

**【 Translation 】**

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

Established: March 26, 2018

Revised: March 30, 2020

Revised: April 1, 2021

Revised: April 13, 2022

Revised: April 1, 2023

(Purpose)

1. These Guidelines set out the principle concerning the awards named "Kyushu University Young Female Researchers and Female Graduate School Students Awards," which have been created to honor young female researchers (excluding professors) and female graduate school students who have obtained outstanding academic research achievements at Kyushu University (hereinafter referred to the "University"). This program intends to improve motivation in research of young female researchers and female graduate school students and produce outstanding female researchers who will lead the future of academic research and thereby promote diversity of the University.

In 2019, former Executive Vice President Prof. Sanae-I. Itoh, who had made a great effort for the creation of this award offered a donation to the University, designating its use as the fund for the program. It was renamed as the "Kyushu University Female Researchers Awards (Sanae-I. Itoh Awards)" in that academic year.

After former Executive Vice President Prof. Sanae-I. Itoh passed away in 2019, her husband Mr. Kimitaka Itoh offered a donation to the University following the deceased's wishes. Thereafter the "Kyushu University Sanae-I. Itoh Fund" was set up in 2019. From 2020 which marked the third year of the program, it was renamed as the "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.

(Qualifications)

2-1. The persons eligible for the Awards are those who are recommended by faculty members and who fall under any of the following:

(1) 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 (excluding professors):

- (a) have been employed by the University for at least one year;
- (b) are aged 40 years old or younger; and
- (c) have obtained outstanding research achievements within the past three years.

(2) 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.

2-2. If the nominees have taken some time off from work or study as a result of maternity leave or nursing care within the past three years, the period as set forth in 2-1. can be modified as follows:

Period of leave of absence for maternity 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

2-3. There is no restriction on the research fields for the recommendation of nominees.

2-4. The past 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.

(Recommendation)

3. Recommendation for the Awards will be accepted by submitting a record and letter of recommendation in the prescribed forms with other necessary documents. Self-recommendation may also be accepted on the condition that the nominees meet the requirements as specified in Young Female Researchers Award in Science and hold the position of associate professors, lecturers or assistant professors.

(Call for Recommendation)

4. The Executive Vice President for Diversity announces the call for recommendation of nominees in order to give the Awards. The necessary matters concerning the call for recommendation are

decided by the Executive Vice President for Diversity.

(Selection and Nomination Committee for Sanae-I. Itoh Awards)

5-1. The University sets up the Selection and Nomination Committee for Sanae-I. Itoh Awards (hereinafter referred to as the "Committee").

5-2. The Committee evaluates nominations and selects the successful nominees who have been recommended in response to the call for recommendation as provided in 4.

5-3. The Committee consists of the following members:

(1) Distinguished academics who are designated by the President (this may include the specialists from outside the University); and

(2) Members of Office for the Promotion of Gender Equality who are designated by the President.

5-4. The members of the Committee are appointed from academics in three respective research fields (humanities and social sciences, science and engineering, and life science) . The number of members are to be balanced and equal among those three fields.

5-5. The term of office for the members of the Committee shall be two years and the members may be reappointed; provided, however, if there is a vacancy on the seat of the members, the term of office for the successor shall be the remaining period of the preceding member.

5-6. The Committee has a Chairperson who is designated by the President from among the members as provided in 5-3.

5-7. The Chairperson convenes the Committee and presides at the meeting.

5-8. If the Chairperson is unable to fulfill his/her duties, a member designated by the Chairperson in advance performs the Chairperson's duties on his/her behalf.

5-9. A member who has recommended a nominee may be required to withdraw from the screening and selection process of the nominee.

(Proceedings)

6-1. The Committee may not hold a meeting nor make a determination unless the quorum of at least half of its members are present.

6-2. All matters shall be determined by the majority of the members present and voting at the Committee. In the event of a tie, the Chairperson shall have a casting vote.

(Attendance of Persons Other Than Members)

7. The Committee may request other person than its members to attend the meeting and ask for their explanation or opinions if necessary.

(Selection)

8. Each academic year, one winner for the Best Researcher Award and a few winners for the Outstanding Researcher Award are selected in Young Female Researchers Award in Science and Female Graduate School Students Award in Science respectively; provided, however, that this does not apply if the Committee determines that none of the nominees is qualified for the Awards.

(Determination of Awards Winners)

9. The President decides the Awards winners after deliberation by the Selection Committee.

(Giving of Awards)

10-1. Awards are given by a certificate of commendation to the Award winners by the President.

10-2. An extra prize may be given in addition to the certificate of commendation as provided in 10-1.

(Administrative Affairs)

11. Administrative affairs concerning the giving of the Awards are handled by Employee Relations Division of Human Resources Department.

(Auxiliary Provisions)

12. Other necessary matters than provided herein the Guidelines concerning the giving of the Awards are provided for separately by the Executive Vice President for Diversity.

(Implementation)

13. These Guidelines start to be implemented from March 26, 2018.

Supplementary Note

These Guidelines start to be implemented from April 1, 2020.

These Guidelines start to be implemented from April 1, 2021

These Guidelines start to be implemented from April 1, 2022

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