

May 11, 2020

Novel Coronavirus Emergency Management Headquarters

Special measures for contract duration of Special Postdoctoral Researchers and Junior Research Associates  
(possibility of contract duration extension) due to the spread of COVID-19

Considering that some research activities have been suspended due to the all-RIKEN work-from-home orders to prevent the spread of COVID-19, a special measure will be taken, as follows, to allow Special Postdoctoral Researchers and Junior Research Associates (JRAs) to extend the duration of their contracts.

1. Eligibility

In principle, personnel whose employment contract as a Special Postdoctoral Researcher will start or end in FY 2020. (Other cases may also be eligible. Please inquire with the secretariat regarding specific cases.)

In principle, personnel who continue to be enrolled in graduate school programs outside RIKEN during the extension period and whose employment contract with RIKEN through the JRA program will start or end in FY 2020. (Other cases may also be eligible. Please inquire with the secretariat regarding specific cases.)

Note: Extensions beyond the standard duration are also possible.

2. Period to be extended:

A maximum of 6 months from the day after the current contract duration end date.

For individuals in JRA positions, the extendable period is a maximum of 6 months. The extended period must terminate before or on the date their graduate school programs end and be agreed upon by the JRA, the instructor(s) of their programs, and their host PI.

3. Payment of salary and others

Full salary will be paid during the extended period.

No research expenses will be provided for the extended period. However, the balance of the research expenses provided already may be carried over to the next fiscal year.

4. Procedures

- (1) To extend the contract duration, Special Postdoctoral Researchers and PIs who host JRAs must submit application forms to the Junior Scientist Programs Committee via the Research Personnel Affairs Section.
- (2) The Chair and Deputy Chair of the Junior Scientist Programs Committee will deliberate the extension of the duration based on the applications.
- (3) The Research Personnel Affairs Section will notify the Special Postdoctoral Researchers and host PIs in question of the results of the deliberation.
- (4) The Chair of the Junior Scientist Programs Committee will report the status of extension of the contract duration, including the number of individuals who will extend their duration and reasons for doing so, to the Executive Director Meeting.

5. International Program Associate positions (IPAs)

For individuals in the International Program Associate positions, the extension of their contract duration will be individually coordinated among their host PIs, their universities and themselves.

To Special Postdoctoral Researchers:

Extension of contract duration for Special Postdoctoral Researchers  
due to the spread of COVID-19

Considering that the spread of COVID-19 has disrupted research activities, the contract duration for Special Postdoctoral Researchers are now allowed to be extended. If you wish to extend your contract duration, please consult with your supervisor, then fill out and submit an application form to the Special Postdoctoral Researcher Program Secretariat.

- Eligibility:  
In principle, personnel whose employment contract as a Special Postdoctoral Researcher will start or end in FY 2020. (Other cases may also be eligible. Please inquire with the secretariat regarding specific cases.)
- Extendable period:  
A maximum of 6 months from the day after the current contract duration end date.
- Compensation package:  
Salary and other allowances will be provided based on the current contract conditions.  
No research expenses will be provided for the extended period. However, the balance of the research expenses provided already may be carried over to the next fiscal year.

To extend your contract period, you must submit an application form to the Research Personnel Affairs Section no earlier than one year and no later than two months before the current contract ends.

Example: If your contract ends on March 31, 2021, the application form must be submitted sometime between April 1, 2020 and January 31, 2021.

Inquire and submit to:  
Special Postdoctoral Researcher Program Secretariat  
Research Personnel Affairs Section  
Human Resources Division  
[wakate@riken.jp](mailto:wakate@riken.jp)

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To the Chair of the Junior Scientist Programs Committee:

Application for extending the contract duration as a Special Postdoctoral Researcher

I hereby apply for an extension of the duration of my contract as a Special Postdoctoral Researcher, as shown below.

Special Postdoctoral Researcher: \_\_\_\_\_ seal

Supervisor: \_\_\_\_\_ seal

Laboratory: \_\_\_\_\_

Research center: \_\_\_\_\_

Applicants (Special Postdoctoral Researchers) need to enter the fields below.

Initial contract period: \_\_\_\_\_ to \_\_\_\_\_

Extended period: \_\_\_\_\_ to \_\_\_\_\_

Research plan during the extended period:

(Entry field for the supervisor)

Supervisor's comments and policies:

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To PIs who host Junior Research Associates:

Extension of contract duration for Junior Research Associates  
due to the spread of COVID-19

Considering that the spread of COVID-19 has disrupted research activities, the contract duration for Junior Research Associates (JRAs) are now allowed to be extended. If you wish to extend your JRA's contract, please fill out an application form and submit it to the JRA program secretariat.

- **Eligibility:**  
In principle, personnel who continue to be enrolled in graduate school programs outside RIKEN during the extension period and whose employment contract with RIKEN through the JRA program will start or end in FY 2020. (Other cases may also be eligible. Please inquire with the secretariat regarding specific cases.)  
Note: Extensions beyond the standard duration are also possible.
- **Extendable period:**  
A maximum of 6 months from the day after the current contract duration end date.
- **Payment:**  
Salary will be provided based on the current contract conditions.

To extend contract periods, application forms must be submitted to the Research Personnel Affairs Section no earlier than one year and no later than two months before the current contract ends.

Example: If a contract ends on March 31, 2021, the application form must be submitted sometime between April 1, 2020 and January 31, 2021.

Inquire and submit to:  
JRA Program Secretariat  
Research Personnel Affairs Section  
Human Resources Division  
[jra@riken.jp](mailto:jra@riken.jp)

