

# **Application Guidelines**

## **FY2022 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 internationally active female researchers.

To this end, the following support will be provided to female researchers at Hokkaido University with the aim of building and maintaining a global network that will lead to the launch, strengthening, and development of international joint research 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 online international symposiums and research meetings etc., planned by the female researchers at Hokkaido University as representatives.

### **ELIGIBILITY**

The initiative should meet all the following conditions.

- An academic project led by the female researcher (including specially appointed faculties and researchers) belonging to Hokkaido University
- 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.
- 30 or more participants are expected other than speakers, lectures, and planners.
- Expected to build and strengthen networks that will lead to future international joint research
- To be held before 31 January 2023.
- Co-hosting of the event with the Office of Diversity, Equity, and Inclusion (DEI)
- Inclusion of the phrase: "FY2022 *Top Global University Project (MEXT)* " in the publicity materials

## COVERED EXPENSES

Only the following expenses will be covered under the regulations of Hokkaido University.

In any case, food and beverages are not eligible for the support.

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.
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.
Rewards	The rewards to be paid to the lecturers, etc.* *The rewards are paid only to <b>keynote speakers</b> in the case of symposiums and research meetings, and to <b>main lecturers</b> 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 Printing with a large format printer (A0, A1 size, etc.) is also available at the DEI Office (consultation required).
Outsourcing expenses	The outsourcing expenses for the venue setup and designing the publicity materials, temporary childcare services.
Communication expenses	Fees for online services to be used on the day
Others (expenses)	Expenses other than those listed above that are individually approved by DEI Office.

\*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.

## NUMBER OF SUPPORT

About two

## APPLICATION

Email the designated application form to the DEI (reed@synfoster.hokudai.ac.jp).

**Application deadline 30 November 2022**

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 DEI 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 DEI Office.

In the case of conditional acceptance, the applicant will be asked to resubmit the application form after meeting with DEI Office.

## **EXECUTION OF EXPENSES**

In principle, the budget will be allocated to each department from DEI 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**

Office of Diversity, Equity, and Inclusion

Hokkaido University

Tel. 011-706-3625 E-mail: reed@synfoster.hokudai.ac.jp