

Application guidelines

FY2021 Support program for the implementation of seminars toward the promotion of diversity and gender equality

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

OVERVIEW

Hokkaido University has been selected for “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). The University is aiming to promote a university-wide diversity research environment, as well as to increase female research leaders and researchers responsible for university management.

To this end, with the aim of deepening the understanding of university’s members on the promotion of diversity, this program supports the implementation of seminars, etc., that contribute to the promotion of diversity and gender equality to be held on campus.

SUPPORT

This support provides a part of the expenses (up to 300,000 yen) necessary for the implementation of seminars that contributes to the promotion of diversity/gender equality for members of the university (faculty, staff, students, etc.).

ELIGIBILITY

Seminars, symposia, and workshops, etc., that meet the following requirements are eligible for support

- Project should contribute to the promotion of a diversity research environment or gender equality at the university.
- Projects that span multiple departments or are open to the entire university are encouraged.
- The intended participants for the seminar, etc., should be members of Hokkaido University (faculty, staff, students, and researchers)
- Expect more than 20 attendees.
- Projects should be proposed by departments, divisions, courses, offices laboratories, research groups, and others.
- To be held before 31 January 2022.
- Co-hosting of the event with the Promotion office of Research environment for Diversity (Ree-D)
- Inclusion of the phrase: "FY2021 The Initiative for the Implementation of the Diversity Research Environment (Traction Type) " in the publicity materials

COVERED EXPENSES

Only the following expenses will be covered under the regulations of this University.

Personnel Costs	Personnel costs for a short-term support worker to assist with the day's operations. This support is only available when each department is responsible for recruiting and hiring short-term support staff. Please note that only those who can be newly hired will be eligible for this support, as changes in the issuance of employment orders for those who are already employed at other budget are not allowed.	
Domestic travel expenses	The domestic travel expenses for lectures, etc.*	*The travel expenses and rewards are paid only to keynote speakers in the case of symposia, and to main lecturers in the case of seminars and workshops. General presenters and poster presenters are not eligible for this support.
Travel expenses for invited foreigners	The travel expenses for lecturers, etc.*	
Rewards	The rewards to be paid to the lecturers, etc.*	
Printing costs	The printing costs of the posters and flyers for the publicity of the initiative	
Outsourcing expenses	The outsourcing expenses for the venue setup and designing the publicity materials, temporary childcare services for the participants on the day, or any other work approved by Ree-D.	
Supplies expense	The supplies expense that are necessary for implementation of the initiative, the necessity of which is reasonably explained and that are not appropriate to be borne by the applicants. In any case, food and beverages are not eligible for the support.	

* Keynote speakers and main lecturers who are eligible for payment of travel expenses and rewards should be listed as "keynote speakers" or "main lecturers" in the publicity materials.

OTHER SUPPORTS

- Preparation of the online registration form for the participants
- Lending of basic items necessary for the implementation of the event
- Printing with a large format printer (A0, A1 size, etc.)

NUMBER OF SUPPORT

About three

APPLICATION

Email the designated application form to the Ree-D (reed@synfoster.hokudai.ac.jp).

Application deadline 30 November 2021

However, the application will be closed before the due date when the total amount of funding reaches the budget limitation.

PRELIMINARY CONSULTATION

To make more effective use of the support, we will accept preliminary consultation before submitting your application. In the interview, we will discuss on your ideas, planning, support details and expenses, etc. If you wish to have a consultation, please contact us at the address below.

SCREENING

Based on the documents submitted by the applicant, the Ree-D office will review them and decide whether to accept or reject the application and the amount of support. The result will be notified within two weeks after the receipt of the application form by Ree-D office.

EXECUTION OF EXPENSES

The budget will be allocated to each department from Ree-D and the expenses will be executed by the department administration office. When there is any remaining balance, it must be returned immediately. Please notice us as soon as possible.

IMPLEMENTATION REPORT

Please submit the implementation report (including income and expenditure report) in the designated format and the publicity materials within 30 days after the completion of the seminar, etc. Please prepare the income and expenditure report coordinating with the administrative office of your department. You are also requested to send us several photographs showing the event. Please include at least one photo that can be posted to public on our website.

OTHER NOTES

As a part of Diversity (JST) Project, we may ask for the real-time delivery to *KNIT partner organization. We will contact you and make an adjustment on this after the screening results is noticed to you. All work related to real-time video distribution is carried out by staff of the Ree-D Office.

* KNIT partner organizations

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

CONTACT INFORMATION

If you have any questions about the application process, please contact us at the address below.

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