

Application guidelines

FY 2025 Supporting program for the initiatives to promote Diversity, Equity, and Inclusion

1. 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:

2. 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.).

3. PERIOD OF IMPLEMENTATION

From the date of adoption to January 31, 2026

4. TARGETS

The University's departments, divisions, sections, or groups such as research groups

5. 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 seminars, 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.
- Procedures for reimbursement and payment must be completed by February 27, 2026.
- Co-sponsor of the initiative should be the Office of Diversity, Equity, and Inclusion (hereinafter referred to as "DEI Office").

6. 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 provide assistance in organizing such seminars, etc. . 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 that are truly necessary.

7. NUMBER OF SUPPORT

About 3 cases

8. 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: Monday, June 30, 2025

9. 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.

10. 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 the result within approximately two weeks after the application deadline.

11. PROCEDURES AFTER ADOPTION

(1) SUBMISSION OF IMPLEMENTATION PLAN

After the adoption decision has been made, a specific implementation plan must be prepared and submitted. If the content, such as dates, venues, lecturers, and other details of the plan deviates significantly from the application, the adoption may be cancelled.

(2) 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 after consulting with the accounting division of your department/ center/institution as soon as possible.

(3) SUBMISSION OF 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 payment date 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 showing the implementation of the project.

12. 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