

AY2020 Center for Inclusive Leadership (CIL)
Event (Workshop/Lecture/Event) subsidy Guideline

This subsidy supports an APU faculty member who wishes to organize a workshop, lecture, or event about inclusive leadership with the aim of promoting research or application of inclusive leadership and developing APU's reputation as a leading university in inclusive leadership.

Inclusive Leadership embodies the view that organizations are consisted of individuals with different traits, abilities and values; and the process through which individuals of all backgrounds develop their sense of belonging, participate and make unique contributions to their groups, organizations or communities. Inclusive leaders are therefore individuals who can create an inclusive environment and utilize the power of diversity to strive for excellence and solve problems in business and society.

1. Requirements	<p>All of the following conditions must be met.</p> <p>(1) The event organizer is to be APU Full-Time Faculty Members (Profs., Assoc. Profs., Asst. Profs., Tenured Senior Lecturers and Lecturers, including fixed-term faculty members, specially-employed faculty and continuously-employed faculty)</p> <p>(2) Being an event to promote research or application of inclusive leadership. Among other things, lectures, workshops and events that contribute to the following three priority items.</p> <p>(A) Clearing the gap between theory and practice of inclusive leadership (B) Pedagogical research on Inclusive Leadership and its application. (C) Theoretical frameworks on inclusive leadership</p>						
2. Language	English or Japanese						
3. Support period	This grant covers workshops, lectures and events held during the following period. July 1, 2020 - February 28, 2021						
4. Grant amount	<p>CIL will support actual expenses incurred up to following amount.</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Venue</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Domestic</td> <td style="text-align: center;">200,000 Yen</td> </tr> <tr> <td style="text-align: center;">Foreign</td> <td style="text-align: center;">300,000 Yen</td> </tr> </tbody> </table> <p>※It is not possible to use in combination with research grants from CIL.</p>	Venue	Amount	Domestic	200,000 Yen	Foreign	300,000 Yen
Venue	Amount						
Domestic	200,000 Yen						
Foreign	300,000 Yen						
5. Eligible expense	<p>The following expenses will be covered in accordance with the regulations in the Ritsumeikan Asia Pacific University Research Funds Usage Guidebook and tax of the honorarium for the speaker is to be excluded from this amount.</p> <p>① Transportation Fee for Speakers ② Accommodation Fee for Speakers ③ Honorarium for Speakers ④ (Held outside APU) Venue Fee ⑤ (Held outside APU) Travel Expenses for Event organizer ⑥ Other fees that are considered necessary for holding the event (Decisions for fees needing more careful consideration shall be made by the CIL and CIL</p>						

secretariat).

< Transportation Fee for Speakers >

【Being held in Japan】

When coming from within Japan

The transportation fee between the speaker's nearest station and the nearest station to the venue (round trip) will be provided.

When coming from overseas

The air fare, the transportation fee within Japan will be provided. The air fare from the speaker's departing airport overseas will be eligible for reimbursement.

【Being held overseas】

When coming from within Japan

The transportation fee between the speaker's nearest station and the nearest station to the venue or to the hotel for speaker (round trip) will be provided.

When coming from overseas

The transportation fee between the speaker's departing airport and the venue or the hotel for speaker (round trip) will be provided.

< Accommodation >

【Being held in Japan】

Accommodation fee for one night (actual cost), either the day before the seminar or on the day of the seminar: Up to 12,000 yen (including tax, with breakfast).

【Being held overseas】

Accommodation fee for one night (actual cost), either the day before the seminar or on the day of the seminar: The maximum amount is decided in Research Funds Usage Guidebook.

< Honorarium for Speakers >

Up to 30,000 yen (after tax)

* The event organizer must submit Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) to CIL secretariat in advance.

<Venue fee>

If the event is held in the forum or conference, the subsidy covers the expense the event requires.

<Transportation fee for the event organizer>

It is covered according to Research Funds Usage Guidebook.

* Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) should be submitted two weeks

	<p>before the trip.</p> <p>In principle, after the organizing faculty members have submitted the report form to the CIL Secretariat (Research office) and the secretariat has confirmed that all the necessary documents are submitted, the Secretariat will start to process the reimbursement.</p>
6. Application	<p>(1) Application deadline May 31, 2020 (Sun)</p> <p>(2) How to apply Please submit application form to the CIL secretariat(Research Office) (centers@apu.ac.jp) as email attachments. *You can download the application form from the CIL webpage below: <u>https://www.apu.ac.jp/cil/</u></p> <p>(3) Notification of results CIL secretariat will send notification by email in the end of June 2020 (tentative) to the organizing faculty.</p>
7. Screening	<p>A screening committee consisting of CIL Director and deputy Director; CIL Project Leader, APS representative, EDLSC representative, CLE representative, Research staff, Admissions staff and Office of the President Staff will screen the application and the CIL Secretariat will notify the applicants about the results by email.</p>
8. Support from CIL	<ul style="list-style-type: none"> • The CIL secretariat will book a room (in case of holding event at APU). Please fill out the room you prefer though we cannot guarantee the specified room will be available. • The CIL Secretariat will promote the seminar through posters and the Campus Terminal. (PR such as posters are the organizing faculty's responsibility.) <p>*For other roles, organizing faculty members will be the main role.</p>
9. Organisers' responsibilities	<p>The organising faculty members are responsible for the following:</p> <ul style="list-style-type: none"> • Supervise the entire event planning • Promote the event • Arrange the travel itinerary of the speaker invitation • Submit necessary documents • Submit a report (within two weeks of the event) • Agree to upload the event report to the CIL website etc, • Add questions about CIL if the questionnaire is taken. (e.g., Did you know CIL? Did you know about the idea of inclusive leadership?)
10. Notes on holding a event	<ul style="list-style-type: none"> • Plan an interactive seminar. (For example, set aside 30 – 45 minutes for a Q & A session, or provide handouts to the participants and take questions from them in advance, then answer their questions in the seminar.) • <u>Substituting the seminar for a class is not allowed. Bonus points cannot be given</u>

	<u>to students.</u>
11. Photographs, etc. of event	With the consent, CIL will upload photographs, etc. of the event to CIL website and CIL annual report.
12. Procedures When event, etc. are Cancelled	<p>CIL may require cancellation of a proposed event when unforeseen circumstances arise and it is determined by the CIL that holding the conference is inappropriate.</p> <p>In case of cancelation due to a natural disaster, the costs incurred at that time will be decided upon consultation with the CIL secretariat and organizing faculty members.</p> <p>In case of unexpected changes in the plan, report it immediately. The CIL Committee will decide whether the changes can be supported or not.</p>

【Inquiries】 CIL Secretariat (Research Office)
e-mail : centers@apu.ac.jp

Note: In response to the Covid-19 pandemic, online events are eligible for the subsidy. CIL aims to accept two applications, but this number may change depending on the number of applications and total amount of subsidies applied for.