

AY2021FA Center for Inclusive Leadership (CIL)
Event (Workshop/Lecture/Event) subsidy for student Guideline

This subsidy supports an APU student who wishes to organize a workshop, lecture, or event about inclusive leadership and inclusion with the aim of promoting understanding of inclusive leadership and inclusion, and fostering student's inclusive leadership by providing opportunities to play as an inclusive leader, 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	<p>All of the following conditions must be met.</p> <p>(1) The event organizer is to be undergraduate student and graduate student in APU excluding part-time student.</p> <p style="padding-left: 40px;">*Students on leave of absence may not apply</p> <p>(2) Being an event, lecture or workshop to promote understanding of inclusive leadership and inclusion.</p> <p>(3) Both individual and group applications will be accepted. However, in both cases, the event must be conducted with at least one advisor (students are not allowed) who can provide advice on how to incorporate diversity and inclusion values into the event management and how to promote a better understanding of inclusive leadership and inclusion.</p> <p>Note: If the project has already been selected for support as a Student Office Event Project Support Program Type B (Selected Project), it is not eligible to receive this subsidy.</p>
2. Language	English and/or Japanese
3. Support period	This subsidy covers workshops, lectures and events to be held by the following date.. February 28, 2022
4. Format	<p>Online</p> <p>* In consideration of the current situation caused by the COVID-19, we will only accept applications in online format.</p> <p>* If the situation improved and it becomes possible to hold the event in a hybrid or face-to-face format, a change from the online format may be allowed. (When the possibility is expected in consideration of the situation and APU's BCP level, we will notify the recipients.</p>
5. Subsidy amount	CIL will support actual expenses incurred up to 100,000 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.

	<p>(1) Honorarium for Speakers (2) Interpreter expenses < Honorarium for Speakers > Up to the following (after tax)</p> <table border="1" data-bbox="544 360 1350 685"> <tr> <td data-bbox="544 360 1139 483">Presidents, vice presidents, and deans of other universities, corporate executive officers of organizations/agencies</td> <td data-bbox="1139 360 1350 483">50,000 yen</td> </tr> <tr> <td data-bbox="544 483 1139 600">Faculty members of other universities, corporate officers of organizations/agencies, individuals with professional membership or accreditation</td> <td data-bbox="1139 483 1350 600">30,000 yen</td> </tr> <tr> <td data-bbox="544 600 1139 685">Postdoctoral fellows or researchers, individuals with relevant certification, etc.</td> <td data-bbox="1139 600 1350 685">10,000 yen</td> </tr> </table> <p>*If the date of the event is undecided or changed after the adoption, it should be surely notified to the CIL Secretariat <u>at least one month prior to the date of the event.</u></p> <p>* In principle, after the organizing students 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>	Presidents, vice presidents, and deans of other universities, corporate executive officers of organizations/agencies	50,000 yen	Faculty members of other universities, corporate officers of organizations/agencies, individuals with professional membership or accreditation	30,000 yen	Postdoctoral fellows or researchers, individuals with relevant certification, etc.	10,000 yen		
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7. Application	<p>(1) Application deadline January 31, 2022 (Mon.) 17:00 *Applications will be accepted on a rolling basis until the deadline. *Applications must be submitted at least one month prior to the event regardless of the above.</p> <p>(2) How to apply Please submit application form to the CIL secretariat(Research Office) (centers@apu.ac.jp) as email attachments.</p> <p>*You can download the application form from the CIL webpage below: https://en.apu.ac.jp/cil/</p>								
8. Screening	<p>The application will be screened by CIL on a rolling basis and the secretariat will notify the applicant of the result by email.</p> <p>The screening will be based on the following criteria. Please refer to the criteria when preparing your application.</p> <table border="1" data-bbox="488 1608 1385 2033"> <thead> <tr> <th data-bbox="488 1608 699 1664">Assessment factor</th> <th data-bbox="699 1608 1385 1664">Item</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1664 699 2033" rowspan="5">1. Influence and Connection</td> <td data-bbox="699 1664 1385 1731">The objective is clear.</td> </tr> <tr> <td data-bbox="699 1731 1385 1809">Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.</td> </tr> <tr> <td data-bbox="699 1809 1385 1888">The event will significantly raise awareness of inclusive leadership and inclusion-related issues.</td> </tr> <tr> <td data-bbox="699 1888 1385 1966">The event will help to promote understanding of inclusive leadership and inclusion.</td> </tr> <tr> <td data-bbox="699 1966 1385 2033">The event will significantly enhance and strengthen the reputation of CIL and APU.</td> </tr> </tbody> </table>	Assessment factor	Item	1. Influence and Connection	The objective is clear.	Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.	The event will significantly raise awareness of inclusive leadership and inclusion-related issues.	The event will help to promote understanding of inclusive leadership and inclusion.	The event will significantly enhance and strengthen the reputation of CIL and APU.
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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 student’s responsibility.)</p> <p>*For other roles, organizing students will be the main role.</p>								
10. Organizers’ responsibilities	<p>The organizing students are responsible for the following:</p> <ol style="list-style-type: none"> (1) Supervise the entire event planning (2) Promote the event It should be clearly stated that the event is supported by CIL. (3) Arrangements for inviting speakers (4) Submit necessary documents (5) Submit a report (within two weeks of the event) (6) Agree to upload the event report to the CIL website etc, (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>*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	<p>• 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.)</p>								
12. Photographs, etc. of event	<p>With the consent, CIL will upload photographs or screen shots, etc. of the event to CIL website, CIL annual report and etc.. Please obtain the consent of the speaker before the day of the event. If not, we will not share it.</p>								
13. 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 students.</p>								

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