

Application Guideline

FY 2020 Return-to-work Support Program : Support of English Proofreading to Submit Research Paper

“The Initiative for the Implementation of the Diversity Research Environment (Traction Type)”

OVERVIEW

This support will be implemented as part of *“the Initiative for the Implementation of the Diversity Research Environment (Traction Type)” (FY 2019-2024)*, one of the Science and Technology Human Resources Development Subsidy Programs (funded by MEXT). This project subsidizes the cost of English proofreading on the papers to be submitted in academic journals with the subsidy or university budget to support research activities of researchers, regardless of the gender, whose research has been interrupted due to maternity leave, parenting leave, etc.

THE PAPERS TO BE SUPPORTED

- Those papers to be published by you as the first or corresponding author
- The delivery and the inspection of the English proofreading must be done between the date of decision support and February 15, 2021.
- The journal on which the paper is published must meet the following requirements.
 - (1) A peer-reviewed English academic journal
 - (2) The submission guidelines and the information of the editorial committee are published.
 - (3) Researchers around the world can view the paper or the abstract on the web.

AMOUNT TO BE PAID

Up to around 150,000 yen per case, within the cost of English proofreading

- The application may be terminated in the middle of the FY, depending on the application situation.
- The payment cannot be made with other expenses.

ELIGIBILITY *You should meet all the following conditions.

- You must be a researcher belonging to Hokkaido University (including specially-appointed faculty, researcher and medical researcher employed by Hokkaido University, JSPS-PD/ RPD/ SPD)
- Your research was discontinued for more than 30 days in a row due to maternity leave, parental leave, or nursing leave within three years before the application.
- Research activities are included in your duties

- You will be belonging to this University at the time when the paper is accepted for submission to the journal.
- In principle, the paper must be an original academic paper. (Reviews, books, and the papers intended only for presentations at conferences are excluded.)

APPLICATION

Please submit the following documents to the Promotion office of Research environment for Diversity (Ree-D) (reed@synfoster.hokudai.ac.jp).

- ① Application form (attached format)
- ② Quote of the proofreading cost (copy) * The quote by only one company is acceptable.

NUMBER OF SUPPORT

Five cases or so

SCREENING

The screening and the support decision will be made based on the content of the application. Ree-D Office will notify the decision result within two weeks of receiving your application.

PROCEDURES AFTER THE DECISION OF SUPPORT

The applicant should order the English proofreading and forward the email messages regarding the order to the Promotion office of Research environment for Diversity. The Promotion office of Research environment for Diversity will then process the payment based on these transaction evidence and the “quote for the proofreading cost (copy)” submitted at the time of the application.

- ① Quote for the proofreading cost (original)
- ② Delivery statement of the proofreading cost (The original, stamped by the Delivery Inspection Center)
- ③ Invoice for the proofreading cost
- ④ The manuscript on which the English proofreading is completed (copy)

* Please make sure to submit the paper under this subsidy to the journal specified in the application form. If published in the journal, submit the separate print or the equivalent. Otherwise, notify the Promotion office of Research environment for Diversity to that effect.

REMARKS

- Those who have received this support should actively participate in the trainings and symposiums to be conducted under this project.
- Those who have received this support are required to submit the achievement report (number of papers, number of external funds acquired, etc.) once a year up to FY2024 for publications in the business performance report.

NOTES

- In the case of joint papers, the consent of all-co-authors should be obtained before application.
- Please contact us in advance when you decided to change the journal to publish the paper.
- If the support is no longer required for any reason after the application, please contact us immediately.
- If you are transferred to another institution, the support will be terminated at the moment.
- One person can receive up to two supports per year. (However, the second application should be submitted after the first paper is accepted for publication).

WHERE TO SUBMIT AND ENQUIRIES

Promotion office of Research environment for Diversity (Ree-D)
Front Office for Human Resource Education and Development
Hokkaido University
Tel. 011-706-3625
E-mail: reed@synfoster.hokudai.ac.jp