

FY2024 Childcare and Nursing Care Fieldworker Support Program

Application Guidelines

Outline of support

We provide childcare support for ASAFAS members who are raising children. The period is until the end of the fiscal year (end of March 2025) and cannot be crossed from fiscal year to fiscal year.

Eligibility

Graduate students who are raising children (including graduate students who are on leave of absence), researchers, and faculty members who belong to ASAFAS

In the case of students and researchers, it is necessary to apply for “approval of advance payment (Tatekaebarai)” in advance, but it is not necessary if the faculty member pays by a contractor (Gyoshabara). In the case of a study group, even if a student or researcher propose a child care service, it is recommended that the faculty member such as the organizer of the study group pay the contractor after consulting with the supervisor or the Childcare Fieldworker working group of each division.

The 2024 Childcare Fieldworker WG will:

- Division of Southeast Asian Area Studies: Takuro Furusawa (Chair)
- Division of African Area Studies: Hidenori Harada
- Division of Global Area Studies: Shinsuke Nagaoka

Number of Applicants

A few people

Expenses to be supported

In order to attend public events* on campus and at study groups inside and outside the university, we will subsidize the cost of childcare for those who are eligible to apply.

*Public events refer to academic affairs (entrance ceremonies, degree conferral ceremonies, dissertation hearings, lectures and seminars, etc.) and school affairs (internal meetings, etc.).

How to apply

Please fill out the application form and send it to the Childcare Fieldworker WG <kosodate@asafas.kyoto-u.ac.jp> by e-mail by the application deadline along with the following required documents. The title of the email should be "Childcare and Nursing Care Fieldworker Support Program (Name)".

Application documents

- (1) Application form (“kosodate-application-form.docx”)
- (2) Documents that show the fee of the childcare service to be used (such as the company's website)
- (3) Documents that provide an overview of the public events and workshops to be attended (date, time, place, contents, etc.)

* In the case of an emergency (faculty and staff only), please submit it at least 5 days after using the childcare service, together with the documents to be submitted after the event, as shown below.

Application Deadline

(Students/Researchers) Up to 3 weeks before childcare

(Faculty/Staff) Up to 2 weeks before childcare

* In the case of an emergency, such as childcare for a sick child, applications are accepted up to 5 days after the use of the childcare service (faculty and staff only).

The final deadline for students, researchers, and faculty members is the end of February 2025. However, if the budget runs out, it will end at that point.

Acceptance

We will inform you of whether or not your application has been approved within 3 days after submitting the application documents.

(Students/Researchers only) If your application is approved, we will send you an "Application for Approval of Advance Payment (Tatekaebarai Shinseisho)", which you must fill out and submit by e-mail to the Childcare Fieldworker WG <kosodate@asafas.kyoto-u.ac.jp> at least two weeks before childcare.

Accounting Treatment

- (1) Students and researchers

After using the childcare service, the following original documents must handed over to the following within 5 days.

[Advance payment (Tatekaebarai)]

Documents to be submitted (original):

- (1) Invoice (Seikyusho: issued to the name of the user)
- (2) Advance payment request form (Tatekaebarai Seikyusho) (a form will be sent when the application is approved)
- (3) Programs of the research groups in which you participated
- (4) Bank transfer request form (if you have not registered a bank transfer destination with Kyoto University only) Please request the form from the WG)

(2) In the case of faculty and staff

Only for usage fees of less than 100,000 yen, an application for approval of advance payment is not required.

Documents to be submitted (original):

[In the case of vendor payment (Gyoshabarai)] (Only companies that have already registered an account with Kyoto University are eligible.)

(1) Invoice (Seikyusho: issued to the name of the user)

(2) Notice of completion of work * Received on the spot from the vendor after the childcare service is completed

(3) Programs of the research groups in which you participated

[In the case of advance payment (Tatekaebarai)]

(1) Invoice (Seikyusho: issued to the name of the user)

(2) Advance payment request form (Tatekaebarai Seikyusho) (a form will be sent when the application is approved)

(3) Programs of the research groups in which you participated

Submit to:

Southeast Asian Area Studies Office (FY2024 only)