

## AY2022 Center for Inclusive Leadership (CIL) Teaching Case Development and Publication grant guideline

Case teaching is a tool to develop leadership skills and values. In case teaching, students are expected to play the role of the protagonist in the case to analyze problems and develop solutions.

There is a lack of diversity in case studies; very few cases have a protagonist from minority groups.

Most protagonists in teaching cases are men. Only 13% of cases had a female protagonist and only 11% of the best-selling teaching cases had a female protagonist.

Aiming to contribute to solving the above issues, CIL provides grant for the development of teaching cases related to diversity and inclusive leadership or teaching cases with a protagonist from underrepresented groups, including women, minorities, and people with disabilities, and for the publication in Scopus indexed journals and high-quality case publishers.

### 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/>

<b>1. Application Eligibility</b>	<p>Applicants (research representatives) must meet the following conditions</p> <p>(1) Must be ① or ②</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>② APU graduate students (excluding students on leave)</p> <p>(2) Those who are able to develop teaching cases about the following ① or ② and to publish the findings in a paper.</p> <p>① Teaching case about diversity and inclusive leadership</p> <p>② Teaching case with underrepresented group groups such as women, minorities, and people with disabilities as protagonists</p> <p><b>*Notes*</b></p> <ul style="list-style-type: none"><li>• Faculty 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.</li><li>• Graduate student applicants are not allowed to apply individually and must include</li></ul>
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	<p>at least one member of the APU faculty as a project member and apply as a group for joint development. APU faculty members other than the full-time faculty members listed above and external researchers may also be included as research group members.</p> <p>*Graduate student applicants who are scheduled to graduate during the grant period must be able to transfer their project to a member of APU faculty after the graduation. In addition, the project must be approved by the faculty member who will conduct the project instead.</p> <ul style="list-style-type: none"> <li>• Applications should be written in English.</li> <li>• 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></li> </ul> <p>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. <i>Journal Quality List: Sixty-seventh Edition</i> <a href="https://harzing.com/download/jql67_subject.pdf">https://harzing.com/download/jql67_subject.pdf</a></p>
2. Grant Amount	<p>【Amount per application】 (Both individuals and groups) ¥400,000</p>
3. Eligible Expenses	<ul style="list-style-type: none"> <li>• Costs related to interviews for case development (travel expenses, honorarium, costs for hiring part-time student assistants, etc.)</li> <li>• Publication costs ( editing, proofreading, translation, etc.)</li> </ul>
4. Grant Period	<p>Notification date of acceptance～August 31, 2023 ※The funds not used within the grant period must be returned to CIL.</p>
5. Grant Payment	<p>&lt; Distribution Schedule &gt; Grants are scheduled to be distributed in September 2022.</p> <p>&lt; Eligible Expense &gt;</p> <ul style="list-style-type: none"> <li>• Actual expenses up to the subsidy amount can be subsidized.</li> <li>• Recipients may use grants from the date when the Research Representative is notified of the application result.</li> <li>• Recipients may use grants for honoraria, domestic travel, overseas travel, consumables, books, and other expenses necessary for the teaching case development. They must strictly follow “APU Research Funds Usage Guidebook”. There will be a usage guidance session after the grant is awarded.</li> </ul>
6. 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</p>

	<p>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.</p> <p>*If external researchers have completed both at their affiliated institution, both the training and the documents are not required.</p>
7. Screening and Approval	<ul style="list-style-type: none"> <li>• All applications will be screened by reviewers who are not members of the CIL steering Committee. 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 the reviewers. Feedback from reviewers will be shared with the applicants.</li> <li>• For successful applications, the CIL will publicize the title of the project, abstract (Summary of Research) and the names of the group members on the CIL webpage.</li> </ul>
8. Application Instructions and Schedule	<p><b>(1) Application deadline</b> July 31, 2022 Submission and replacement of the documents after the deadline are not acceptable.</p> <p><b>(2) How to apply</b> 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: <a href="https://www.apu.ac.jp/cil/">https://www.apu.ac.jp/cil/</a></p> <p><b>(3) Notification of results</b> CIL secretariat will send the notification by email in late August 2022(tentative) to the research representative.</p>
9. Requirements for Accepted Applications	<ol style="list-style-type: none"> <li>(1) Expenses will be handled in accordance with the “APU Research Funds Usage Guidebook”. To ensure proper usage of the grant, representative is required to attend Research project grant usage guidance sessions held by the CIL secretariat before usage of the research project grant.</li> <li>(2) Representatives of accepted projects automatically becomes a research member of CIL.</li> <li>(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.</li> <li>(4) Submit the teaching case and teaching note to the journal by the end of the grant period (August 31, 2023) and receive a receipt letter from the journal. If submission cannot be completed due to unavoidable circumstances, the teaching case should be published on the website as a CIL working paper by the end of the grant period, and submitted to the journal as soon as possible thereafter.</li> <li>(5) Recipients who publicize the research outcome produced with the grant in a conference presentation or journal article must report this to the CIL through the secretariat. They should also acknowledge in the presentation or article that the research has been supported by a CIL Research project grant.</li> <li>(6) Recipients must submit all publications related to research results produced with the grant to the secretariat (Research Office).</li> </ol> <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>

10. As Application Documents and Personal Information	(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