Guide to the TUMUG Support Project
(Project to Promote Gender Equality and Female Researchers)

The Tohoku University Committee of Gender Equality currently runs six programs under the TUMUG Support Project (Project to Promote Gender Equality and Female Researchers) in order to: (1) achieve the objectives of providing work-life balance support/improving conditions, nurturing female leaders and nurturing the next generation, which are included in the Guidelines for Gender Equality at Tohoku University adopted in August 2013; and (2) increase the proportion of females in academic positions and in senior positions by strengthening the research capabilities of female researchers.

Eligibility for support, application periods, and other requirements differ by program, so please carefully go over the application guidelines carefully before submitting an application through your departmental office. We look forward to receiving your application.

Project Outline, Objectives
Tohoku University has been promoting gender equality, but as of May 2019, the proportion of female academic staff stood at 14.5% and the proportion of women in professorial positions at a mere 6.0%, both very low compared with other academic institutions in Japan. Recognizing the need to increase these percentages, this project supports efforts to help women balance research time with life events, such as childbirth, childcare and family care, so that they can continue with their research. Another aim is to help them play a more active role as research leaders both at home and abroad.

The aim of this project is not merely to provide support, but to encourage researchers who use the program to move up and become models for their peers and the next generation, and to participate actively in efforts for realizing gender equality and empowering women in research.

Instructions regarding programs
(1) To apply, first obtain the approval of your department’s head (dean of graduate school, center director, etc.), then submit your application through the relevant departmental office. Make sure to confirm the deadline for applications in your department.
(2) Before applying, discuss the matter carefully with a member of the academic staff in your research facility. Participants in the programs are generally expected to formulate and implement a plan for how they will use the support.
(3) Application forms can be downloaded from the following site.
Tohoku University Center for Gender Equality Promotion (TUMUG)
http://tumug.tohoku.ac.jp/
(4) Before submitting your application, check it carefully to ensure that there are no omissions and that all supporting documents are attached (especially receipts). Please note that applications may be rejected as incomplete if there are omissions.
(5) Any changes to items in the application occurring after submission must be promptly communicated to TUMUG via the relevant administrative office of your department.
(6) If you are requested to submit other data during the screening process or after selection, do so without delay.
(7) Submitted application documents will, as a rule, not be returned. In addition to selection and related procedures, personal information contained in applications may be used to advise you about programs related to gender equality.
(8) You are required to submit a report after using the program. Your submitted report and related information may be posted, in a non-personally identifiable form, on the website of the Committee for Gender Equality/Center for Gender Equality Promotion.
(9) If there are multiple submissions for the program from the same department, the department will apply a recommendation ranking.
(10) The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material.
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*1 Limited to regular employee of Tohoku University. (The employee who mainly belong to other institutions, such as the faculty member to whom the cross-appointment system applies, are not eligible.)

*2 Those who has competitive funds (including university expenses) of 10 million yen or more in total in the said fiscal year shall be excluded.
1 Research support staff

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(1) Aim
This program subsidizes the hiring of research support staff for two purposes. One is to enable researchers who are expecting a baby, caring for children or providing family care (hereafter collectively referred to as “childcare, etc.”) to balance their research with those family duties so that they do not have to abandon their research. The other is to support female researchers who contribute to society in key positions such as members of national/local government panels and directors of academic societies (hereafter collectively referred to as “social contributions”) so that they can continue to pursue both those activities and their research, advance their careers, and further play active roles as leaders.

(2) Program details
- **Grant to cover cost of hiring research support staff**
  - The maximum grant is 2 million yen/year, but this may be reduced depending on the budget and a review of the application and degree of necessity.
  - The program will operate for the full year (April 1, 2020 – March 31, 2021).
  - Research support staff are to be hourly workers (technical assistants or clerical assistants) or research assistants (RA)/administrative assistants (AA).
  - Research support staff will provide technical assistance and/or clerical assistance to enable the researcher to balance research with childcare, etc. and social contributions.
  - The working hours of research support staff are to be limited to 30 hours/week. Applicants planning to employ a research support assistant for no more than 12 hours/week are encouraged to fill the position with university personnel (RA/AA, etc.)
  - The recruitment, hiring, supervision, etc. of research support staff will be the responsibility of the awardee and the awardee’s department.
  - During the screening process, preference will be given to applicants for whom the availability of research support staff will enable their research to continue.
  - Technical staff assistance may be provided if the budget allows.

