

# **Application guidelines**

## **FY2024 Collaborative Research Grant for the Development of Leadership of Female Researchers**

### **OVERVIEW**

Hokkaido University aiming to promote diversity research environment throughout the university, as well as to increase female research leaders and researchers responsible for university management. In this project, research funds are subsidized for female researchers who have an excellent collaborative research plan, with the aim of improving their research capabilities and strengthen leadership skills and expand research networks.

### **CONTENTS OF SUPPORT**

- Amount of support: Up to 500,000 yen
- Number of supported projects: About 3 cases (planned)

### **ELIGIBILITY**

- The collaborative research proposals that are independently promoted as the Principal Investigator by a female researcher belonging to Hokkaido University<sup>\*1</sup>
- Not receiving any other research grants on the same topic.
- The affiliation to which the research collaborator belongs does not have restriction. However, in the review process, priority will be given to the cases in which a collaborator belongs to the KNIT partner institutions.<sup>\*2</sup>

<sup>\*1</sup> Who is eligible to apply for a Grant-in-Aid for Scientific Research

<sup>\*2</sup> As part of the Initiative for the Realization of Diversity in the Research Environment (Traction Type) (FY 2019-2024), KNIT partner institutions (Muroran Institute of Technology, Obihiro University of Agriculture and Veterinary Medicine, Kitami Institute of Technology, Amino Up Co., Ltd., and Nitto Denko Corporation)

### **HOW TO APPLY**

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

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

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

**Application deadline : July 18, 2024**

### **SCREENING METHOD**

Based on the documents submitted by the applicant, the screening committee set up by the DEI Office will review them and decide whether to accept or not and the amount of support.

- The documents will be examined from the following viewpoints.
  - The background and objective of the research is clearly explained.
  - The research plan is appropriate for the purpose.
  - The significance of collaborative research and the role of collaborators are clear.
  - Growth as a leader can be expected through this collaborative research.
  - The expenses plan is appropriate for the research plan.

※NOTE: In view of the purpose of leadership development, preference will be given to researchers who are not professors in the review process. In addition, applicants who have already obtained large-scale competitive funding may not be selected.

## ANNOUNCEMENT OF RESULTS

Applicants will be notified of the results of the review by approximately August 7, 2024.

## EXPENSES ELIGIBLE FOR THE FUNDING

The grant will cover the following expenses necessary to carry out this collaborative research.

Item	Purpose
Equipment expenses	Expenses for purchases between 100,000 yen and 500,000 yen
Supplies expenses	Expenses for the purchase of supplies that do not qualify as equipment expenses
Travel expenses	Participation in conferences to present the results of this research, meetings involving this research, etc., international travel expenses are acceptable.
Honorarium	Rewards for research cooperation
Other expenses	Communication and transportation expenses, printing and binding costs, Rental fee, other service expenses

\* Can be used in combination with other financial resources.

## ALLOCATION AND EXECUTION OF EXPENSES

If the collaborators belong to an institution other than Hokkaido University, the allocation will be made after the conclusion of a joint research agreement.

The budget will be allocated to each department from the Human Resource Development Unit, Personnel Division and the expenses will be executed by the applicant's department administration office. If any balance remains, it must be promptly returned. In that case, please inform us as soon as possible.

## **EXPIRATION DATE FOR EXECUTION OF EXPENSES**

February 28, 2025

- \* Please complete the payment by the above deadline.
- \* Budget allocation to collaborators is possible for collaborators belonging to Hokkaido University, but not for extramural collaborators.

## **IMPLEMENTATION REPORT**

Please submit the Implementation Report and the Income and Expenditure Report in the designated format by March 31, 2025. 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 (CSV and PDF version) output from the system must be submitted.

## **OTHER NOTES**

- Adopters are expected to actively participate in seminars and symposiums held at the DEI Office.
- Adopters may be asked to present a report on the research supported by this program at a debriefing session organized by the DEI office.
- For selected research proposals, the applicant's name and the theme and the name of institutions of the collaborators will be posted on the DEI Office's website and in publications. Other information may be published with the applicant's permission.
- When presenting research results obtained with this support, please mention in the acknowledgments that the research was funded by the DEI Office. The following is an example.  
【This work was supported by Collaborative Research Grant for the Development of Leadership of Female Researchers, Hokkaido University】
- We plan to conduct a follow-up survey on the research activities by the applicant related to the research focus regarding to this support. We would appreciate your cooperation.

## **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](mailto:office@dei.hokudai.ac.jp)/ Tel. 011-706-3625**