Application Guidelines for the FY2020

"Mentoring & Job Shadowing Training" for Female Researchers

Initiative for the Implementation of the Diversity Research Environment (Traction Type) funded by the
Ministry of Education, Culture, Sports, Science and Technology (MEXT)

Overview

This program supports the "Mentoring and Job Shadowing Training" for female researchers who are highly motivated toward career advancement in academia. Applicants (hereinafter referred to as "mentee(s)") are expected to "shadow" a researcher of a higher professional level (hereinafter referred to as a "mentor") to gain experience and insight into the role of researchers at a specific level. Through this training program, we aim to broaden the participation of female researchers in PI (Principal Investigator) positions and university management.

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 observe their communication and decision making at various professional levels to learn about the skills and code of conduct of personnel in higher professional level positions.

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.
- Observe actual launching, promotion, and progress of collaborative research.
- See (observe) examples of research and project management
- Learn about the management of activities of female researchers in higher professional positions including time management and prioritization practices
- Enhance professional - development through the process of planning, training, and reporting
- Obtain advice on career development
- Gain skills in organizing and structuring of lectures

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

Skills covered by the "Shadowing" training

- Observing/attending conferences, faculty meetings, and similar with the mentor.
- 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)

Requirements and eligibility

The program comprises three stages,

1. Preparation of training plans
2. Conducting the training
3. Reporting the outcomes of the training

A. **With mentors working at Hokkaido University**,

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

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. After the training is completed, a report of the training is to be submitted to Ree-D (Promotion office of Research environment for Diversity).

B. **When the desired mentor is a researcher belonging to another Japanese institution**

Eligibility：Female assistant professors, lecturers, and associate professors of Hokkaido University, including specially appointed faculty members.

Activities involved：Conducting shadowing, and One-on-One direct meetings (mentoring sessions) for a total of more than 8 hours during the visit(s).

Restrictions: Training locations are limited to Japan.

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

Details of the support provided

A. When the desired mentor belongs to Hokkaido University,

- Provide a list of mentors, and of mentor candidates not in the list.

- If the training is conducted under mentor from different campus within Hokkaido Univ, travel expenses for the mentee; 100,000 (maximum)

B. When the desired mentor is a researcher belonging to another Japanese institution,

- Honorarium to the mentor; 50,000 yen (maximum) However, the mentor belongs to a KNIT partner organization[*], the expense is not payed.

- Travel expenses for the mentee; 150,000 yen（maximum）

*KNIT partner organization; Muroran Institute of Technology, Obihiro University of Agriculture and Veterinary Medicine, Kitami Institute of Technology, Amino Up Co., Ltd., and Nitto Denko Corporation

Mentor

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 Ree-D office in advance as early as possible. Mentor gender is not limited to females.

Period when training is possible

1 June 2020 to 28 February 2021.

How to apply

Send the completed application form to the Ree-D Office(reed@synfoster.hokudai.ac.jp) by e-mail at least 6 weeks prior to the date desired to start the training. The final application deadline is 10 December 2020.

*Applications will be accepted till the total amount of support reaches the budget limit for this year.

Prior Consulting

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

Evaluation

The successful applicants will be selected after a review by Ree-D. 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 of training.

Report of the results of the training program

The successful applicants are to submit a report to the Ree-D office 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 Ree-D will organize, in order to share the results with other female researchers of Hokkaido University.

Other

The successful applicants for training programs conducted under mentors from outside the university will be asked to sign a pledge to maintain confidentiality.

In addition, we may ask you to submit other documents, as this project is implemented and supported financially as a part of the Grant-in-Aid for Human Resource Development in Science and Technology "Initiative for the Implementation of the Diversity Research Environment (Traction Type) ".