

# Handling of Research Assistants for the NIG Special Collaborative Research Students

February 1, 2017  
as determined by the Director General of NIG  
Last revised on February 8, 2024

## **Purpose**

This handling is purposed for development of research capacity of outstanding graduate students, concerning research assistants (hereinafter “RA”) provided in Article 6, paragraph 2 of the “Guidelines for NIG Special Collaborative Research Students”, and set forth the necessary matters to improve the enhancement of research system of newly employed faculty member at the National Institute of Genetics (hereinafter “NIG”).

## **Eligible Person**

1. Person who are able to engage in RA is the NIG Special Collaborative Research Students (hereinafter "research students") aiming to obtain doctoral degree with excellent ability and motivation of becoming a researcher. Those seeking temporary training to acquire research skills are not eligible to apply.
2. In principle, faculty members who can apply for RA screening for the research students are those have been appointed to the NIG for less than two years.

## **Exclusion from Application**

1. Postdoctoral researchers supported by JSPS’s Special Fellowship for Young Scientists (DC1 or DC2) or government-sponsored international students shall not be eligible for RA positions.
2. In principle, research students receiving financial support from scholarships from their universities, Japan Student Services Organization or foundations are no eligible. However, this does not apply if the “Working Group on NIG Special Collaborative Research Students” (hereinafter “the Working Group”) decides to approve the application as a result of their screening.
3. In addition to those prescribed in the preceding two paragraphs, the Director General of NIG may approve the applications for RA screening if the persons deemed particularly necessary.

## **Application Procedure**

The host faculty who wishes the RA screening for their research students should complete Attachment 1 “Employment Application of Research Assistant for the NIG Special Collaborative Research Students” and Attachment 2 “Curriculum Vitae” and “Research Proposal (for Special Collaborative Research Students)”, respectively, and submit them to the Chair of the Working Group.

## **Screening Process**

1. The Working Group will examine the research skills and expected work performance of research student who has applied described in preceding article.
2. The screening standard will be based on the condition that the research student possesses the qualifications and research capabilities equivalent to or better than the level of students enrolled in the Genetics Program, the Graduate Institute for Advanced Studies, the Graduate University for Advanced Studies, SOKENDAI, where he/she will be working as a RA.
3. An interview shall be conducted to concerned research student when the Working Group deemed it particularly necessary.

## **Result of Screening**

The Chair of the Working Group shall report the result of screening as in preceding article to the Director General of NIG, as well as notify the applicants Attachment 3 “Report of Screening for the Research Assistant for the NIG Special Collaborative Research Students”.

## **Working hours**

The number of working hours of RA shall be approximately 20 hours per week with a maximum total of 500 hours per one business year. In addition, the number of working hours may be reduced for those persons

prescribed in the proviso of Article 3, paragraph 2, by a decision of the Working Group.

### **Salary**

The salary and other employment matters of RAs shall be prescribed by the “Employment Regulations and Other Rules for Part-Time Employees of the Research Organization of Information and Systems”

### **Rules to be Observed**

1. The employer shall take adequate care that RA activities do not interfere with the RA’s research guidance, classes and/or other student duties.
2. The researcher student employed as an RA observe the followings:
  - (1) to present a progress report on the current project at the “Life Science Progress Poster Presentation” to be held twice a year at NIG;
  - (2) to actively take part in the events (such as the Life Science Retreat) in which students of Genetics Program, the Graduate Institute for Advanced Studies, the Graduate University for Advanced Studies, SOKENDAI are expected to participate; and
  - (3) to clearly state in his/her papers, conference presentations, etc. that he/she is a “Special Collaborative Research Students at the National Institute of Genetics”.

### **Miscellaneous Provisions**

In addition to the provisions of these rules, necessary matters concerning RA shall be decided separately by the Director General of NIG.

### **Supplementary Provision**

This policy shall come into effect on February 1, 2017.

### **Supplementary Provision**

This policy shall come into effect on October 1, 2019.

### **Supplementary Provision**

This policy shall come into effect on February 8, 2024.

## Employment Application of Research Assistant for the NIG Special Collaborative Research Students

To: Prof. ○○ ○○,

The Chair,

Working Group on NIG Special Collaborative Research Students

Host faculty

Laboratory \_\_\_\_\_Position/Name \_\_\_\_\_

Special Collaborative Research Student Name/University (grade)	/
Research Contents of Special Collaborative Research Student	
Status of Research Guidance	
Job Details, etc., for RA	
Remarks	

# Curriculum Vitae

Affix your photo here.  
 Height 36-40mm  
 Width 24-30mm

Name			
Date of Birth	yyyy/mm/dd ( yrs old )	Male	Female
Address		Phone	
		Fax	
Cell Phone No.		E-mail	

Year	Month	Academic Background and Work History
		Academic Background
		Work History
		Up to present
		<input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please describe the support below in as much detail as possible. Organization : Amount of Support :
		Are you receiving any financial support from another organization?

Research Proposal (for Special Collaborative Research Students)

<b>Research Plan</b>	
Research Title	

**Past Research Contents and Achievements (If you have any certificate or reference for the achievements, please attach them here.)**

**Report of Screening for the Research Assistant for the NIG Special Collaborative Research Students**

To: Host faculty

○○ ○○,

The Chair,

Working Group on NIG Special Collaborative Research Students

We are pleased to inform you of the result of screening for the following NIG Special Collaborative Research student, which application was received on ○, ○.

Name	
Name of the Enrolled University (grade)	
Accepting Period for the NIG Special Collaborative Research Students	
Result of Screening	<input type="checkbox"/> The Working Group approves the NIG Special Collaborative Research Student's application for employment as an RA after confirming his/her research skills and work performance.
	<input type="checkbox"/> Not Approved Reason :
Working Hours	<input type="checkbox"/> Standard number of hours: Within the range of 20 hours per week/ total hours of 500hours.
	<input type="checkbox"/> Exceptional number of hours:        hours per week/ total hours of        hours. Reason :
Special Notes	