

Application guidelines

FY 2024 Supporting program for the initiatives to promote Diversity, Equity, and Inclusion

OVERVIEW

At Hokkaido University, we are actively promoting a comprehensive research environment that embraces diversity. Through awareness-building efforts, we aim to create opportunities for university members to deepen their understanding of diversity promotion. As part of this program, we will provide the following support:

CONTENTS OF SUPPORT

This program provides support up to 150,000 yen per project for expenses necessary to implement seminars and other events that contribute to the promotion of diversity, equity, inclusion, and gender equality at the University, which are held on campus for members of the University (faculty, staff, students, etc.).

SUPPORT REQUIREMENTS

Training sessions, seminars, symposiums, and workshops that meet the following criteria are eligible for support.

- Seminars, etc., that contribute to the promotion of diversity, equity, inclusion, or gender equality of the University (Seminars, etc., that are simply held as part of seminars, research groups, academic conferences, etc., are not eligible).
- In principle, the initiative must be open to the entire University or must span multiple departments.
- The main target (participants) of the seminar, etc., must be faculty, staff, students, and researchers of the University.
- The seminars, etc., must be expected to have more than 20 participants.
- The initiative must be conducted by a department, division, section, or group such as a research group.
- The seminars, etc., must be held by January 31, 2025.
- Co-sponsor of the initiative should be the Office of Diversity, Equity, and Inclusion (hereinafter referred to as “DEI Office”).

EXPENSES ELIGIBLE FOR SUPPORT

Only the following expenses may be paid in accordance with the University's regulations.

*Food and beverages are not eligible for support under any circumstances.

Personnel expenses	Personnel expenses for short-term support staff to assist in the day's operations. This support is only available when the recruitment and hiring procedures for short-term support staff are handled by the respective departments, etc.	
Supplies expenses	The supplies expenses that are essential to the implementation of the initiative and that are not appropriate for the participants (beneficiaries) to bear.	
Travel expenses	<ul style="list-style-type: none"> - Domestic travel expenses for lecturers, etc.* - Travel expenses for invited lecturers, etc.* overseas. 	*Travel expenses and honorarium will be paid only to lecturers who play an essential role in the implementation of the project and form the basis of the project. The names of lecturers who are eligible for payment must be clearly indicated in publicity materials. General presenters, poster presenters, etc. are not eligible.
Honorarium	The rewards to be paid to the lecturers, etc.*	
Other expenses	<ul style="list-style-type: none"> - Printing costs for posters, flyers, and handouts to publicize the initiative. *Large format printing (A0, A1 size, etc.) is available at the DEI Office (prior consultation required). - Outsourcing expenses for the venue setup, design of promotional materials, temporary childcare services for participants on the day of the seminars, etc. - Fees for online delivery of seminars, etc. - Expenses other than the above that are approved by DEI Office on a case-by-case basis. <p>*Arrangements and preparations for temporary childcare services, online delivery, etc., must be made by the initiative implementer.</p>	

* It is not necessary to match the maximum support amount. Please estimate your expenses so that you do not have to pay them back.

NUMBER OF SUPPORT

About 3 cases

HOW TO APPLY

Please submit the prescribed application form to the DEI Office by e-mail.

E-mail: office@dei.hokudai.ac.jp

Application deadline: November 29, 2024

NOTE: Review will be conducted at any time and the application period will be closed before the due date when the funding reaches the maximum budgeted amount.

PRELIMINARY CONSULTATION

Prior consultation is available before applying for the purpose of making the most effective use of this support program. We will provide consultation on planning, support details, expenses, etc.

Please contact us at the contact information below.

SCREENING METHOD

Based on the application submitted by the applicant, the DEI Office will review them respectively and decide on the acceptance or rejection of the application and the amount of support. Applicants will be notified of acceptance or rejection within two weeks of the receipt of the application.

METHOD OF EXPENSE EXECUTION

The budget will be allocated to each department, etc., from the DEI Office and the expenses will be executed. If any balance remains, it must be promptly returned. In that case, please inform us as soon as possible.

IMPLEMENTATION REPORT

Please submit an implementation report (including income and expenditure report) in the designated form and the publicity materials within 30 days after the completion of the seminar, etc. Please prepare the income and expenditure report in coordination with the administrative office of your department, etc. As soon as the budget execution is reflected in the financial accounting system, the budget book output from the system must be submitted.

You are also requested to send us several photographs showing the implementation of the project. Please include at least one photo that can be posted to public on our website.

REMARKS

As a part of the "Initiative for Realizing Diversity in Research Environment" currently underway at the University, we may ask for your cooperation in online distribution to the partner institutions* of the project. For those whose project is adopted, we will make separate arrangements.

* Partner organizations:

As of April 1, 2024-Muroran Institute of Technology, Obihiro University of Agriculture and Veterinary Medicine, Kitami Institute of Technology, Amino Up Corporation, Nitto Denko Corporation

INQUIRIES

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

Office of Diversity, Equity, and Inclusion: E-mail: office@dei.hokudai.ac.jp / Tel. 011-706-3625