Application Guidelines
FY2023 Support program for female future PI candidates to host research meeting

OVERVIEW

Hokkaido University is aiming to promote diversity research environment throughout the university, as well as to increase female research leaders and researchers responsible for university management.

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

SUPPORT

This support provides a part of the expenses (up to 200,000 yen) necessary for holding symposiums and research meetings etc., planned by the female researchers of Hokkaido University.

ELIGIBILITY

The initiative should meet all the following conditions.

- An academic project led by the female researchers (including specially appointed faculties and researchers, except for professors) belonging to Hokkaido University
- A symposium, seminar, workshop, and research meeting, or the like
- 30 or more participants are expected other than instructors and planners.
- Expected to build and strengthen networks that will lead to the development of research you aim at as PI.
- 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 Hokkaido University.

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

Item	Use	
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.	
Travel expenses	− The domestic travel expenses for lectures, etc.* − The travel expenses for foreign invited lecturers, etc. *	*The travel expenses and 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.
Rewards	The rewards to be paid to the lecturers, etc.*	
Others (expenses)	− 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). − The outsourcing expenses for the venue setup and designing the publicity materials, temporary childcare services. − Fees for online services to be used on the day. − Expenses other than those listed above that are individually approved by DEI Office.	

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

NUMBER OF SUPPORT

About three

APPLICATION

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

Please also submit your response to the "Survey on Cooperation Matters for the Promotion of Diversity, Equity and Inclusion" along with the application form.

<u>Application deadline　30 November 2023</u>

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. 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.

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.

After the acceptance is decided, you will be required to prepare an implementation plan, including the date and time, venue, invited lecturers. If there is a significant discrepancy between the contents of the application and the implementation plan, the selection may be cancelled.

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