

# **Application Guidelines for the FY2024**

## **“Mentoring & Job Shadowing Training” for Female Researchers**

### **Overview**

This program supports the voluntary training for female researchers who are motivated toward career advancement in academia to learn about research and work management skills required for the higher position, aiming to expand the number of female researchers in PI (Principal Investigator) position and the university management. Through this program, the applicants (hereinafter referred to as “mentee(s)”) are expected to learn about the daily realities as higher positions and management positions, and to gain new perspectives, motivation, and insight into the role of researchers at the specific level.

### **About Mentoring**

Mentoring (of Mentees) here stands for direct guidance by mentors about educational and research activities and career development.

### **About Shadowing**

Shadowing is a program where the mentee may accompany and observe a mentor’s daily work and their communication and decision making at various professional levels to learn about the skills and code of conduct in higher professional-level position.

### **Expected effects of the training**

- Improved communication skills with colleagues and students and other university staff
- Gaining knowledge and skills in the management work at the university
- Gaining insight in launching, promoting, and progressing the collaborative research
- Seeing examples of research and project management
- Learning about the management skills of researchers in higher-position including time management and prioritization of their activities
- Seeing examples of work-life balance of the researchers in higher-position
- Enhancing the skills of self-development through the process of planning, training, and reporting
- Obtaining advice on career development
- Gaining skills in organizing and structuring of lectures

Also, mentees will be able to build and expand their network through the work with the mentor

### **Examples of the opportunities of “Shadowing”**

- Observing/attending conferences, faculty meetings, and together with the mentor
- General laboratory management
- Discussions with students at mentor’s laboratory on relevant themes
- Meetings about the collaborative research
- Presentation practice for doctoral dissertations

- Conducting classes and seminars
- The mentee visits the mentor's office to observe activities and communication conducted there in actual situations
- Skills including time management and prioritization
- Communication methods with laboratory members and other administrative staff
- One-on-one direct meetings (mentoring sessions)

## **Training Implementation Method**

The program comprises of three stages:

### 1. Preparation of training plans

Activities involved :Shadowing for more than 1 hour, or one-on-one direct meetings (mentoring sessions) \*for more than 1 hour, for a total of more than 2 hours.

### 2. Conducting the training

### 3. Reporting the outcomes of the training

\*One-on-one direct meetings (mentoring sessions): discussion with the mentor on the themes of the shadowing training to strengthen (ensure) the learning.

## **Eligibility**

Female postdoctoral fellows, assistant professors, lecturers, and associate professors at Hokkaido University, including specially appointed faculty members.

## **Details of the support provided**

- If the training is conducted under mentor from different campus within Hokkaido Univ, travel expenses for the mentee; 50,000 yen (maximum)
- \*Travel expenses will be paid in accordance with the respective regulations of Hokkaido University.
- Explaining the purpose of the program to the mentor candidates (if desired).

## **Mentor**

Mentors must be faculty members within Hokkaido University. The applicant is required to obtain consent from the mentor in advance of applying for this program. If there is a need for help to communicate and negotiate with a desired mentor, please contact the office of Diversity, Equity, and Inclusion (DEI) in advance as early as possible. Mentor gender is not limited to females.

## **Period when training is possible**

February 28, 2025

## **How to apply**

Send the completed application form to the DEI Office ( [office@dei.hokudai.ac.jp](mailto:office@dei.hokudai.ac.jp) ) by e-mail at least 6 weeks prior to the date desired to start the training. 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.

\*The application will be closed before the due date when the total amount of funding reaches the budget limitation.

## **Prior Consulting**

We welcome requests for prior counselling about finding mentors and preparing training plans and applications. If you need help, please contact the DEI Office at your earliest convenience.

## **Evaluation**

The successful applicants will be selected after a review by DEI. We may also request additional documents or an interview during the selection process.

## **Main evaluation criteria**

- Interest and motivation towards career advancement in academia.
- Clarity of purpose and plan of the training.

## **Implementation Report**

Please submit the implementation report in the designated format within one month of completion of the training. There is a possibility that the successful applicants will be asked to present the results of the training at a seminar which DEI will organize, in order to share the results with other female researchers of Hokkaido University.

## **Other**

If you require a pledge to maintain confidentiality for training, please contact the DEI Office for the template. In addition, we may ask you to submit other documents for several years.

### **WHERE TO SUBMIT AND ENQUIRIES**

Office of Diversity, Equity, and Inclusion (DEI)

Tel. 011-706-3625

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