

【Translation】

**Academic Year 2020 Guidelines for Recommendation for Kyushu University
Young Female Researchers and Female Graduate School Students Awards
(Sanae-I. Itoh Awards)**

1. Purpose

Kyushu University (hereinafter referred to as the "University") has been promoting education and research which respect diversity including international views in accordance with the basic philosophy of becoming a center of research and education of the highest standards, full of vitality and constantly addressing future challenges.

With the increased awareness of women's empowerment, the University has created a commendation program named "Kyushu University Young Female Researchers and Female Graduate School Students Awards" to honor young female researchers (excluding professors) and female graduate school students who have attained outstanding academic research achievements. This program aims to give incentives not only to award winners but also to many other young female researchers and to motivate them in carrying out their research activities, thereby contributing to the development of outstanding female researchers who will lead the world's academic research.

In 2020, the Kyushu University Sanae-I. Itoh Fund was set up following the wishes of the former Executive Vice President Professor Sanae-I. Itoh, who passed away in 2019. Thereafter the commendation program was decided to be funded by the Fund and the award name has been renamed the "Kyushu University Young Female Researchers and Female Graduate School Students Awards (Sanae-I. Itoh Awards) (hereinafter referred to as "the Awards")" from Academic Year 2020.

2. Qualification

The nominees for the Awards need to be qualified as having attained outstanding academic research achievements through the research activities within the past three years and meet the following requirements regardless of their research fields:

[Young Female Researchers Award in Science]

Female researchers who are under employment by the University at the time of recommendation and meet all the following requirements at the end of the previous academic year:

- (a) have been employed by the University for at least three years;
- (b) are aged 40 years old or younger; and

(c) have attained outstanding research achievements within the past three years.

[Female Graduate School Students Award in Science]

Female students who are enrolled in graduate schools of the University at the time of recommendation and have attained outstanding research achievements within the past three years at the end of the previous academic year.

The past award winners are not eligible for recommendation; provided, however, that those who were previously given the Awards during their graduate study at the University still remain eligible to be recommended for Young Female Researchers Award in Science.

If the nominees for the Awards have taken some time off from work or study as a result of maternity or nursing care within the past three years, the above mentioned period can be modified as specified below:

Period of leave of absence for maternity or nursing care	Period during which prospective nominees should have attained "outstanding research achievements"
Less than one (1) year	Three (3) years plus one (1) year
One (1) year or more	Three (3) years plus the period of leave

3. Selection Procedures

The Selection Committee (including external members) selects based on the submitted recommendation documents one nominee for Young Female Researchers Award in Science and Female Graduate School Students Award in Science from humanities and social sciences, science and engineering, and life science respectively. Following the presentations made by the nominees in each Award, the Selection Committee selects one for the Best Researcher Award and one or two for the Outstanding Researcher Award by vote; provided, however, that this does not apply if the committee determines none of the selected nominees is qualified for the Awards.

The President finally decides the Awards winners based on the submitted recommendation documents following the screening process by the Selection Committee.

4. Prizes

The winners of the Best Researcher Award and the Outstanding Researcher Award are presented with a certificate of commendation and trophy with an extra prize (research grant) as indicated below for the respective sections and awards:

Young Female Researchers Award in Science:

300,000 yen for the Best Researcher Award; 150,000 yen for the Outstanding Researcher

Award

Female Graduate School Students Award in Science:

200,000 yen for the Best Researcher Award; 100,000 yen for the Outstanding Researcher Award

5. Recommendation Procedures

Nominees may be recommended by other people in principle.

The recommender is required to fill in the following forms (Forms 1 and 2) and submit them with printed copies of the nominee's papers or books. The recommender must be a faculty member of the University who is familiar with the content of the research carried out by the recommended nominee. Self-recommendation may be accepted if the nominees are associate professors, lecturers and assistant professors.

- Record [**Form 1**]
- Letter of recommendation [**Form 2**] * Not required to be submitted in the case of self-recommendation
- Copies of the papers or books written by the nominee which represent the nominee's research results (up to three articles for each student and five articles for each researcher)

6. Submission Procedures

The recommender should submit the necessary documents by email to the contact address indicated in 11 below in the following manners.

- All documents must be submitted in the PDF format in principle.
- To submit a copy of a book, the cover, table of contents, and the relevant part of the text must be extracted from the book and compiled into a PDF file.
- The University's file sharing system can be used to submit large files.

7. Recommendation Period

From Wednesday, April 1 2020 to Friday, June 19, 2020

8. Announcement of Selection Results

The nominees will be notified of the final screening results around late August 2020.

9. Awards Ceremony

The Awards ceremony will be held in late September 2020. After the ceremony, a presentation meeting will be held for the Awards winners to give presentations on their research results. The Awards winners will be notified of the details of the schedule, etc. separately.

10. Others

- (1) No inquiries about the selection results will be accepted.
- (2) The name and affiliation of the award winner and the research achievements for which the award is given will be made public.
- (3) The personal information contained in the submitted documents will be kept safe and used only for the purpose of implementation of this commendation program.
- (4) The submitted documents will not be returned in principle.

11. The Contact Address

Commendation Program Section
Office for the Promotion of Gender Equality
Kyushu University
TEL: 092-802-2034 [Ito Campus: ext. 2034]
e-mail: prize@danjyo.kyushu-u.ac.jp

This commendation program was commenced in Academic Year 2018 with the donated funds under the Project to Enhance Female Researchers' Research Activities, which was established on the December 20 of 2016 as a project funded by a designated donation to the Kyushu University Fund. From Academic Year 2020, it is funded by the Kyushu University Sanae-I. Itoh Fund which was set up in 2020.

End

This guideline shall be for reference only as the translation of Japanese original version.