

**Kyoto University Hakubi Project to Foster and Support Early-Career Researchers**  
**17<sup>th</sup> Call for Applications for Research Positions**

## **FAQ**

### **Table of Contents**

About the Call for Applications .....	1
[Research Fields] .....	1
[Eligibility].....	1
[About the Positions] .....	2
[Terms and Conditions of Employment] .....	2
[About the Hakubi Center].....	5
[Host Department, Host Researcher and Research Funds].....	5
[Research Results] .....	7
[Compliance as a Hakubi Researcher].....	7
[Selection Method] .....	8
[Selection Results] .....	9
[Application Procedures] .....	9
[Application Deadline].....	10
[Information Session] .....	10
[Contact Information] .....	10
Documents to be Submitted .....	10
[General Information About the Documents to be Submitted] .....	10
[Proposal Form and Proposal Preparation Instructions] .....	11
[Address to Which Proposals Should Be Sent].....	12

---

### **About the Call for Applications**

#### **[Research Fields]**

Q1: What academic fields are included in the target research areas?

A: All academic fields

#### **[Eligibility]**

Q2: Age limits are not listed. Is there a specific age limit?

A: No. This project aims to foster those who will play active roles as world-class researchers and lead the next generation of academic research. The average age of researchers who assume assistant professor, associate professor or junior associate professor, positions varies significantly depending on the academic field, so there is no specific age limit. However, appointment beyond Kyoto University's mandatory retirement age (65) is not

possible.

Q3: I am currently a third-year PhD student and expect to receive my PhD in March of next year. Am I eligible to apply?

A: Yes, you are eligible to apply.

Q4: I applied last year but was not selected. Am I eligible to apply this year?

A: Yes, you are eligible to apply.

#### [About the Positions]

Q5: What are the differences between the duties of an assistant professor, junior associate professor, and associate professor in this project?

A: The main purpose of this project is to encourage your research, so there are no differences in duties.

Q6: Who determines whether applicants are employed as associate professors, junior associate professors, or assistant professors, and how is it determined?

A: Applicants should apply for the position of their choice (associate professor, junior associate professor, or assistant professor), and indicate which position they are applying for in the application form. The screening committees will decide whether the applicant is suitable for the desired position. However, applicants cannot change their choice after the application has been submitted. In addition, those who have applied and been rejected for the associate professor position will not be hired as assistant professors even if they meet the requirements for assistant professor. If you do not choose a position, your application will not be considered.

#### [Terms and Conditions of Employment]

Q7: What will the salary be?

A: The amount of salary shall be calculated based on the experience and ability of each individual in accordance with Kyoto University's payment rules and regulations. Please refer to the following examples for approximate salary for the positions. Please note that the salaries listed in the examples are not guaranteed and actual offers may be lower in some cases.

## **(Reference Examples)**

### **1. Salary**

#### **(1) Base salary**

Examples of monthly salaries by category

Assistant Professor: 500,000–600,000 yen

Junior Associate Professor: 550,000–650,000 yen

Associate Professor: 600,000–750,000 yen

For example, if the monthly salary is 500,000 yen, then the annual salary will be 6,000,000 yen (500,000 yen x 12 months).

#### **(2) Allowances**

The amount in (1) includes an amount equivalent to various allowances (commuting allowance, housing allowance, dependent allowance, year-end and diligence allowance, etc.)

### **2. Retirement Benefits**

No retirement benefits will be paid.

### **3. Health Insurance, Pension**

You will be required to join the Mutual Aid Association of the Ministry of Education, Culture, Sports, Science and Technology and the Employees' Pension Plan.

Q8: What are work arrangements at Kyoto University?

A: In principle, Hakubi researchers work under the discretionary labor system for professional work (equivalent to 7 hours and 45 minutes per day). If a researcher's consent is not given, the discretionary labor system does not apply, and scheduled working hours are fixed at 8:30 to 17:15 (break 12:00–13:00). In this case, the starting and finishing times must be logged in the work management system each day, and the researcher must follow the instructions from their supervisor regarding the performance of work and time allocation. Annual holidays are Saturdays, Sundays, national holidays, year-end and New Year holidays (December 29–January 3), the anniversary of the university's founding (June 18) and summer holidays (Monday, Tuesday, and Wednesday of the third week of August).

Q9: Is it possible to be employed at other institutions after the term of my employment as a Hakubi researcher begins?

A: No. Hakubi researchers are hired as full-time faculty members at Kyoto University. As a general rule, it is not possible to be employed full-time at other institutions or projects at the same time. Provided that the necessary procedures are followed, cross-appointments at other institutions are permissible. Furthermore, under certain circumstances, Hakubi researchers may be permitted to have part-time concurrent appointments with prior permission from the Hakubi Center.

