

Application Guidelines

FY2021 Support for Female Researchers to Host Online International Research Meeting

“Top Global University Project (MEXT)”

OVERVIEW

Hokkaido University aims to promote a diversity research environment in which researchers with diverse backgrounds can play an active role, and to increase the number of female researchers who take leadership roles in international research and university management.

To this end, the following support will be provided to female researchers at Hokkaido University with the aim of strengthening their leadership skills and building a global network that will lead to future research development through the holding of workshops and other events.

SUPPORT

This support provides a part of the expenses (up to 150,000 yen) necessary for holding international symposiums and research meetings etc., planned by the female researchers at Hokkaido University as representatives, as well as the tools for the event management.

ELIGIBILITY

The initiative should meet all the following conditions.

- An academic project led by the female researcher (including specially appointed faculties and researchers, except for professors) belonging to Hokkaido University as a representative
- A symposium, seminar, workshop, and research meeting, or the like
- The language must be English.
- The keynote speakers or main lecturers must include a researcher affiliated with overseas research institution.
- 20 or more participants are expected other than speakers, lectures, and planners.
- To be held before 31 January 2022.
- Co-hosting of the event with the Promotion office of Research environment for Diversity (Ree-D)
- Inclusion of the phrase: "FY2021 *Top Global University Project (MEXT)* " in the publicity materials

COVERED EXPENSES

Only the following expenses will be covered under the regulations of Hokkaido 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.
Rewards	The rewards to be paid to the lecturers, etc.* *The rewards are paid only to keynote speakers in the case of symposiums and research meetings, and to main lecturers in the case of seminars and workshops. General presenters and poster presenters are not eligible for this support.
Printing costs	The printing costs of the posters and flyers for the publicity
Outsourcing expenses	The venue setup and designing the publicity materials, temporary childcare services for the participants on the day
Communication expenses	Fees for online services to be used on the day
Others (expenses)	Outsourcing expenses for the work individually approved by Ree-D.
Supplies expenses	The supplies expense that are necessary for implementation of the initiative, the necessity of which is reasonably explained and that are not appropriate to be borne by the applicants. In any case, food and beverages are not eligible for the support.

*Keynote speakers and main lecturers who are eligible for payment of rewards should be listed as "keynote speakers" or "main lecturers" in the publicity materials.

OTHER SUPPORTS

- Preparation of the online registration form for the participants
- Lending of basic items necessary for the implementation of the event
- Printing with a large format printer (A0, A1 size, etc.)

NUMBER OF SUPPORT

About two

APPLICATION

Email the designated application form to the Ree-D (reed@synfoster.hokudai.ac.jp).

Application deadline 30 November 2021

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

the budget limitation.

SCREENING

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

In the case of conditional acceptance, the applicant will be asked to resubmit the application form after meeting with Ree-D office.

EXECUTION OF EXPENSES

The budget will be allocated to each department from Ree-D and the expenses will be executed by the department administration office. When there is any remaining balance, it must be returned immediately. Please notice us as soon as possible.

IMPLEMENTATION REPORT

Please submit the implementation report (including income and expenditure report) in the designated format and the publicity materials within 30 days after the completion of the research meeting, etc. Please prepare the income and expenditure report coordinating with the administrative office of your department. You are also requested to send us several photographs showing the event. Please include at least one photo that can be posted to public on our website.

REMARKS

We plan to conduct a follow-up survey on the research activities by the applicant related to the research focus regarding to this support for three years. We would appreciate your cooperation.

CONTACT INFORMATION

If you have any questions about the application process, please contact us at the address below.

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