

AY2022 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.

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. 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. *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 are accepted. However, in both cases, the event <u>must be conducted with at least one advisor (students are not allowed)</u> 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	Workshops, lectures, and events to be held by the following date February 15, 2023
4. Format	<p>Online, hybrid, face-to-face</p> <p>* If the covid-19 situation deteriorates and makes it impossible to hold the</p>

	<p>event in a hybrid or face-to-face format, we may request that the event be changed to an online format or be postponed. (Taking into account the APU's BCP level or circumstances of covid-19, we will notify the recipients.) * In case of the hybrid or face-to-face format, thorough infection control is required.</p>							
<p>5. Subsidy amount</p>	<p>CIL will support actual expenses incurred.</p> <table border="1" data-bbox="488 443 1254 607"> <thead> <tr> <th>Format</th> <th>Amount up to</th> </tr> </thead> <tbody> <tr> <td>Online</td> <td>150,000 yen</td> </tr> <tr> <td rowspan="2">Hybrid, Face to face</td> <td>Held in Japan : 200,000 yen</td> </tr> <tr> <td>Held overseas : 300,000 yen</td> </tr> </tbody> </table>	Format	Amount up to	Online	150,000 yen	Hybrid, Face to face	Held in Japan : 200,000 yen	Held overseas : 300,000 yen
Format	Amount up to							
Online	150,000 yen							
Hybrid, Face to face	Held in Japan : 200,000 yen							
	Held overseas : 300,000 yen							
<p>6. Eligible expense</p>	<p>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> <p>①Honorarium for speakers ②Transportation Fee for speakers ③Accommodation Fee for speakers ④(Held outside APU) Venue Fee ⑤(Held outside APU) Travel Expenses for event organizer, members, and adviser ⑥Other fees that are considered necessary for holding the event (Decisions for fees needing more careful consideration shall be made by the CIL and CIL secretariat).</p> <p>< Honorarium for Speakers > Up to 30,000 yen (after tax) * 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>< Transportation Fee for Speakers > 【Being held in Japan】 <u>When coming from within Japan</u> The transportation fee between the speaker's nearest station and the nearest station to the venue (round trip) will be provided. <u>When coming from overseas</u> The airfare, the transportation fee within Japan will be provided. The airfare from the speaker's departing airport overseas will be eligible for reimbursement.</p> <p>【Being held overseas】 <u>When coming from within Japan</u> The transportation fee between the speaker's nearest station and the venue or accommodation. <u>When coming from overseas</u> The transportation fee between the speaker's nearest airport and the venue or accommodation.</p> <p>< Accommodation > 【Being held in Japan】</p>							

	<p>Accommodation fee for one night (actual cost), either the day before the seminar or on the day of the seminar: Up to 12,000 yen (including tax, with breakfast).</p> <p>【Being held overseas】 Accommodation fee for one night (actual cost), either the day before the seminar or on the day of the seminar: The maximum amount is decided in Research Funds Usage Guidebook.</p> <p><Venue fee> If the event that should be covered by this subsidy is held in the forum or conference, the subsidy covers the only expense the event requires.</p> <p><Transportation fee for the event organizer> It is covered according to Research Funds Usage Guidebook.</p> <p>* Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) should be submitted two weeks before the trip.</p> <p>*The actual expenses in receipts are covered. (In accordance with APU’s travel expense regulations.)</p> <p>*Event organizer should compile and submit the all documents to the CIL secretariat</p> <p>*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.</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: January 31, 2023 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 1877 1385 2078"> <thead> <tr> <th data-bbox="488 1877 695 1933">Assessment factor</th> <th data-bbox="695 1877 1385 1933">Item</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1933 695 2078" rowspan="2">1. Influence and Connection</td> <td data-bbox="695 1933 1385 2000">The objective is clear.</td> </tr> <tr> <td data-bbox="695 2000 1385 2078">Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.</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.
Assessment factor	Item					
1. Influence and Connection	The objective is clear.					
	Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.					

		<p>The event will significantly raise awareness of inclusive leadership and inclusion-related issues.</p> <p>The event will help to promote understanding of inclusive leadership and inclusion.</p> <p>The event will significantly enhance and strengthen the reputation of CIL and APU.</p>
	2. Validity of implementation contents	<p>The event plan is specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.</p> <p>The preparations for achieving the purpose are appropriate.</p>
	3. Feasibility	<p>The applicant(s) has enough implementation capacity for the plan.</p>
	4. D&I(Diversity and inclusion) management	<p>The team composition and effort reflect the values of diversity and inclusion in implementing the event.</p>
9. Support from CIL	<p>(1) Announcement for APU members (Campus Terminal)</p> <p>(2) Announcement to the public (on the CIL website and CIL Facebook, sending the email to the list for the participants in the past CIL events.)</p> <p>(3) Payment of the honorarium and student staff salaries</p> <p>*For other roles, the organizers will be the main role.</p>	
10. Organizers' responsibilities	<p>The organizing students are responsible for the following:</p> <p>(1) Supervise the entire event planning</p> <p>(2) Promote the event It should be clearly stated that the event is supported by CIL.</p> <p>(3) Arrangements for inviting speakers</p> <p>(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	<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</p>	

	the speaker before the day of the event. If not, we will not share it.
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 students. · 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.

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