(3) Eligibility to apply
- **If applying to balance your research with childcare, etc.:**
  Any regular employee of the university's academic staff (excluding specially appointed professors [management]) or technical staff (excluding facilities-related technical staff) who meet any of the following criteria.
  1. Personally caring for a child living in the same household until the child starts primary school
  2. Self or spouse is expecting to give birth within six months of the date of applying for assistance
  3. Caring for a parent or other family member certified as requiring family care
     - *Applications will not be accepted if someone else is available to provide childcare or family care on a daily basis.

- **If applying to balance your research with social contributions:**
  Any regular female employee member of the university's academic staff (excluding specially appointed professors [management]) or technical staff (excluding facilities-related technical staff) who has difficulty allocating time to her research due to the responsibilities of a key position she holds, such as being a member of a national/local government panel or a director of an academic society.
(4) Application forms

If applying to balance your research with childcare, etc.:

- Attachment 1: Application for Research Support Staff: 2020 Academic Year
- Attachment 7: Applicant Details relating to Eligibility Evaluation
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
  - Health insurance card, resident card, passport, or other document certifying child’s age
  - Maternity health record book certifying expected date of birth
  - Family care insurance card, etc.

If applying to balance your research with social contributions:

- Attachment 1: Application for Research Support Staff: 2020 Academic Year
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
  - Documentation confirming your status as a member of the relevant organization (government panel, etc.), the frequency of its meetings, and the amount of time required to discharge your duties.

(5) Deadline for submission of application

___________ 2020

(6) Where to submit application

General affairs office in your department

- The general affairs officer will collect all applications for the department and after ranking of the top three by the department head, will submit them to the Center for Gender Equality Promotion no later than Friday, March 6, 2020.
- Some applications may still be rejected during the screening process even if ranked among the top three.
- If you have not applied but suddenly find that you require assistance during the year, please discuss the matter with the Center for Gender Equality Promotion.

(7) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Selections are scheduled to be announced in late-March 2020.

(8) Year-end report

The awardee shall prepare a report, as separately prescribed, at the end of the year.

(9) Other information

- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material.
- When announcing the results of research made possible by this program, the awardee must clearly acknowledge assistance provided under the program. (Please refer to the attachment “Q&A” for a practical example.)
(1) Aim
To subsidize the use of a babysitter or temporary childcare service to enable researchers who are expecting a baby or caring for children to balance their research with childcare so that they do not have to abandon their research.

(2) Program details (first period)
A grant will be provided to cover babysitting or nursery fees.
- Applications are taken quarterly for the period specified. Fee assistance is paid for items deemed necessary in the review process.
  - Please note that the actual amount disbursed may be less than the requested amount, depending on the application review and the budget.
  - In principle, the first period of the program in the 2020 academic year covers eligible childcare services that were used in the period from April 1 to June 30, 2020 and for which a receipt was issued.
  - The grant covers the cost of babysitting, temporary childcare, and certain other childcare services (including costs such as transportation and early-morning or late-night surcharges) required by awardees so that they can balance the following duties/situations with their childrearing responsibilities:
    - Research/educational duties performed outside of regular working hours, including activities such as attending meetings, assisting the administration of entrance exams, writing papers, performing experiments, and advising students.
    - Business travel, including travel for participating in academic conferences, on/off-campus committee meetings, research planning meetings, etc.
    - Closings (excluding long closings) of the nursery, kindergarten, or elementary school attended by the awardees’ children that hinder the awardees from carrying out their research/educational duties, to the extent they require temporary and other childcare services.
    - Emergencies such as injury/illness of the child or the awardee.
  - The grant may not be applied to the following:
    - The cost of services that are deemed part of routine childcare, such as monthly extended-hours care fees and after-school activity fees.
    - Temporary childcare at the university’s on-campus childcare facilities (Aobayama Midori Hoikuen, Kawauchi Keiyaki Hoikuen, Hoshinoko Hoikuen) or childcare service for mildly ill/convalescent children (Hoshinoko Room).
    - Fees for housework or similar ancillary activities, admission fees, annual fees, or cancellation fees.
    - Childcare at a kindergarten, etc. attended by the child that is provided during the regular hours of service.

