

Application Guidelines

FY 2026 Supporting program for the initiatives to promote Diversity, Equity, and Inclusion

1. Overview

At Hokkaido University, we are working to raise awareness and create an atmosphere that promotes a university-wide diversity research environment. This program aims to offer opportunities for members of the university community to deepen their understanding of diversity, equity, and inclusion and to solve related issues and will provide the following support.

2. Contents of support

This program provides funding of up to 150,000 yen per project to cover expenses necessary for implementing any of the following initiatives:

- (1) The holding of study sessions, workshops, symposiums, seminars, etc. that contribute to promoting diversity and inclusion, primarily targeting members of the department or organization (faculty, staff, students, etc.)

[Examples]

- Workshops and FD/SD training sessions were held with the aim of exploring diversity and inclusion challenges within departments and discussing solutions.
 - Meetings and workshops are held for faculty and administrative staff of departments to discuss the design of systems for promoting diversity and inclusion, and the formulation of departmental action plans, etc.
 - Study sessions and seminars were held with lecturers invited from universities, research institutions, or companies with advanced examples of diversity and inclusion promotion (Example themes: open recruitment exclusively for women, support for sexual minorities and people with disabilities, prevention of isolation for international staff, etc.)
- (2) The development or piloting of systems and other measures to address challenges faced by the department or organization .

[Examples]

- Expenses related to the department's pilot initiatives to promote DEI, etc. (Examples: provision of women's rest rooms, production of websites and videos aimed at promoting the employment of female researchers and supporting career choices for female junior and senior high school students, etc.)

3. Period of implementation

From the date of adoption until January 31, 2027 (Sun)

4. Targets

The University's departments, divisions, offices, working groups, etc.

5. Requirements

Workshops, symposiums, seminars, or other initiatives that meet the following criteria are eligible for support.

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|---------------------------|--|
| Implementing body | The University's department, faculty, section/office, or working groups. |
| Activities | <ul style="list-style-type: none">• Initiatives that contribute to the promoting DEI and gender equality at the university.• Activities aligned with the department's plan to promoting DEI and gender equality and should contribute to raising awareness and solving problems within the department.• With a clear plan on how to leverage the knowledge and information gained from the implementation in promoting DEI within departments and other organizations.• Activities must be opened and shared with the entire university during or after its implementation, or one that is implemented through collaboration and sharing among multiple departments.• Seminars and workshops that are simply part of a seminar, research group, or academic conference are not eligible. |
| Participants/Users | <ul style="list-style-type: none">• Faculty, staff, students or researchers affiliated with this university, or individuals who wish to enroll or work at this university.• To attract 20 or more participants /users. |
| Implementation evaluation | <ul style="list-style-type: none">• The report should include the results of the implementation, such as surveys conducted among participants and users, and abstracts of discussions from seminars, etc.• In particular, if conducting trial implementations of systems or other measures, it is necessary to verify the results and to describe future plans based on the trial. |
| Others | <ul style="list-style-type: none">• 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 disbursed in accordance with the university's regulations. Please complete the settlement procedures and payments for expenses related to the implementation by February 27, 2027. However, food and beverages are not eligible for the support under any circumstances.

| | | |
|------------------------|--|---|
| Expense item | | |
| 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. |
| Honorarium | The rewards to be paid to the lecturers, etc.* | |
| Printing Expenses | Printing promotional posters, flyers, etc. *Ink and paper are considered "consumables". *Large-format printer output is also available at the DEI Office (consultation required). | |
| Contracted Services | Design and production of websites and promotional materials and provision of temporary childcare services for participants on the day of the event. | |
| Miscellaneous Services | Service fees and other charges required for online distribution of seminars, etc. *The implementing body is responsible for arranging and preparing temporary childcare services, online streaming, etc. | |

*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. Number of support

About 3 initiatives

8. How to apply

Please submit the prescribed application form to the DEI Office by email.

Email address: office@dei.hokudai.ac.jp

Application deadline Tuesday, June 30, 2026

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. Inquiry

If you have any questions regarding your application, please contact us at the following address.

Office of Diversity, Equity, and Inclusion: E-mail: office@dei.hokudai.ac.jp