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【Translation】

**Academic Year 2024 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 strengthening its effort to become the global hub of research and education of the highest standards, which energetically addresses the future challenges. It has also promoted diversity in research and education including international perspectives.

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 obtained outstanding academic research achievements. This program intends to encourage the award winners and other young female researchers, to improve their motivation in research and thereby contribute to producing outstanding female researchers who will lead the future of academic research.

In FY 2020, the commendation program was renamed as "Kyushu University Young Female Researchers and Female Graduate School Students Awards (Sanae-I. Itoh Awards)" (hereinafter referred to as "the Awards") after having been decided to be funded by Kyushu University Sanae-I. Itoh Fund, which was set up in 2019.

2. Qualification

The nominees for the Awards must be young female researchers or female graduate school students enrolled at Kyushu University, who have obtained outstanding research achievements 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 employed by the University and meet all the following requirements at the end of the previous academic year:

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

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

[Female Graduate School Students Award in Science]

Female students who are enrolled at graduate schools of the University and have obtained 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 Female Graduate School Students Award in Science 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 leave 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 leave or nursing care	Period during which nominees should have obtained 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 President decides the Awards winners based on the submitted recommendation documents after deliberation by the Selection Committee (including external judge members).

The Selection Committee selects one nominee by the screening process of recommendation documents from three respective research fields (humanities and social sciences, science and engineering and life science) for each Awards. After the presentations made by nominees, the Selection Committee selects one for the Best Researcher Award and less than two for the Outstanding Researcher Award by vote; provided, however, that this does not apply if the Selection Committee determines none of the selected nominees is qualified for the Awards.

4. Selection criteria

All nominees will be assessed and evaluated by the following criteria;

- (1) Originality and academic meaning of her research
- (2) Ripple effects of research achievement and its contribution to society
- (3) Contribution of a nominee in her research
- (4) Future prospects of a nominee

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5. Prizes

The winners are granted with a certificate of commendation and trophy with an extra prize (research grant) as indicated below:

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

6. Recommendation Procedures

Nominees may be recommended by the recommender 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 well-acquainted with the nominees' research themes. Self-recommendation may be accepted if the nominees are associate professors, lecturers or assistant professors.

- Record [**Form 1**]
- Letter of recommendation [**Form 2**] * Not required to be submitted in the case of self-recommendation
- Offprints of the papers or books which represent the past research achievements of nominees (do not exceed three offprints for student and five offprints for researcher)

7. Submission Procedures

All nomination documents shall be submitted by the recommender via e-mail to the address indicated in 11 below in the following manners.

- All documents must be submitted in the PDF format in principle.
- To submit a offprint 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.

8. Recommendation Period

From **11 April (Thu.), 2024 to 20 June (Thu.), 2024**

9. Announcement of Selection Results

The nominees will be notified of the final screening results around late August 2024.

10. Awards Ceremony

The Awards ceremony will be held after September 2024. After the ceremony, there may be an opportunity for winners to present their research achievements. Details will be announced later including the schedule etc.

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11. Others

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

12. The Contact Address

Contact :

Employee Support Section,
Human Resources Division,
Human Resources Department
Kyushu University
TEL: 092-802-2262 [Ito Campus: ext. 2262]
e-mail: syjdanjyo@jimu.kyushu-u.ac.jp

Submission of application:
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 December 20, 2016 as a designated donation project to the Kyushu University Fund. After the "Kyushu University Sanae-I. Itoh Fund" was set up in 2019, the program was decided to be funded by that fund.

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