

# “Program to supporting research activities of female researchers”

## Application Guideline for

### “Mentoring & Job Shadowing Training” for Female Researchers

#### Overview

This program supports the “Mentoring and Job Shadowing Training” for female researchers who are highly motivated toward career advancement in academia. The applicant (hereinafter referred to as "mentee") is expected to "shadow" the female researcher of higher career level (hereinafter referred to as "mentor") to gain experience and insight into the role of a certain level of researchers. Through this training program, we aim to broaden the participation of female researchers in PI position and university management.

#### About Mentoring

Mentoring means receiving direct guidance from mentors on educational and research activities and career development.

#### About Shadowing

Shadowing is the training program where the mentee can accompany and observe your mentor’s daily work and see her communication and decision making of various levels to know the skills and cord of conduct of higher position.

#### Expected effects of the training

- Communication skills with the colleagues and students and various university staffs.
- Knowledge and skills about management works at university.
- Reality of launching, promoting and advancement of collaborative research.
- Examples of research and project management
- Self-management of female researcher in higher position such as time management and prioritization
- Improvement of the professional-development through the process of planning, training and reporting
- Advice on career development
- Organizing and structuring of the lectures

Also, mentee can expand your network through your mentor.

#### Examples of “Shadowing”

- Observing/attending the conferences, faculty meetings and so on that mentor attends.
- Laboratory management

- Discussion with students at mentor's laboratory on various themes.
- Meeting on the collaborative research
- Presentation practice of the doctoral dissertation
- Management of classes and seminars
- Mentee stays mentor's office to observe self-management and communication in various situations
- Skills such as time management and prioritization
- Communication methods with laboratory members and other administrative staffs
- One-on-One direct meeting (mentoring session)

## Requirements for the training plan and eligibility

The program is composed of three stages,

1. Preparation of training plan
2. Execution of the training
3. Report of the training effects

A. In the case that the desired mentor belongs Hokkaido University,

Eligibility : Women postdoctoral fellow , assistant professors, lecturers, and associate professors at Hokkaido Univ., including specially appointed faculty members.

Contents : Shadowing for more than 1 hour, or One-on-One direct meeting (mentoring session) for more than 1hour, totaling more than 2 hours. After training is completed, a training report is to be submitted to FResHU.

B. In the case that the desired mentor is a researcher belonging to other Japanese institutes

Eligibility : Women assistant professors , lecturers, and associate professors at Hokkaido Univ., including specially appointed faculty members.

Contents : Conduct shadowing , and One-on-One direct meeting(mentoring session) more than 8 hours in total during your visit.

Restrictions: Training location is limited to Japan.

\*One-on-One direct meeting (mentoring session); discuss with mentor on the themes of the shadowing training to deepen your learnings.

## Contents of support

A. In the case that the desired mentor belongs Hokkaido University,

- Provide mentor list, and explanation to mentor candidates outside the list.

B. In the case that the desired mentor is a researcher belonging to other Japanese institutes,

- Honorarium to the mentor; 50,000 yen (maximum)
- Travel expenses of the mentee; 100,000 yen (maximum)

## Mentor

The applicant is required to obtain consent from the mentor in advance before applying to the training. If you need help to communicate and negotiate with your desired mentor, please contact us in advance at your earliest convenient. Mentor' gender is not limited to woman.

## Possible training period

October 15th, 2019 to February 29th, 2020

## How to apply

Please fill in the application form and send it to FResHU Office ( [freshu@synfoster.hokudai.ac.jp](mailto:freshu@synfoster.hokudai.ac.jp) ) by e-mail by 6 weeks prior to your desired starting date of the training. The last application deadline is December 10th (Tue) 2019.

The application will be closed when the total amount of support reaches the budget limit of this year.

## Prior Consulting

We welcome prior counselling about finding mentor or planning training menus. If you need our help, please contact us at your earliest convenience.

## Evaluation

The successful applicants will be selected by the review in FResHU. We may request an additional document or an interview during the selection process.

### Main evaluation criteria

- Interest and motivation to the career advancement in academia.
- Clarity of purpose of training.

## Report of the result of training

The successful applicants are to submit a report to FResHU within a month after the training finished. There is a possibility that the successful applicants will present the results of training at a certain seminar which FResHU will organize to share the results among female researchers of Hokkaido Univ.

## Other

The successful applicants for the training under the mentor outside university would be asked to sign the pledge of confidentiality.

In addition, we may ask you to submit documents if necessary, since this project is implemented as part of the “Program to supporting research activities of female researchers” subsidy for science and technology human resource development expenses.