

September 24, 2024

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubt arise between the two versions, the Japanese version will prevail.

## **FY2025 Career Advancement Project (CAP) Researcher Application Guidelines**

### 1. Purpose

The purpose of this call for applications is to employ an excellent female researcher who, having already received a Ph.D., wishes to restart their research career after having had to stop for a certain period of time due to life events or employment issues, as a Career Advancement Project Researcher (hereinafter referred to as “CAP Researcher”). The purpose’s key aim is to promote the resumption of research activities and career development of female researchers whose careers have been postponed, and to nurture them as researchers who can be active in diverse areas of society, such as in education, research institutions or industry.

### 2. Number of positions

Several.

### 3. Term of employment

April 1, 2025 to March 31, 2026 (no renewal planned).

### 4. Work location and duties

Work location: Graduate school to which the researcher’s academic supervisor is assigned to (Scope of change) Place of work designated by the graduate school to which her academic supervisor is assigned

If the graduate school to which her academic supervisor is assigned is located in:

Higashi-Hiroshima area: Higashi-Hiroshima area (other places of work designated by the University)

Hiroshima area: Hiroshima area (other places of work designated by the University)

Higashi-Senda area: Higashi-Senda area (other places of work designated by the University)

Duties: The Researcher will carry out the research work described in her Annual Research Plan (9. Application documents (Form 6)).

(Scope of change) In principle, there is no change.

(Refer to Article 6-2 of the Work Regulations for Contract Employees.)

However, duties may be changed within the scope which does not require any change of position.

(In some cases, an employee may be ordered to be temporarily transferred pursuant to the Work Regulations for Contract Employees; if so, duties are designated by the destination of transfer.)

### 5. Eligibility

Applicants must satisfy **all** of the following eligibility requirements.

- (1) Female researchers who are in possession of one or more Ph.D. degrees as of application.
- (2) Not engaged in a research career for a certain period of time as of application due to childbirth, childcare, caregiving, or employment-related reasons, or not engaged in a full-time research career for a certain period of time after obtaining a Ph.D. (i.e. working as a part-time researcher,

etc.)

(3) Not employed full-time as of hiring by Hiroshima University (the University).

(4) Possess a prospective academic supervisor at the University.

(5) Have not been employed in this CAP Researcher position (full-time or part-time) in the past.

## 6. Work hours

7 hours 45 minutes per day, 5 days per week (38 hours 45 minutes per week).

Work days/hours: Mon – Fri 8:30 – 17:15 (Lunch break 12:00 – 13:00).

Days off: In principle, Saturdays, Sundays, public holidays and the New Year's holiday period (December 29 – January 3).

If an application of the discretionary work system for professional work is agreed upon, work hours will be considered 7 hours 45 minutes per day, or 38 hours 45 minutes per week.

## 7. Salary and benefits

Based on Hiroshima University's Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Teaching and Research-Related Employees

[https://education.joueikun.jp/hiroshima\\_univ/act/frame/frame110000179.htm](https://education.joueikun.jp/hiroshima_univ/act/frame/frame110000179.htm) (only in Japanese)

[https://www.hiroshima-u.ac.jp/jinji\\_seido/syugyokisoku/kisoku\\_en/110000179](https://www.hiroshima-u.ac.jp/jinji_seido/syugyokisoku/kisoku_en/110000179) (in English)

(please note that this English translation is provided as a reference, and if there is a conflict between the Japanese and English versions, the Japanese language takes precedence).

Salary: JPY300,000 per month (commuting allowance included).

Social insurance, etc.: The Ministry of Education, Culture, Sports, Science and Technology

Mutual Aid Association, industrial accident compensation insurance, employment insurance.

Salary payment date: On the 21st of each month (the salary payment is based on the calculation period starting from the first day, to the last day of the current month).

## 8. Selection process

(1) First screening (selection based on application documents)

(2) Second screening (selection based on interview)

## 9. Application documents

(1) CV (Form 1)

- If you have been previously employed by the University (including as a TA, RA, researcher, etc.), details of this employment must be included on the form.

- Non-Japanese citizens must attach a copy of their residence card (both sides of the card, with the detailed information being clearly readable).

\*Upon hiring, the successful candidate must apply for permission to work in Japan.

(2) Letter of Recommendation (Form 2)

(3) Letter of Consent (Form 3)

(4) List of Research Achievements (Form 4)

(5) Application for Career Advancement Project (CAP) Researcher (Form 5)

- Reason(s) why you are not currently engaging in a research career (i.e. life event or employment-related reasons)

- Career path as personally envisioned

- Research status to date

- Research plan \*Ideally, including SCI, SSCI paper submission plans, etc.

- Notable extramural activities such as participation in academic societies and study abroad

(6) Annual Research Plan (Form 6)

## 10. Application method

Please submit the application documents via the following two ways.

By registered mail	Form 1 - 3	Application Form 1, 2, and 3 should be submitted to the address listed within "15. Contact information for submitting application and questions", <u>by registered mail</u> . * On the front of the envelope, please write "Career Advancement Project (CAP) Researcher (Full-time) application documents" in red ink.
By e-mail	Form 4 - 6	Application Form 4, 5, and 6 <u>should be saved as PDF files</u> and submitted to the e-mail address listed within "15. Contact information for submitting application and questions", by e-mail. * The subject of your e-mail should be "[CAP Researcher] (Full-time) Application Form 4-6".

## 11. Application deadline:

Applications must be received by 5 p.m. on Monday, October 28, 2024. (Japan Standard Time)

## 12. Notification of selection results

Successful candidates will be notified by e-mail in February 2025.

## 13. Duties, obligations, etc. of CAP Researchers

- (1) To carry out research based on the plan described in the annual research plan.
- (2) To actively submit papers and present findings.
- (3) To indicate when presenting research findings that the research was conducted with the status of being a CAP Researcher.
- (4) To actively strive to obtain external funding.
- (5) To actively attend the Practical Programs organized by the Global Career Design Center at Hiroshima University.
- (6) To submit a monthly report describing research progress and a final report describing achievements during the term of employment following the completion of the research term.
- (7) To provide information for reports and/or cooperate in symposiums and/or other events, etc. related to the CAPWR projects as much as possible when requested upon.

## 14. Name of hiring organization

Hiroshima University

## 15. Contact information for submitting application and questions

CAPWR Office

Hiroshima University

4th Floor, Building K3, 1-1-1 Kagamiyama, Higashi-Hiroshima, Hiroshima, 739-8524, Japan.

TEL: (+81) 82-424-5722 (Extension: Higashi-Hiroshima 5722)

E-mail: [ura-women@office.hiroshima-u.ac.jp](mailto:ura-women@office.hiroshima-u.ac.jp)

## 16. Miscellaneous

- (1) Probationary employment period: Six (6) months (Hiroshima University Work Regulations for Contract Employees).
- (2) Personal information obtained through the application documents will be used for the purpose of selecting candidates and for procedures necessary for HR, salary and welfare programs,

(Full-time)

along with statistical surveys, after appointment. The information will not be used or provided for any other purpose.

- (3) Application documents will not be returned. The application documents of the candidates whom we have decided not to employ will be disposed of in an appropriate manner by the University after the completion of the selection process.
- (4) Travel expenses for interviews shall be the responsibility of the candidate.
- (5) Please note that Hiroshima University has been entirely smoke-free since January 2020.