(3) Eligibility to apply
Any member of the university's academic staff (excluding specially appointed professors [management]) or technical staff (excluding facilities-related technical staff), postdoctoral scholars (education and research assistants, etc.), students (in three-year doctoral courses, or courses in medicine, dentistry or pharmacology), JSPS Research Fellow (SPD/PD/RPD/DC) who personally cares for a child living in the same household up to and including primary school grade 6.

※Applications will not be accepted if someone else is available to provide childcare or family care on a daily basis.
(4) Application forms

- Attachment 2: Application for Fee-assistance Programs for Hiring Babysitters and Other Child Care Services (First Period), 2020
- Attachment 7: Applicant Details relating to Eligibility Evaluation
- Attachment 8: Survey of Cooperation in Gender Equality Activities
- Copy of documentation confirming eligibility to apply
  - Copy of health insurance card, resident card, passport, or other document certifying child’s age
- Documentation confirming the details of childcare service use during the period covered (for each instance of usage)
  - Original receipts (Be sure to have your full name listed on them)
  - Documents providing itemized description of services used and the hourly rates charged

(5) Deadline for submission of application (first period)

_________________ 2020 (______)

(6) Where to submit application

General affairs office in your department

- The general affairs officer will collect all applications for the department and submit them to the Center for Gender Equality Promotion no later than Friday, July 31, 2020.
- If you have not applied but suddenly find that you require assistance during the year, please discuss the matter with the Center for Gender Equality Promotion.

(7) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Selections are scheduled to be announced in mid-August 2020.

(8) Year-end report

- The awardee shall prepare a report, as separately prescribed, at the end of the year.

(9) Other information

- The deadlines for subsequent application periods are currently scheduled as follows.
  - 2nd period: Friday, October 30, 2020 (for services used July 1–September 30, 2020)
  - 3rd period: Friday, January 29, 2021 (for services used October 1–December 31, 2020)
  - 4th period: Friday, March 12, 2021 (for services used January 1–March 11, 2021)
- Applications are taken only for services received during the relevant period, but exceptions may be allowed for circumstances beyond the applicant’s control, such as the service provider’s scheduling of receipt issuance. Please consult with the application coordinator to see if you qualify for an exception. However, applications may not be made for fees incurred in a previous academic year.
- There is no ceiling on the amount of fee assistance that may be applied for. However, application approval and the actual amounts awarded depend on the budget available.
- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material, etc.
- When announcing the results of research made possible by this program, the awardee must clearly acknowledge assistance provided under the program. (Please refer to the attachment "Q&A" for a practical example.)
3 Start-up research costs  Nurturing female leaders

(1) Aim
This program assists newly appointed female researchers with start-up research costs, the ultimate aim being to nurture female leaders across a wide range of disciplines who have the potential to fill top global leadership positions going forward. The hope is that by assisting researchers who have just started their research careers at this university, they will develop into full-fledged researchers capable of attracting funding from other sources.

(2) Program details
Provision of funds to persons selected to offset the start-up costs of research at Tohoku University.
* The maximum disbursement is 1 million yen. This amount may be reduced depending on the application review, budgetary circumstances, and amounts awarded under other programs.

(3) Eligibility to apply
Female academic staff※¹ newly appointed during the period July 2, 2019 – July 1, 2020 (professors, associate professors, senior assistant professors and assistant professors), excluding specially appointed professors (management), and those whose employment is 100% funded by external sources and who are obliged to exclusively serve the organization providing the funding.
※¹ Limited to regular employee of Tohoku University. (The employee who mainly belong to other institutions, such as the faculty member to whom the cross-appointment system applies, are not eligible.)
 Persons whose employment is fixed-term are not eligible to apply, if the date of “Renewal Limit” on their Notice of Employment is on or before March 31, 2022.
 Those who has competitive funds (including university expenses) of 10 million yen or more in total in the said fiscal year shall be excluded.
 Persons appointed on or after July 2, 2020 need to wait until the 2021 academic year before applying.
 For persons who have been promoted from research associate to assistant professor or above, the academic year in which they can apply differs depending on when they became eligible for this program.
 Those who have been promoted to senior assistant professor or above within the university may apply, if they have not previously been accepted for this grant.
 Those who have been previously selected for this grant may not apply again, regardless of any changes to their department affiliation or post.
 Applications made not be made for both this grant and the Next Step Research Grant at the same time.
 If many applications are received, preference will be given to departments with a low proportion of female academic staff.

