

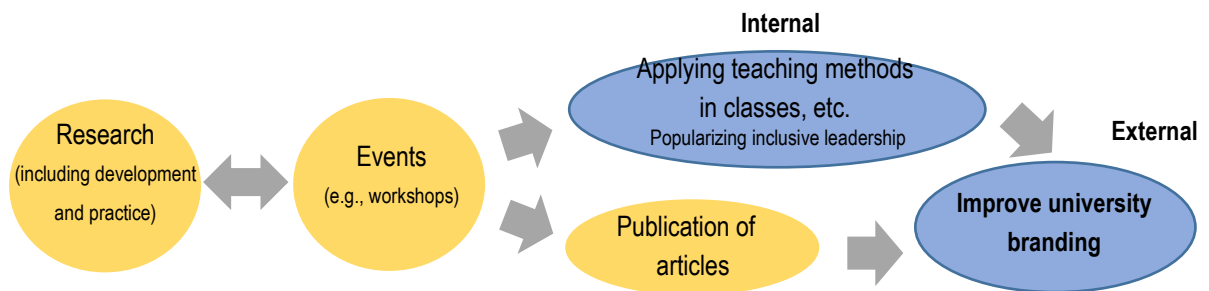
AY2020 Center for Inclusive Leadership (CIL)

Application Guidelines for the Pedagogy Research and Event Subsidy

The aim of this subsidy is to promote inclusive leadership education and inclusive teaching being conducted both within and outside APU.

Specifically, it aims to support research on inclusive education research and inclusive teaching and to promote the practice of inclusive leadership and inclusive teaching in classrooms through events or workshops that advance research themes and disseminate research outcomes within the APU community. Furthermore, it ultimately aims to contribute to improving APU's branding by disseminating research outcomes far and wide.

Inclusive leadership embodies the view that organizations are composed of individuals with different traits, abilities and values and adhere to a process by which individuals of all backgrounds develop their sense of belonging, participate and make unique contributions to their groups, organizations, or communities. Therefore, inclusive leaders refer to individuals who can tap into diverse personalities, abilities, and qualities, and accepting these diverse values as a member of the community, can convert diversity into organizational power and, in turn, help solve the issues facing businesses and society.



1. Application Eligibility	<p>Applicants (research representatives) must meet all the following conditions.</p> <ol style="list-style-type: none"> (1) The applicant must be a full-time faculty member of APU (professor, associate professor, assistant professor, tenured senior lecturer, or lecturer) <ul style="list-style-type: none"> * Includes fixed-term faculty, specially-employed faculty, and continuously-employed faculty. * CIL members cannot apply as research representatives. (2) All research projects must contribute to the development of teaching methods and practices for inclusive leadership training. (3) The applicant must be someone who can assume responsibility for organizing a workshop or other event that serves to share outcomes throughout the university. (4) Applications must be submitted by a group with at least two members. At least two research group members, including the research representatives, must be full-time faculty members of APU. The other members may be from other institutions. <p><i>Additional Information</i></p> <ul style="list-style-type: none"> ▪ Combining advanced expertise from various fields can yield synergies that generate higher quality output. For this reason, applicants are encouraged
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	<p>to form joint projects with members from APS, APM, EDLSC, and CLE.</p> <ul style="list-style-type: none"> ▪ Faculty members are permitted to join multiple projects; however, they can only serve as the research representatives for one project. ▪ Subsidy applications <u>can be submitted in either English or Japanese.</u> <p>* Note: Some output must be generated in English (See Section 8: "Recipients' obligations").</p>
2. Subsidy amount	<p>Maximum amount per application ¥1,300,000 (Maximum of two projects)</p> <ul style="list-style-type: none"> * Between 10 and 40% of the funds must be allocated to the expenses incurred for organizing a workshop or other events.
3. Subsidy period	<p>Date of notification - Thursday, March 31, 2022</p> <ul style="list-style-type: none"> * The period for this subsidy is two years. * CIL will notify later the deadline for the AY2020 and AY2021 usage period after results have been announced.
4. Payment of subsidies	<p><Payment period> Subsidies are scheduled to be distributed in early August 2020.</p> <p><Eligible expenses> Expenses necessary for the performance of research will be covered. These include expenses for consumables (including books), domestic travel, international travel, conference participation, seminar enrollment fees, data collection, honoraria for lecturers, translation, interpreting, and any other expenses required to perform research on the selected project.</p> <ul style="list-style-type: none"> * Only travel expenses can be covered for research team members residing overseas. * Between 10 and 40% of the total subsidy must be allocated to the expenses incurred for organizing workshops or other events. (Multiple sessions or events can be held). Although bilingual events are preferable, events can also be held in either English or Japanese. * Subsidies can only be used for expenses incurred on or after the notification date. * To use funds, you must comply with the provisions in the APU Research Funds Usage Guidebook. * Withholding tax may apply to payments made to researchers outside of APU (including research group members).
5. Items for consideration	<p>(1) Applying for this subsidy does not preclude you from applying for grant-in-aid, an APU research subsidy, or an FD program* administered by the IPG Steering Committee; however, if the content of this application is for the same or similar research topic covered by a grant-in-aid, APU research subsidy, or FD program, please indicate as such on your application form along with the reason you require additional funds.</p> <ul style="list-style-type: none"> * Faculty Initiatives Program (FIP) and Division Initiatives Program (DIP) <p>(2) To receive this subsidy, you must have completed compliance and ethics training (including carefully reading the Green Book) and submitted the necessary documents within the past three years. If you have not yet completed the training, please do so before using any of the funds.</p> <ul style="list-style-type: none"> * Outside research group members do not need to attend the training session and submit documents provided they have completed similar training sessions offered by their institutions.

