dean, Chair, Director, Principal, etc.

3. Support content

The following expenses are allowed that are related to the support of management and operations. Expenses must be related to the applicant and the assistant, and cannot be used for any other purpose.

- (1) Labor expenses, (2) supplies expenses, (3) expenses for domestic travel, (4) expenses for foreign travel, (5) reward, (6) printing and binding expenses, (7) communication and transport expenses, and (8) miscellaneous expenses.

\* inner rules of the university, including “Employment regulation for part-time workers of the University of Tsukuba” are applied to the expenditure for support content.

Complement 1) Regarding Labor expenses

Since this project will support research continuation, Labor expenses costs are assumed to be research assistants.

## Complement 2) Deadline for use and submission of reports

Adopters must use all the support money by February 28, 2023 and submit the report by March 31, 2023.

## 4. Application for support

Closing date for accepting application: Monday, May 16, 2022, at noon

### 【How to submit】

Please click the following address to apply through the u-Rad system. (You can log in with unified authentication ID and password.)

URL : <https://u-rad.sec.tsukuba.ac.jp/login/>

\* Please download the application form (Form 1) from the above URL.

## 5. Period of support

The period of support shall be from after the decision of adoption in 2022 until February 28, 2023. However, if the applicant loses eligibility requirements as a subject during the said period, the support will be terminated before the originally planned period.

## 6. Decision on eligibility for support and support amount

- (1) We examine eligibility on the basis of the application for “Support for expenses for assistance to female and foreign managers project” (Form 1), and the director of the DAC Center makes a decision on eligibility and the amount of support. We will notify the screening result to the applicant through the u-Rad system.
- (2) The period of support is single academic year.
- (3) The amount of support is **up to 100,000 yen** per person eligible for support.

## 7. Procedure after the decision on eligibility

### **Notification of the result: Early-June 2022**

- (1) After the end of the support period, submit a report on “Support for expenses for assistance to female and foreign managers project” (Form 2) to the DAC Center through the u-Rad system as soon as the support period ends.
- (2) In principle, changes to the content of the application and support after the application deadline are not allowed.
- (3) If there is any change in the content of the application during the period, such as the reason for support disappearing, please contact the person in charge of this project immediately via the academic service office.

## 8. Expense burden

The necessary expenses of this project are paid from the internal budget of the DAC Center.

## 9. Other items, and requests from the DAC Center

- (1) The users of this support project will be asked to cooperate with the project conducted by the DAC Center and will be

contacted with information about the Diversity Promotion Project.

- (2) The users of this support project cannot use the “Support for continued research and return to make career-building compatible with childcare and nursing care project”, during the same year.
- (3) Personal information submitted by the applicant is not used for any purpose other than the purpose mentioned in (1) and for this project, and it is stored and managed appropriately.
- (4) For accounting and administrative procedures, please contact the person in charge at the academic service office.

10. Contact person for this project

Ms.Kataoka (8504) E-mail: [diversity@un.tukuba.a.jp](mailto:diversity@un.tukuba.a.jp)

Center for Diversity, Accessibility and Career Development (DAC Center) / Division of Career Services

Reference: [https://diversity.tsukuba.ac.jp/?page\\_id=16141](https://diversity.tsukuba.ac.jp/?page_id=16141)