

# **Application guidelines**

## **FY2023 Support program for the implementation of seminars toward the promotion of Diversity, Equity, and Inclusion**

### **OVERVIEW**

Hokkaido University is working to raise awareness about promoting diversity research environment throughout the university.

This program supports the implementation of seminars, etc., that contributes the promotion of DEI, with the aim of creating opportunities for the University's members to deepen their understanding of DEI.

### **SUPPORT**

This support provides a part of the expenses (up to 150,000 yen) necessary for the implementation of seminars that contributes to the promotion of diversity, equity, inclusion, gender equality for members of the university (faculty, staff, students, etc.).

### **ELIGIBILITY**

Seminars, symposia, and workshops, etc., that meet the following requirements are eligible for support.

- Projects should contribute to the promotion of diversity, equity, inclusion, or gender equality at the university.
- In principle, projects are encouraged open to the entire university or that span multiple departments.
- The intended participants for the seminar, etc., should be members of Hokkaido University (faculty, staff, students, and researchers)
- Expect more than 20 attendees.
- Projects should be proposed by departments, divisions, courses, offices laboratories, research groups, and others.
- To be held before 31 January 2024.
- Co-hosting of the event with the Office of Diversity, Equity, and Inclusion (DEI)

## COVERED EXPENSES

Only the following expenses will be covered under the regulations of this 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 expense	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.	
Domestic travel expenses	<ul style="list-style-type: none"><li>- The domestic travel expenses for lectures, etc.*</li><li>- The travel expenses for foreign invited lecturers, etc.</li></ul>	*Travel expenses and rewards will be paid only to lecturers who play an essential role in the implementation of the project. The names of lecturers who are eligible for payment must be clearly indicated in publicity materials.
Rewards	The rewards to be paid to the lecturers, etc.*	General presenters, poster presenters, etc. are not eligible.
Others (expenses)	<ul style="list-style-type: none"><li>- The printing costs of the posters and flyers for the publicity of the initiative *Printing with a large format printer (A0, A1 size, etc.) is also available at the DEI Office (consultation required).</li><li>- 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 DEI.</li><li>- Expenses approved by DEI Office on a case-by-case basis</li></ul>	

## NUMBER OF SUPPORT

About three

## APPLICATION

Email the designated application form to the DEI Office (office@dei.hokudai.ac.jp).

### **Application deadline 30 November 2023**

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

## PRELIMINARY CONSULTATION

To make more effective use of the support, we will accept preliminary consultation before submitting your application. In the interview, we will discuss on your ideas, planning, support details and expenses, etc. If you wish to have a consultation, please contact us at the address below.

## **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.

## **EXECUTION OF EXPENSES**

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 seminar, etc. Please prepare the income and expenditure report coordinating with the administrative office of your department. Please also submit the budget book output from the financial accounting system.

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.

## **OTHER NOTES**

As a part of Diversity (JST) Project, we may ask for the real-time delivery to \*KNIT partner organization. We will contact you and make an adjustment on this after the screening result is noticed to you. All work related to real-time video distribution is carried out by staff of the DEI Office.

\* KNIT partner organizations

Muroran Institute of Technology, Kitami Institute of Technology, Obihiro University of Agriculture and Veterinary Medicine, Nitto Denko Corporation, and Amino Up Co., Ltd.

## **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

Tel. 011-706-3625    E-mail: [office@dei.hokudai.ac.jp](mailto:office@dei.hokudai.ac.jp)