

Application Guideline

FY 2021 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 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, 2022.
- 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.
- For applications other than general English proofreading (e.g., cover letter writing), please contact us.

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.)
- In the case of joint papers, the consent of all-co-authors should be obtained.

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 for the proofreading cost (copy) * The quote by only one company is acceptable. You don't need multiple quotes.

NUMBER OF SUPPORT

About Five

SCREENING

The screening and the support decision will be made based on the content of the application.

The Promotion office of Research environment for Diversity (Ree-D) 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 Ree-D. Ree-D will then process the payment based on these transaction evidence and quote, delivery statement, invoice for the proofreading cost.

Procedure Flow

- ① Submit to Ree-D a quote for the proofreading cost (original) and an image showing the word count of the manuscript before it was reviewed in English (to confirm that the word count matches the quote).

- ② The applicant places an order with a reviewer.
 - ③ Submit the original delivery statement for the proofreading cost (original), invoice for the proofreading cost, and the delivered manuscript on which the English proofreading is completed (copy) to Ree-D as soon as possible after delivery.
 - ④ Ree-D makes the payment to the reviewer.
 - ⑤ Forward the e-mails to Ree-D for acceptance of submissions to academic journals.
 - ⑥ When published in the journal, submit the separate print or the equivalent. Otherwise, notify Ree-D to that effect.
- 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.
 - “The delivered manuscript on which the English proofreading is completed (copy)” will be used only to confirm the delivery.

NOTES

- 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.
- 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