

## AY2021 Center for Inclusive Leadership (CIL) Research project grant guideline

Through this grant, the Center for Inclusive Leadership (CIL) will promote research on inclusive leadership and inclusion, share the knowledge gained with it widely with society, and enhance APU's research reputation.

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 belongingness, 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.

The CIL Research Project grant promotes and supports research on inclusive leadership and inclusion with the goal of publishing articles in high-quality international academic journals. CIL welcomes research projects that address inclusion and inclusive leadership in various fields and areas, including but not limited to management, marketing, economics, finance, sustainability, politics, tourism, media, language studies, and education.

1. Application Eligibility	<p>Applicants (research representatives) must meet the following conditions</p> <p>(1) Full-time faculty members at APU (Tenured faculty members, fixed-term faculty members, specially-employed faculty members and continuously-employed faculty members, tenured senior lecturers and lecturers)</p> <p>*Applications from research representatives who have been selected for one of CIL's research grants and whose grant period is in 2021 are not eligible.</p> <p>(2) All research projects must contribute to any of the following three priority items.</p> <p>(A) Bridge the gap between theory and practice on inclusion and inclusive leadership</p> <p>(B) Develop pedagogical research on inclusive leadership and inclusive teaching and their application.</p> <p>(C) Build theoretical frameworks on inclusion and inclusive leadership</p> <p>*Supplementary matters*</p> <ul style="list-style-type: none"> <li>• Applicants may apply individually or as a group. APU faculty members other than the above-mentioned full-time faculty may be research group members. External researchers may also be research group members.</li> <li>• A faculty member can only be a research representative for one project only.</li> <li>• Applications should be written in English.</li> <li>• CIL targets and supports research members' submission to peer-reviewed, high-quality international journals included in Scopus and in the following journal rankings:. <i>The University of Queensland (UQ) ranking, Australian Business Deans Council Journal ranking (ABDC) or Association of Business Schools ranking (ABS)</i></li> </ul> <p>In any of these assessments, a journal that has received an assessment of B or more (UQ, ABDC), or 3 or more (ABS) is defined as the highly rated journal.</p> <p>Please refer to the following for detailed ranking of each journal. <i>Journal Quality List: Sixty-fourth Edition</i> <a href="https://harzing.com/download/jql67_subject.pdf">https://harzing.com/download/jql67_subject.pdf</a></p>
2. Grant Amount	<p><b>【Amount per application】</b> (Both individuals and groups)</p> <p>¥1,000,000 (up to 3 projects)</p>
3. Grant Period	<p>Notification date of acceptance~end of AY2022(March 31, 2023)</p> <p>※Subsidy period of this grant is 2years.</p> <p>※CIL will notify later the deadline for the AY2021 and AY2022 usage period.</p> <p>※The funds not used within the two-year grant period must be returned to CIL.</p>

4. Grant Payment	<p>&lt; Distribution Schedule &gt;  Grants are scheduled to be distributed in June 2021(tentative).</p> <p>&lt; Eligible Expense &gt;</p> <ul style="list-style-type: none"> <li>• Actual expenses up to the subsidy amount can be subsidized.</li> <li>• Recipients may use grants from the date when the Research Representative is notified of the application result.</li> <li>• Recipients may use grants for honoraria, domestic travel, overseas travel, consumables, books, and other expenses necessary for the research project. They must strictly follow “APU Research Funds Usage Guidebook”. There will be a usage guidance session after the grant is awarded.</li> </ul>
5. Notes	<p>(1) Faculty members who have received Grant-in-Aid (Kakenhi), APU Academic Research Subsidy or FIP/DIP* can apply for this grant.  However, applicants should indicate in their application that their proposed topic is the same or similar with their Kaken project, APU Academic Research Subsidy or FD project and justify the need for additional funding.  *administered by the IPG Steering Committee (including the Faculty Initiative Program [FIP] and the Division Initiative Program [DIP]).</p> <p>(2) In order to receive this grant, it is necessary for recipients to have completed the compliance training and the ethics training within the past 3 years (including through-reading of the Green Book) and have submitted the documents. If recipients have yet to take the trainings, both have to be completed before using the subsidy.  *If external researchers have completed both at their affiliated institution, both the training and the documents are not required.</p>
6. Selection and Approval	<ul style="list-style-type: none"> <li>• All applications will be screened by at least three external reviewers. The CIL Committee will then tally the evaluation scores of each application and choose the projects and determine the amount of grant based on the recommendation of external CIL reviewers. Feedback from external reviewers will be shared with the applicants.</li> <li>• For successful applications, the CIL will publicize the title of the research project, abstract (Summary of Research) and the names of the research group members on the CIL webpage.</li> </ul>
7. Application Instructions and Schedule	<p><b>(1) Application deadline</b>  April 30, 2021 (Fri.)  Submission and replacement of the documents after the deadline are not acceptable.</p> <p><b>(2) How to apply</b>  Please submit the application form to the CIL secretariat (centers@apu.ac.jp) as email attachments.  *You can download the application form from the CIL webpage below:  <a href="https://www.apu.ac.jp/cil/">https://www.apu.ac.jp/cil/</a></p> <p><b>(3) Notification of results</b>  CIL secretariat will send the notification by email in June 2021 (tentative) to the research representative.</p>
8. Requirements for Accepted Applications	<p>(1) To ensure proper usage of the grant, research representative is required to attend Research project grant usage guidance sessions held by the CIL secretariat before usage of the research project grant.</p> <p>(2) Research representative of accepted projects automatically becomes a research member of CIL.</p> <p>(3) Please be noted that you may be requested to present your research and participate in CIL events, such as CIL Special Sessions or Inclusive Leadership panels at the AP Conference.</p> <p>(4) Submit a progress report at the end of the AY2021. Submitted progress reports will be</p>

	<p>published in the Annual report and on the CIL website. The progress report form will be distributed at a later date.</p> <p>(5) Present your research in at least one conference outside APU (i.e. conferences organized by other institutions) within AY2022.</p> <p>(6) Submit a working paper to CIL by the end of November 2022, which will be published on the website by CIL.</p> <p>CIL Working Papers published by the Center for Inclusive Leadership are research papers ready for publication. The copyright of the working paper belongs to the author. The publication will be withdrawn if it becomes necessary to withdraw the paper from this website due to copyright issues arising from publication in journals, books, etc. after publication.</p> <p>(7) Submit a paper to a peer-reviewed journal within one month of the end of the grant period.</p> <p>(8) Recipients who publicize the research outcome produced with the grant in a conference presentation or journal article must report this to the CIL through the secretariat. They should also acknowledge in the presentation or article that the research has been supported by a CIL Research project grant.</p> <p>(9) Recipients must submit all publications related to research results produced with the grant to the secretariat (Research Office).</p> <p>*If a recipient fails to meet the above requirements, the grant may be stopped and the recipient may be demanded to return the grant funds. In this case, CIL may also suspend the recipient's eligibility for subsequent CIL programs.</p>
9. As Application Documents and Personal Information	<p>(1) We will only use application documents and other submitted materials for the procedures related to this program.</p> <p>(2) Please note that we will not return submitted materials.</p> <p>(3) We will not use personal information obtained from application documents for any purpose other than application selection.</p>

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