

Application guidelines

FY2024 Supporting program for female future PI candidates to host seminars

OVERVIEW

Hokkaido University (hereinafter referred to as “HU”) 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, we will provide the following support to female researchers at HU with the aim of strengthening the leadership skills through seminars and other events, as well as building a network that will lead to the development of the applicant’s research.

CONTENTS OF SUPPORT

Partial funding (up to 200,000 yen) necessary for holding seminars, etc., organized by the female researchers of HU

SUBJECTS / NUMBER OF CASES SUPPORTED

- Female researchers affiliated with HU (including specially-appointed faculty members and researchers, excluding professors)/ About 2 cases
- Support for returning to research activities

Female researchers affiliated with HU (including specially-appointed faculty members and researchers, excluding professors) who have interrupted their research activities for three months or more within three years prior to the date of application due to a life event such as maternity leave, childcare leave, or nursing care leave./ About 1 case

ELIGIBILITY

The initiative should meet all the following conditions:

- An academic project led by the female researchers (including specially appointed faculty members and researchers, excluding professors) belonging to HU
- It must be a seminar, workshop, symposium, or academic conference (Those that are simply held as part of a seminar, academic conference, etc., are not eligible).
- It must be expected to have more than 30 participants other than instructors and planners.
- It is expected to build and strengthen networks that will lead to the development of research the applicant aims to conduct as a PI.
- It 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

Up to 200,000 yen per project will be subsidized.

Only the following expenses may be paid in accordance with the HU 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.	*The travel expenses and honorarium 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.
Honorarium	The rewards to be paid to the lecturers, etc.*	
Others 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. to be used on the day.– 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 that are truly necessary.

HOW TO APPLY

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

E-mail: 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.

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.

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.

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

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 (CSV and PDF version) output from the system must be submitted.

You are also requested to send us several photographs of the seminar, etc. by separate (JPEG/GIF) showing the implementation of the project. We may post them 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. 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.

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