

# **Application guidelines**

## **FY2025 Supporting program for female future PI candidates to host seminars**

### **1. 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.

### **2. CONTENTS OF SUPPORT**

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

### **3. PERIOD OF IMPLEMENTATION**

From the date of adoption to January 31, 2026

### **4. TARGETS / NUMBER OF CASES SUPPORTED**

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

Among the above eligible individuals, those 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

\*Postdoctoral Researchers: Refers to “Postdoctoral Researchers” at HU to whom the employment regulations apply. For Academic Researchers or JSPS Research Fellows conducting research activities based at HU, eligibility for support will be determined on a case-by-case basis.

### **5. REQUIREMENTS**

The initiative should meet all the following conditions:

- An academic project led by the applicant.

- 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.
- 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 HU 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"> <li>- Domestic travel expenses for lecturers, etc.*</li> <li>- Travel expenses for invited lecturers, etc.* overseas.</li> </ul>	*The travel expenses and honorarium are paid only to <b>keynote speakers</b> in the case of symposiums and research meetings, and to <b>main lecturers</b> 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.*	
Other expenses	<ul style="list-style-type: none"> <li>- 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).</li> <li>- Outsourcing expenses for the venue setup, design of promotional materials, temporary childcare services for participants on the day of the seminars, etc.</li> <li>- Fees for online delivery of seminars, etc.</li> <li>- Expenses other than the above that are approved by DEI Office on a case-by-case basis.</li> </ul> <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.

\*Please record expenses in accordance with the HU regulations (refer to the HU Accounting Operations Implementation Standards (Accounting Operations Manual)). For any questions, please confirm with the accounting division of your department/ center / institution.

Example: Lecture Honorarium, General Category: ¥20,400 (tax included) per session

(Refer to the Accounting Operations Manual, Section 6-2 Honorarium, 4. Honorarium Fee Table)

## **7. 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 Related to the Promotion of Diversity, Equity, and Inclusion" along with the application form.

**Application deadline : October 17, 2025**

## **8. 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.

## **9. 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.

## **10. 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.

### **11. 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)