Q10: Will the Hakubi Center cover the travel expenses to Kyoto, Japan, required for the assignment?

A: Up until the 16<sup>th</sup> call for applications, travel expenses for relocation were not provided. However, starting with the 17<sup>th</sup> call for applications, a portion of the travel expenses will be provided, calculated in accordance with the university's travel expenses regulations. The maximum amount of travel expenses is as follows:

For domestic travel: 100,000 yen

For international travel: 350,000 yen

Q11: I work at another national university. If I am appointed as a Hakubi researcher, will my service at Kyoto University be counted towards the calculation of any future retirement benefits I may receive?

A: No, it will not.

Q12: Will it be possible for me to live in Kyoto University's housing facilities for faculty members?

A: It is possible, provided there is a vacant apartment available.

Q13: Is it possible to work at home?

A: Teleworking is only permitted if the reasons stipulated in the Regulations on Teleworking for Faculty and Staff of Kyoto University apply, and if you have the approval of your host researcher and host department.

Q14: Is it possible to take childcare leave or family care leave? If I do, how will it affect the duration of my employment?

A: Childcare and family care leave are available. If you wish to extend your employment period after taking childcare leave or family care leave, you may extend your employment period by the amount of your leave period upon consultation with your host department and host researcher.

Q15: As a Hakubi researcher, can I also engage in educational activities that will help me in my future research activities?

A: The Hakubi Project aims to develop individuals who will lead the next generation of academia. Therefore, it is possible to engage in other activities as long as your research effort rate remains at least 50%. If you believe such activities are necessary for your future career development, please consult with your host researcher.

#### [About the Hakubi Center]

Q16: What kind of organization is the Hakubi Center?

A: The Hakubi Center is a campus-wide organization to support the development of early-career researchers who will play a leading role in the global academic community. The Steering Committee of the Hakubi Center makes decisions concerning the center's management and planning, and the Hakuraku Council screens applicants for the Hakubi Project. The center's program manager provides guidance and advice to Hakubi researchers.

#### [Host Department, Host Researcher and Research Funds]

Q17: What are host departments and host researchers?

A: Candidates selected as researchers of the Hakubi Project will be affiliated with the Hakubi Center, but their research activities will be conducted at their respective departments within Kyoto University. The research site within Kyoto University where the Hakubi researcher actually conducts research is called the "host department." A host researcher is, in principle, a researcher who has an employment relationship with Kyoto University and who takes on a mentoring role with regard to matters that need to be addressed for the smooth implementation of the research after employment, such as internal procedures and securing a research location. Each applicant is encouraged to contact the host researcher of his or her choice at the time of application to obtain their informal consent. The informal consent of the host researcher must be obtained by the interview screening at the latest.

Q18: What are some of the things that I should ask the host researcher to provide?

A: The host researcher is expected to have a role in providing guidance and advice in conducting research, and a research space (including a desk) in which to conduct research. (There is no research space at the Hakubi Center.)

Q19: Can I select a host researcher affiliated with a department outside Kyoto University?

A: No, you cannot. The host department must be within Kyoto University.

Q20: If I have not obtained notification of acceptance from a host researcher, will I be disadvantaged in the selection process?

A: No, it will not affect the selection process, but to ensure the smooth implementation of the research after employment, applicants should endeavor to negotiate with a potential host researcher of a research department within Kyoto University as much as possible during the application period. You are required to obtain the informal consent of the host researcher by the time of the interview screening at the latest. Applicants must find and submit a request to a host researcher on their own. The Hakubi Center does not introduce host researchers to applicants or provide the email addresses of researchers with whom they wish to work.

Q21: Is it possible to enter more than one host researcher in a proposal?

A: No. You must decide on one host department to which the host researcher belongs.

Q22: Is it possible to change the host researcher (or the host department) after employment?

A: Yes, it is possible.

Q23: Can I have a professor who plans to retire from or leave their position at Kyoto University during my Hakubi Program term as my host researcher?

A: Yes, when the faculty member retires, the Hakubi researcher will be asked to find a new host researcher from within Kyoto University.

Q24: How many Hakubi researchers can be hosted by a single host researcher?

A: The Hakubi Center does not have a limit on the number of applicants, but there may be a limit due to the rules of the host department. Some laboratories may already have accepted other applicants at the time of your application, or other applicants may already have applied. Please confirm with the researcher by whom you wish to be hosted.

