

## Application Guideline

### **FY2020 Support for Female Researchers to Host Research Meeting (for the first term)**

*“The Initiative for the Implementation of the Diversity Research Environment (Traction Type) ”*

#### **OVERVIEW**

Hokkaido University has been selected for “*the Initiative for the Implementation of the Diversity Research Environment (Traction Type) (FY 2019-2024)*”, one of the Science and Technology Human Resources Development Subsidy Programmes (funded by MEXT). The University is aiming to promote a university-wide diversity research environment, as well as to increase female research leaders and researchers responsible for university management.

To this end, the following support will be provided to strengthen the leadership skills of female researchers by holding study sessions and increasing the opportunities for joint researches.

This support is expected to continue up to FY2021.

#### **SUPPORT**

This support provides a part of the expenses necessary for holding symposiums and research meetings planned by the female researchers of Hokkaido University, as well as the tools for the event management.

Up to 500,000 yen will be provided per project out of the expenses for holding study sessions, etc.

#### **REQUIREMENTS**

The initiative should meet all the following conditions.

- An academic project led by the female researchers (including specially appointed faculties and researchers) belonging to Hokkaido University
- A symposium, research meeting, forum, workshop, study session, or the like
- 10 or more participants are expected other than instructors and planners
- To be held before 31 January 2021.

## COVERED EXPENSES

Only the following expenses will be paid per the regulations of this University.

Personnel Costs	Personnel costs for a short-term support worker to assist with the day's operations. This support is only available when each department is responsible for recruiting and hiring short-term support staff.
Domestic travel expenses	The domestic travel expenses for lectures, etc.*
Travel expenses for invited foreigners	The travel expenses for lecturers, etc.*
Rewards	The rewards to be paid to the lecturers, etc.*
Printing costs	The printing costs of the posters and flyers for the publicity of the initiative
Outsourcing expenses	The outsourcing expenses for the venue setup and designing the publicity materials, temporary childcare services for the participants on the day, or any other work approved by Ree-D.
Supplies expense	The supplies expense that are necessary for implementation of the initiative and the necessity of which is reasonably explained and that are not appropriate (beneficiaries) to bear. In any case, food and beverages are not eligible for support.

\* lecturers, etc.: Keynote speakers or main lecturers only

## OTHER SUPPORTS

- Installation of application forms
- Lending of basic items necessary for the event
- Printing with a large format printer (A0, A1 size, etc.)
- Travel arrangements of the lecturers
- Support of the video distribution of the event\*

\* In order to balance the prevention of the spread of Coronavirus (COVID-19) infection and the promotion of research activities, Ree-D will actively support the holding of research meetings through online meetings and webinars, etc. Ree-D staff will provide full support as follows;

- Online meeting using Zoom (paid version)
- Zoom webinar
- Video distribution via Youtube Live
- Rental of video distribution equipment and their operation on the event day
- Other consultations regarding video distribution, etc.

Please consult with us first.

## **OBLIGATIONS**

- Inclusion of the phrase: "FY2020 Initiative for Realizing Diversity in the Research Environment (traction type)" in the publicity materials,
- Co-hosting of the event with the Promotion office of Research environment for Diversity (Ree-D)
- Submission of the implementation report (including the expenditure) in the designated format and the publicity materials within 30 days after the end of the event.

## **APPLICATION**

Email the designated application form to the Promotion office of Research environment for Diversity

**Application deadline 31 August 2020**

However, the application will be closed before the due date when the total amount of funding reaches the budget limitation.

## **NUMBER OF SUPPORT**

About two for the first term

## **SCREENING**

Based on the documents submitted by the applicant, the Ree-D office will review them and determine the amount of support. The result will be notified within two weeks after the receipt of the application form by Ree-D office.

## **EXECUTION METHOD OF EXPENSES**

The budget will be allocated to each department from Ree-D and the expenses will be executed by the department administration office. Please consult with us in advance if you wish Ree-D office to execute the expenses directly.

### **WHERE TO SUBMIT AND ENQUIRIES**

Promotion office of Research environment for Diversity (Ree-D)  
Front Office for Human Resource Education and Development  
Hokkaido University  
Tel. 011-706-3625  
E-mail: reed@synfoster.hokudai.ac.jp