

## AY2022 Center for Inclusive Leadership (CIL) Publication Support Subsidy guidelines

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 must meet the following conditions.</p> <ol style="list-style-type: none"> <li>(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) must be the author. *Recipients of CIL research grant are not eligible if they are in the grant period.</li> <li>(2) There should be a clear evidence that the research work is related to inclusive leadership and inclusion (e.g., the title or the keyword list includes one of these keywords: inclusive leadership, inclusivity, inclusive culture, inclusive organizations, or inclusion that is explicitly discussed in the paper) and is ready for publication consideration.</li> <li>(3) For publication of papers, the applicant must plan to submit their paper to a journal listed in Scopus.</li> <li>(4) For publication of papers, applicant must be author, while for publication of books, applicant must be author or editor.</li> <li>(5) Books should be planned to be published by a publisher whose books have been indexed by Scopus. URL for Scopus list: <a href="https://www.elsevier.com/?a=91123">https://www.elsevier.com/?a=91123</a></li> <li>(6) Publication should be in English.</li> <li>(7) The following are not eligible for the subsidy.             <ol style="list-style-type: none"> <li>a) Books/Papers that present results similar to those already published by same author.</li> <li>b) Books/Papers that a research institution such as a university or research center should translate, proofread, or publish as part of its own initiatives</li> <li>c) Only an abstract.</li> <li>d) Books/Papers that have been subsidized before by this subsidy.* If the author's affiliation information on the book or article indicates that the author is not affiliated with APU, the book or article is not eligible.</li> </ol> </li> </ol>
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2. Subsidy Amount	<p>The amount available is up to ¥200,000 per project.</p> <p>* Recipients need to submit invoices or receipts upon request by the CIL secretariat.</p> <p>* The prize is awarded per book and paper not per author.</p>
3. Subsidy Period	<p>April 1, 2022 ~ March 31, 2023</p>
4. Subsidy Payment	<p>&lt;Payment method&gt; Reimbursement of actual expenses to recipients (up to subsidy amount).</p> <p>&lt;Eligible expenses&gt; Expenses to companies and publishers related to translation, proofreading, and illustrations, and open access publication</p> <p>*Excluding payments to the applicant and to co-authors or editors involved in the application.</p> <p>*Recipients may apply funds retroactively to expenses incurred since April 1, 2022. However, the payment of honorarium to individuals is not applicable because it cannot be paid retroactively in accordance with the rules.</p> <p>*The payer in the receipts must be an APU faculty member to qualify for reimbursements</p> <p>&lt;Notes&gt; (1) Combining the subsidy with external funds that have restrictions on joint usage is not allowed. (2) Combining the subsidy with the CIL Research Project Grants and Ritsumeikan Asia Pacific University Academic Research Subsidy is not allowed.</p>
5. Number of Subsidies	<p>10 subsidy acceptances (maximum).</p> <p>* Each faculty is eligible to receive up to three grants of up to 200,000 yen per year.</p> <p>*The grant may finish early depending on the number of the acceptance.</p>
6. Selection and Approval	<ul style="list-style-type: none"> <li>• All applications will be screened by the CIL Steering Committee.</li> <li>• CIL will notify applicants of screening results by email.</li> </ul>
7. Application Instructions	<p>(1) Application period <b>February 28, 2023</b> *Applications are accepted on a rolling basis. *The grant may finish early depending on the number of the acceptance.</p> <p>(2) How to apply Submit the following (1) and (2) to CIL secretariat (centers@apu.ac.jp) by email. (1) Application form (2) Draft for books and papers *You can download the application form from the CIL webpage below: <a href="https://en.apu.ac.jp/cil/">https://en.apu.ac.jp/cil/</a></p>
8. Requirements for Accepted Applications	<p>(1) CIL will publicize the title and the name of the recipient and the abstract on the CIL webpage.</p> <p>(2) The usage of grant and journal submission/book publication must be completed by March 31, 2023. If submission and publication cannot be completed in time for the deadline, please submit your manuscript by the deadline as it will be published as a CIL Working Paper until then.</p> <p>(3) Unpublished papers or books (or shorter versions) at the end of AY2022 will be published in CIL Working Paper. The copyright of papers published in CIL Working Paper remains with the author.</p>

	<p>(4) After the paper submission, recipients are required to submit material confirming submission such as a letter from the publisher to the CIL secretariat.</p> <p>(5) After publication, recipients are required to submit material confirming publication such as an excerpt (offprint) or journal copy to the CIL secretariat (Research Office). In addition, the title, name of author and published journal will be publicized on the CIL website.</p> <p>*When the book has been published, the recipient should either bring the book to the CIL secretariat (Research Office) or submit copies of the cover page, table of contents, publication data and relevant chapter(s).</p> <p>(6) Please be noted that you may be requested to present your research and participate in CIL events, such as Inclusive Leadership panels at the AP Conference.</p> <p>(7) Publications resulting from this award grant must include an acknowledgement of CIL grant support and one of these keywords: inclusive leadership, inclusivity, inclusive culture, or inclusive organizations or inclusion. The keyword used should be explicitly discussed in the paper.</p> <p>*If a recipient fails to meet the above requirements, the subsidy may be stopped and the recipient may be demanded to return the subsidy 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>

**【Inquiries】**CIL secretariat (Research Office)  
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