Q25: I have not received a response from the researcher I requested to host me. Is it possible for the Hakubi Center to act as an intermediary or introduce other researchers?

A: No. Applicants must find and submit a request to a host researcher on their own. The Hakubi Center cannot provide such assistance.

Q26: Is it possible to have a researcher who belongs to a department with a limited period (such as a research center or department established using competitive research funds) as a host researcher?

A: Yes. However, you must find another host researcher when that period ends.

Q27: Can I conduct research activities at an overseas institution?

A: Hakubi researchers are permitted to conduct research activities at other institutions and facilities, including those outside Japan if it is necessary for their research activities and does not entail employment. However, Kyoto University must be the primary institution for their research activities, and any other institutions or facilities shall be supplementary. This is because Hakubi researchers are appointed as full-time faculty members of Kyoto University, and are expected to conduct their research accordingly. In addition, Hakubi researchers are strongly encouraged to work in Japan for at least the first six months of their employment. However, you can conduct research at an overseas institution before the initial six-month period through programs like the JSPS Postdoctoral Fellowship for Research Abroad only if you come to Kyoto University on the start date of your employment. Please be aware that Kyoto University does not permit you to be employed overseas from the start of the program without first coming to Japan. Therefore, you must come to Japan on your first day of employment before beginning any overseas work. We also expect your active participation in events hosted by the Hakubi Center.

Q28: If selected, are there any restrictions on applying for competitive funding (such as Grants-in-Aid for Scientific Research [KAKENHI])?

A: Depending on the terms of the open call for the funding, we encourage researchers to actively seek competitive research funding.

#### [Research Results]

Q29: The application guideline states that 'the Hakubi Center will not conduct any interim evaluations', but will evaluations be conducted at the end of the employment term?

A: The Hakubi researchers will not be evaluated in any form either during their terms or at the end of their terms. They are required to report on research activities each year and present the results of research at the end of the employment period.

#### [Compliance as a Hakubi Researcher]

Q30: Are there any compliance requirements that I must observe if I am employed?

A: In addition to fulfilling the obligations associated with entering into an employment relationship with Kyoto University, there are particular compliance requirements that Hakubi researchers must conform to. Successful applicants will be advised of the compliance requirements. The following are some compliance requirements that applicants should be particularly aware of in advance.

- Compliance with Laws

In the course of their activities, researchers must comply with the regulations of Kyoto University and also with all applicable laws. Researchers are therefore requested to personally ensure that they comply with all relevant laws and regulations. You must take all e-learning courses as soon as the Hakubi Center notifies you of them, and be sure that you understand and follow the relevant laws and regulations.

- Official Events at the Hakubi Center
  - Unless there are viable reasons for non-participation, all Hakubi researchers must attend the biweekly Hakubi Seminars and the Annual Report Meeting.
  - All researchers are also expected to actively participate in events such as the Hakubi Symposium, Hakubi Camp, and Hakubi Day (Homecoming Day), and the farewell party.
  - Every researcher must be an active member of one of the following two working groups: the Public Relations Working Group or the Seminar Working Group.
- Business Trips
  - Regardless of the duration of an overseas business trip, you must inform the Hakubi Center of the details of the trip at least one month prior to the departure date.
  - For overseas business trips exceeding one month in duration, in addition to the regular procedures at your host department, you must submit a proposal for long-term overseas travel together with an invitation letter from a representative of your destination institution to the Hakubi Center in advance in order to obtain permission for the trip. In general, newly appointed Hakubi researchers must work in Japan for their initial six months of the program and are not given approval for long-term business trips during this period without unavoidable reasons.
- Research Effort and Educational Activities
 

To the extent that the percentage of their research effort does not drop below 50%, Hakubi researchers may teach courses at Kyoto University, supervise students, and participate in activities such as departmental committees, if approved by the department concerned.

[Selection Method]

Q31: Do candidates who are working at Kyoto University or who have graduated from Kyoto University have an advantage in the selection process?

A: No. Such factors do not influence the selection process.

Q32: If I have other commitments at the assigned interview date and time, is it possible to change the date and/or time of the interview?

A: No. Changes to the assigned interview date and time are not permitted.

Q33: I am planning to apply from overseas. Is it possible to conduct the interview remotely?

A: As a rule, online interviews are not permitted.

Q34: In which language will the interviews be conducted?

A: The interview will be conducted in either Japanese or English based on the applicant's choice. However, as this is an international program, some questions may be asked in English even if the applicant chooses Japanese.

Q35: Will I receive travel expenses to attend the screening interview?

