

AY2022 Center for Inclusive Leadership (CIL) Research Project Grant guideline

The purpose of this grant is to support and promote research on inclusive leadership and inclusion, and to share the findings with society by publishing the research results in internationally acclaimed journals.

CIL welcomes any research projects that are related to inclusive leadership and inclusion in a variety of fields, including management, marketing, economics, finance, sustainability, politics, tourism, media, linguistics, and education.

What is inclusive leadership?

It combines the "view that organizations are consisted of individuals with different personalities, abilities, and values" and the "process by which individuals from various backgrounds feel a sense of belonging and participation in a group, organization, or community, and contribute in their own ways through the above view". Inclusive leaders are individuals who can create an inclusive environment, make diversity a reflection of vitality, and solve business and social problems.

What is Center for Inclusive Leadership?

CIL was selected to receive funding support from the AY2018 Private University Research Branding Program under the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and established as an affiliated research center of the RCAPS in 2019. By widely promoting research and practices related to inclusive leadership and inclusion, and sharing the findings with society, APU aims to improve the reputation of APU's research and enhance APU's reputation as a leading university in this field.

Please click here for more information: <https://en.apu.ac.jp/cil/>

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 style="padding-left: 20px;">*Applications from research representatives who have been selected for one of the CIL's research grants and for whom AY2022 is included in the grant period will not be accepted.</p> <p>(2) All research projects must contribute to any of the following three priority items.</p> <p style="padding-left: 20px;">(A) Bridge the gap between theory and practice on inclusion and inclusive leadership</p> <p style="padding-left: 20px;">(B) Develop pedagogical research on inclusive leadership and inclusive teaching and their application.</p> <p style="padding-left: 20px;">(C) Build theoretical frameworks on inclusion and inclusive leadership</p> <p>*Supplementary matters*</p> <ul style="list-style-type: none"> • 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. • A faculty member can only be a research representative for one project only. • Applications should be written in English. • 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> 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. Please refer to the following for detailed ranking of each journal. <p style="padding-left: 20px;"><i>Journal Quality List: 68th Edition</i> https://harzing.com/download/jql68_subject.pdf</p>
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2. Grant Amount	<p>【Amount per application】 (Both individuals and groups) ¥1,000,000 (up to 3 projects)</p>													
3. Grant Period	<p>Notification date of acceptance～end of AY2023(March 31, 2024)</p> <p>※ Grant period of this grant is 2years. ※ CIL will notify later the deadline for the AY2022 and AY2023 usage period. ※ The funds not used within the two-year grant period must be returned to CIL.</p>													
4. Grant Payment	<p>< Distribution Schedule > Grants are scheduled to be distributed in June 2022.</p> <p>< Eligible Expense ></p> <ul style="list-style-type: none"> • Actual expenses up to the subsidy amount can be subsidized. • Recipients may use grants from the date when the Research Representative is notified of the application result. • 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. 													
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	<p>All applications will be screened by at least three external reviewers based on the assessment factors below. 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.</p> <table border="1" data-bbox="389 1435 1460 2204"> <thead> <tr> <th data-bbox="389 1435 679 1509">Assessment factor</th> <th data-bbox="679 1435 1460 1509">Item</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1509 679 1839" rowspan="4">1.Academic importance of research project</td> <td data-bbox="679 1509 1460 1583">From an academic point of view, this is an important research topic to be promoted.</td> </tr> <tr> <td data-bbox="679 1583 1460 1644">Research "questions" are clear, and academic uniqueness and creativity are recognized.</td> </tr> <tr> <td data-bbox="679 1644 1460 1742">The process leading to the idea of the research plan, and the relevant research trends and research position in Japan and overseas are clear.</td> </tr> <tr> <td data-bbox="679 1742 1460 1839">A ripple effect in a wider academic, science and technology or society can be expected by the execution of this research project.</td> </tr> <tr> <td data-bbox="389 1839 679 2000" rowspan="2">2. Validity of research method</td> <td data-bbox="679 1839 1460 1937">The proposed research methods are specific and appropriate for achieving the research purpose. Also, the research cost is consistent with the research plan.</td> </tr> <tr> <td data-bbox="679 1937 1460 2000">The preparations for achieving the research purpose are appropriate.</td> </tr> <tr> <td data-bbox="389 2000 679 2204" rowspan="2">3. Research execution ability and appropriateness of research environment</td> <td data-bbox="679 2000 1460 2074">From the viewpoint of past research activities, the applicant(s) has sufficient ability to carry out the research plan.</td> </tr> <tr> <td data-bbox="679 2074 1460 2204">The research environment such as research facilities, equipment, and research materials necessary to carry out the research plan are in place.</td> </tr> </tbody> </table>	Assessment factor	Item	1.Academic importance of research project	From an academic point of view, this is an important research topic to be promoted.	Research "questions" are clear, and academic uniqueness and creativity are recognized.	The process leading to the idea of the research plan, and the relevant research trends and research position in Japan and overseas are clear.	A ripple effect in a wider academic, science and technology or society can be expected by the execution of this research project.	2. Validity of research method	The proposed research methods are specific and appropriate for achieving the research purpose. Also, the research cost is consistent with the research plan.	The preparations for achieving the research purpose are appropriate.	3. Research execution ability and appropriateness of research environment	From the viewpoint of past research activities, the applicant(s) has sufficient ability to carry out the research plan.	The research environment such as research facilities, equipment, and research materials necessary to carry out the research plan are in place.
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	4. Relevance and Contribution to Inclusive Leadership and Inclusion Literature	<p>The research plan is related to the development of inclusive leadership and inclusion research.</p> <p>The research can be expected to contribute significantly to the inclusive leadership and inclusion literature.</p>
7. Application Instructions and Schedule	<p>For successful applications, the CIL will publicize the title of the research project, abstract (Summary of Research) and the names of all the research group members on the CIL webpage.</p> <p>(1) Application deadline April 30, 2022 (Sat.) Submission and replacement of the documents after the deadline are not acceptable.</p> <p>(2) How to apply 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: https://en.apu.ac.jp/cil/</p> <p>(3) Notification of results CIL secretariat will send the notification by email in June 2022 (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 least 1000 words) at the end of the AY2022. Submitted progress reports will be published in the Annual report and on the CIL website. The progress report form will be sent 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 AY2023.</p> <p>(6) The final report (at least 1000 words) must be submitted to the CIL within one month of the end of the grant period.</p> <p>(7) Submit a paper to a peer-reviewed journal or a working paper to the CIL within one month after the end of the grant period. Those who have submitted a working paper should also submit the paper to a peer-reviewed journal within three months of submission.</p> <p>*Working paper will be published on the CIL website. 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 the paper from the website if necessary due to copyright issues arising from publication in journals, books, etc. after publication.</p> <p>(8) If the research results supported by this grant are presented at a conference or published in a paper, a report should be submitted to the CIL. In addition, the recipient of the grant should be mentioned in the acknowledgement of the presentation.</p> <p>(9) Submit to the CIL all publications related to the results of the research supported by this grant.</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	<ol style="list-style-type: none">(1) We will only use application documents and other submitted materials for the procedures related to this program.(2) Please note that we will not return submitted materials.(3) We will not use personal information obtained from application documents for any purpose other than application selection.
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【Inquiries】 CIL secretariat (Research Office)
e-mail : centers@apu.ac.jp