(4) Application forms
 Attachment 3: Application for Start-up Research Costs: 2020 Academic Year
 Attachment 8: Survey of Cooperation in Gender Equality Activities
 Notice of employment (copy)

(5) Deadline for submission of application
____________ 2020
(6) Where to submit application
   General affairs office in your department

- The general affairs officer will collect all applications for the department and submit them to the Center for Gender Equality Promotion no later than Friday, July 10, 2020.

(7) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Selections are scheduled to be announced at end-July. The scheduled date for disbursing research funds is August 1, 2020.

(8) Year-end report

- The awardee shall prepare a report, as separately prescribed, at the end of the year.

(9) Other information

- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material, and other such activities.
- When announcing the results of research made possible by this program, the awardee must clearly acknowledge assistance provided under the program. (Please refer to the attachment "Q&A" for a practical example.)
(1) Aim
This grant is aimed at nurturing female leaders across a wide range of disciplines who have the potential to fill top global leadership positions. It provides financial assistance necessary for research purposes such as implementing new research projects, presenting/publishing outstanding research achievements, and gathering data to ideate new research topics. The hope is that the ability to initiate new research projects based on their own ideas and publish their research outcomes will empower awardees to independently pursue their research and enhance their research accomplishments, and in doing so develop into full-fledged researchers capable of attracting funding from other sources.

(2) Program details (First period)
Provision of funds to help researchers carry out new research projects without other sources of external funding, gather data, and publish research outcomes.

- The grant provides up to 400,000 yen/year, with the actual amount awarded based on a review of the application. The amount may be reduced depending on budgetary circumstances and amounts awarded under other programs.
- A second call for applications is tentatively scheduled for the second semester, but may be cancelled depending on the number of grants awarded in the first period and on the remaining budget. Those who received the grant for the first period are not eligible to apply for the second period.
- The grant is intended to offset expenses directly essential to the implementation of research, such as the following:
  - Travel expenses, registration fees, and other costs necessary for participation in academic conferences, symposia, research planning meetings, etc.
  - Purchase of equipment/supplies necessary for performing research; honoraria and other compensation to assistants, subjects, etc.
  - Expenses essential to publication of research, such as article submission fees and English proofreading fees

(3) Eligibility to apply
Female academic staff of Tohoku University (associate professor, senior assistant professor, assistant professor, research associate), excluding specially appointed professors (management) and those whose employment is 100% funded by external sources and who are obliged to exclusively serve the organization providing the funding.

1 Limited to regular employee of Tohoku University. (The employee who mainly belong to other institutions, such as the faculty member to whom the cross-appointment system applies, are not eligible.)
- Those who has competitive funds (including university expenses) of 10 million yen or more in total in the said fiscal year shall be excluded.
- Applications made not be made for both this grant and the Start-up Research Costs grant at the same time.
- Those whose employment is 100% externally funded may apply for this grant, provided that the funding source does not require them to focus exclusively on the funded project, and instead allows them to also engage in independent research efforts at their discretion.
- If many applications are received, preference will be given to departments with a low proportion of female academic staff.

(4) Application forms
- Attachment 4: Application for Next Step Research Grant: 2020 Academic Year
- Attachment 8: Survey of Cooperation in Gender Equality Activities
(5) Deadline for submission of application

2020

(6) Where to submit application

General affairs office in your department

- The general affairs officer will collect all applications for the department and after ranking of the top three by the department head, will submit them to the Tohoku University Center for Gender Equality Promotion no later than Friday, April 10, 2020.
- Please note that depending on the results of the review, some applicants may not be awarded this grant, even if they placed among the top three candidates.

(7) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.
- Selections are scheduled to be announced at end-April. The scheduled date for disbursing the funds is May 1, 2020.

(8) Year-end report

The awardee shall prepare a report, as separately prescribed, at the end of the year.

(9) Other information

- The awardee shall, as far as possible, cooperate with the following types of requests regarding the promotion of gender equality by the Committee for Gender Equality and the Center for Gender Equality Promotion (may be taken into consideration in the selection process): Participation in symposiums and seminars, poster presentations, responding to questionnaires, submission of public-relations material, and other such activities.
- When announcing the results of research made possible by this program, the awardee must clearly acknowledge assistance provided under the program. (Please refer to the attachment “Q&A” for a practical example.)
(1) Aim

This program aims to nurture next-generation female researchers and to cultivate a sense of mission and responsibility among those involved in research in the natural sciences by appointing female graduates enrolled in natural science departments as Science Angels to work with and help motivate students at primary schools, junior high schools and high schools.