6. Screening and selection	<p>All applications will be screened by at least three external reviewers. The CIL Steering Committee will aggregate the external reviewers' assessments, and based on their recommendations, it will select successful projects and set subsidy amounts. Feedback from the external reviewers will be shared with the applicants.</p> <p>The titles of successful projects and the names of the researchers (i.e., all group members including the research representative) will be published on the CIL website.</p>
7. Application Instructions and Schedule	<p>(1) Application deadline <u>Tuesday, June 30, 2020</u></p> <p>CIL cannot accept submissions or amended applications after the deadline for any reason.</p> <p>(2) Application method</p> <p>Send an email to CIL secretariat (Research Office) (centers@apu.ac.jp) with the prescribed application form attached.</p> <p>* You can download the application form from the CIL website below: http://en.apu.ac.jp/cil/news/category/?categoryid=2</p> <p>(3) Notification of results</p> <p>CIL secretariat expects to notify applicants (research representatives) of the results in early August 2020.</p>
8. Requirements for Accepted Applications	<p>(1) To ensure the proper use of research funds, research group members must attend a funds usage guidance session offered by CIL secretariat before using funds.</p> <p>(2) Recipients must submit a progress report and literature review to CIL before the end of AY2021. These will be made public as CIL Discussion Papers.</p> <p>(3) Recipients must organize event(s) or workshop(s) for APU faculty that will help advance research themes or sharing research outcomes that promote the practice of inclusive leadership and inclusive teaching in APU classrooms before the end of AY2022. (Multiple sessions or events can be held.)</p> <p>(4) Before the end of AY2022, recipients must write a full paper in English and submit it to a journal. A copy of the published article must be submitted to CIL secretariat.</p> <p>* If publication of the full paper is still under review at the deadline, please submit a copy of the pending full paper.</p> <p>* Progress reports and pending full papers will be published as part of the CIL's Inclusive Leadership Annual Report or as Discussion Papers. Authors shall retain the copyrights to the Discussion Papers.</p> <p>(5) CIL may ask recipients to present their research at or attend an Inclusive Leadership Session at the AP Conference. If you are asked to attend, please make every effort to do so. Recipients are required to participate in the AY2021 AP Conference.</p> <p>(6) Recipients who present at a conference, publish an article, or hold an event pertaining to the research results produced with the subsidy must notify CIL via CIL secretariat. They should also acknowledge in the presentation or article that the research was supported by this subsidy.</p> <p>(7) Recipients must submit all publications related to the research results produced with this subsidy to CIL secretariat.</p>

	<p>* Subsidies will be suspended for recipients who do not fulfill these obligations, and they may be asked to repay them. They may also lose eligibility to apply for future CIL programs.</p> <p><u>Reference</u> The CIL is working to improve APU's brand image by publishing and sharing papers in internationally-renowned journals. For your reference, please refer to the journal ranking sites below. https://www.scimagojr.com/journalrank.php?category=3304 https://harzing.com/download/jql_66_subject.pdf</p>
9. Application Documents and Personal Information	<p>(1) Application documents and other submitted materials will only be used for the processing of this subsidy.</p> <p>(2) Submitted materials will not be returned.</p> <p>(3) Personal information obtained from application documents will not be used for any purpose other than the screening.</p>

Inquiries:	CIL Secretariat (Research Office) Email: centers@apu.ac.jp
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