

AY2021SP 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 and inclusion with the aim of promoting research or application of inclusive leadership and inclusion and developing APU's reputation as a leading university in this field.

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	All of the following conditions must be met. (1) The event organizer is to be 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) *Recipients of CIL research grant are not eligible if they are in the grant period (2) Being an event to promote research or application of inclusive leadership and inclusion. Among other things, lectures, workshops and events.
2. Language	English and/or Japanese
3. Support period	This grant covers workshops, lectures and events held during the following period. July 1, 2021 – October 3, 2021
4. Format	Online * In consideration of the current situation caused by the COVID-19, we will <u>only accept applications in online format.</u>
5. Subsidy amount	CIL will support actual expenses incurred up to 150,000 JPY.
6. Eligible expense	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. ① Honorarium for Speakers ② Interpreter expenses ③ Student part-time job expenses < Honorarium for Speakers > Up to 30,000 yen (after tax)

	<p>* The event organizer must submit Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) to CIL secretariat in advance.</p> <p><u>*If the date of the event is undecided or changed after the adoption, it should be notified to the CIL Secretariat at least one month prior to the date of the event.</u></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>
7. Application	<p>(1) Application deadline May 31, 2021 (Mon.)</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: https://en.apu.ac.jp/cil/</p> <p>(3) Notification of results CIL secretariat will send notification by email in late June. 2021 (tentative) to the organizing faculty</p>
8. Screening	<p>A screening committee consisting of CIL Director and deputy Director; CIL Project Leader, APS representative, EDLSC representative, CLE representative, representative from each of the offices related to research and public relations, such as the Research Office, the Admissions Office, and the Office of the President will screen the application and the CIL Secretariat will notify the applicants about the results by email.</p>
9. Support from CIL	<p>The CIL Secretariat will promote the seminar through posters and the Campus Terminal. (Making promotional materials such as posters are the organizing faculty's responsibility.)</p> <p>*For other roles, organizing faculty members will be the main role.</p>
10 .Organizers' responsibilities	<p>The organizing faculty members are responsible for the following:</p> <p>(1) Supervise the entire event planning (2) Promote the event (3) Arrangements for inviting speakers (4) Submit necessary documents</p>

	<p>(5) Submit a report (within two weeks of the event)</p> <p>(6) Agree to upload the event report to the CIL website etc,</p> <p>(7) To conduct a survey after the event and submit the results to CIL. The survey needs to include additional questions related to CIL which will be provided by CIL.</p> <p>*In case of the following cases, the subsidy approval may be cancelled, or the subsidy amount may be changed, or the full or partial amount of the subsidy may be requested to be returned.</p> <ul style="list-style-type: none"> • Report Form is not been submitted by the deadline. • It is found that the event was held with different contents from the application form without prior consultation to CIL • CIL determines that the event should not be covered with the subsidy.
11. Notes on holding an 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.) • Substituting the seminar for a class is not allowed. Bonus points cannot be given to students.
12. Photographs, etc. of event	With the consent, CIL will upload photographs, etc. of the event to CIL website, CIL annual report and etc..
13. Procedures When event, etc. are Cancelled	<ul style="list-style-type: none"> • 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. • 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. • In case of unexpected changes in the plan, report it immediately. The CIL Committee will determine whether the changes can be supported or not. Postponement to the next academic year is not allowed.

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