(2) Program details

- At the request of their former schools or other schools in the community, Science Angels conduct seminars and other events at which they discuss their experiences to date and current research projects in order to communicate messages aimed at helping young people feel a more intimate connection with natural sciences.
- Participation in gender equality symposiums hosted by Tohoku University or other institutions in order to increase awareness of gender equality issues.
- In addition to the above, participation and presentations at events for female students and female researchers.
  - This program is managed by the Center for Gender Equality Promotion.
  - For activities of a work nature, remuneration will be paid commensurate with the activities performed.
  - The frequency of events ranges between once and three times per month. Participation is at the discretion of each individual.

[For reference] See the following website for information on Science Angels activities.
http://www.tumug.tohoku.ac.jp/next_generation/sa/

(3) Eligibility to apply

Female graduates enrolled in the following departments.

(4) Eligible departments

Natural science graduate schools (science, medicine, dentistry, pharmaceutical sciences, engineering, agricultural science, information sciences, life sciences, environmental studies, biomedical engineering)

(5) Proposed number of appointees

Approximately 50

(6) Estimated hourly rate

- 1,300 yen (students enrolled in a masters program or the second year of doctoral program or persons deemed to be of equivalent ability)
- 1,500 yen (students enrolled in a doctoral program or persons deemed to be of equivalent ability or higher)

(7) Application forms

- Attachment 5: Application to Participate in Tohoku University Science Angels Program: 2020 Academic Year
- Attachment 6: Resume
(8) Deadline for submission of applications

- When applying to remain in the program*:
  - Administration Bureau deadline: Friday, March 6, 2020
  - Applicants will be notified of results in late March, with appointment to take effect from April 1, 2020.

* Persons appointed Science Angels in the 2019 academic year who wish to remain in the program in the 2020 academic year should submit their application forms by the deadline for persons wishing to remain in the program.

- When newly applying:
  - Administration Bureau deadline: Friday, May 1, 2020
  - Applicants will be notified of results in late May, with appointment to take effect from June 1, 2020.

(9) Where to submit application

- General affairs office in your department

The general affairs officer will collect all applications for the department and submit them to the Center for Gender Equality Promotion by the above Administration Bureau deadline.

(10) Application screening

- Documents will be examined by the screening panel within the Committee for Gender Equality.
- During the screening process, you may be asked to prepare and submit additional documents or come for an interview.

(11) Please note the following

- Participants in this program are expected, in principle, to enter into an employment agreement with Tohoku University under which they will serve as Science Angels with the status of part-time employees.
- Those who hold a position of employment on or off campus that precludes the holding of other jobs can participate in this program as Science Angels Volunteers, provided that they request this option in their application. Please note that Science Angels Volunteers do not receive remuneration.
- Recipients of the Japan Society for the Promotion of Science Research Fellowship for Young Scientists (DC) are required to submit a copy of the JSPS notice of receipt of remuneration that was signed and stamped by their mentor.
- Those employed as an RA for a Tohoku University graduate degree program or receiving financial assistance (scholarships, education/research expense support, etc.) need to consult with the employer or assistance provider before applying.
6 Zonta Club of Sendai I financial assistance for overseas travel by Tohoku University female graduate students

Nurturing next generation (Details to be notified later)

(1) Aim
To celebrate Tohoku University's centenary, Zonta Club of Sendai I, an organization that aims to promote international understanding and community service and to improve the status of women in society, has endowed money (called "Zonta Club of Sendai I Rose Assistance") to assist female graduate students enrolled at Tohoku University as a way of supporting promising talent capable of playing an important role in society. The money has been used to establish a fund to finance travel costs for female graduate students traveling overseas to present the results of their research at international conferences. The aim is to help nurture female human resources with the potential to play an active role on the world stage and to promote gender equality at Tohoku University.

(2) Program details
- Provides funds to assist with overseas travel costs for successful applicants.
  - Number of awardees: 2
  - Maximum grant of 150,000 yen.

(3) Eligibility to apply
- Female postgraduates enrolled at Tohoku University. (Must be enrolled as a postgraduate student of Tohoku University at the time of traveling overseas. Preference will be given to persons who have hitherto had little opportunity to present their research at international conferences overseas.)
  - Details to be notified around May 2020.
  - The period for travel under this program is July 2020 – March 2021.