A: No. We do not reimburse any costs related to applications, interviews, or any other aspects of the application process. You are responsible for your own expenses. Accommodation at a Kyoto University facility can be arranged for applicants coming from a distance where it is deemed necessary. In this case the cost of the accommodation must be borne by the applicant.

#### [Selection Results]

Q36: How will I be notified of the results of the document screening?

A: We will notify you by email. Although the notification period is scheduled for October, it is subject to change depending on the screening schedule.

#### [Application Procedures]

Q37: If I have registered my information on the applicant registration site but have not uploaded my proposal by the application deadline, will my application still be considered?

A: Applications will not be considered for review unless both the applicant registration is completed and the proposal is uploaded. Please access the applicant registration site by clicking the link below.

<https://recruit.hakubi.kyoto-u.ac.jp>

Q38: I would like to send my book by postal mail as supporting material. Can I do this?

A: No. The submission of documents or use of submission methods other than those stipulated in the Call for Applications is not permitted.

Q39: I found an error in my uploaded proposal. Can I replace the uploaded proposal with a corrected one?

A: Yes, you can replace it by uploading the revised proposal before the application deadline. If you do this, the previously uploaded proposal will be deleted.

Q40: I found an error in my registered information. Can I correct it?

A: Yes, it is possible to modify your registered information, but it must be done before the application deadline.

Q41: Due to an issue with my computer, the "Related Research Fields" selection field on the registration site does not work properly.

A: In the event of a technical problem, please contact us via the "Inquiry Form" provided in the contact information in the Call for Applications.

Q42: Is it better to submit a letter of recommendation with the proposal?

A: No. The submission of documents other than those required in the Call for Applications is not permitted.

#### [Application Deadline]

Q43: Is the application deadline based on Japan time?

A: Yes.

Q44: The application deadline has passed. Can I still submit my application?

A: No. No applications will be accepted after the application deadline.

Q45: I am affiliated with Kyoto University. Is the application process conducted through my departmental office?

A: No. Please apply directly without going through your department's administrative section.

#### [Information Session]

Q46: Is attendance at the information session or watching of the explanatory video mandatory?

A: No. While attendance at the information session or watching the explanatory video is not mandatory, we strongly encourage you to participate in the session or watch the video.

#### [Contact Information]

Q47: Can I contact the Hakubi Center by phone?

A: No. The Hakubi Center cannot respond to enquiries by phone. Enquiries can be made by "Inquiry Form". Be sure to allow plenty of time for enquiries as it may take some time for a response depending on the nature of your enquiry. When making an enquiry after completing the applicant registration, be sure to include your name and registration number.

## Documents to be Submitted

#### [General Information About the Documents to be Submitted]

Q48: Are there any places on the application that should be signed or stamped with a seal?

A: No.

Q49: May I submit a form I already have instead of the prescribed form?

A: No. If you do not use the prescribed form, your documents will not be considered.  
Please use the prescribed form.

Q50: When evaluating my proposal for screening, will it be prepared in black and white or in color?

A: It will be prepared in color.

Q51 : Should I fill out the form in English or Japanese?

A: Either is fine. However, an English title is required for “(1) Title of the research project” in section “[2] Research to be Conducted during the Period of Employment” of the proposal form, even if the Japanese form is used.

Q52: Can I apply in languages other than English or Japanese?

A: No. Applications in languages other than English or Japanese will not be accepted.

#### [Proposal Form and Proposal Preparation Instructions]

Q53: I expect to receive my doctoral degree next March. May I enter this in the degree section?

A: Yes. Please indicate the anticipated date.

Q54: I am a JSPS Postdoctoral fellow (PD, SPD, RPD). How should I describe my current position and affiliation?

A: For your current affiliation, please enter the institution or department where you are actually engaged in research, and for your position, enter “JSPS Postdoctoral Fellow (PD, SPD, RPD).”

E.g.: Graduate School of Engineering, Kyoto University (JSPS, PD)

Q55: How should I fill in the related research fields if there are three or more research fields that are close to my research?

A: Even if there are three or more related research fields, enter the two that are the most relevant.

Q56: For what purpose will the information entered in the related research fields be used?

A: The information will be used to group the proposals for the first round of screening. Based on this grouping, the Hakubi Center expert committee will review the proposals.

Q57: In section [1] (6), if there are no interruptions in the research period, is it acceptable to delete the entry field?

A: No. Indicate "No period of interruption" and do not delete the field. If there are no relevant entries for a field, you may reduce the size of the entry field.

[Address to Which Proposals Should Be Sent]

Q58: Is it possible to submit proposals by postal mail?

A: No. Proposals can only be uploaded online. Proposals sent by postal mail will not be considered.