

AY2022 Center for Inclusive Leadership (CIL) Event (Workshop/Lecture/Event) Subsidy (for Fall Semester) 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. Requirements	All of the following conditions must be met. (1) The event organizer is to be 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) (2) Being an event to promote research or application of inclusive leadership and inclusion. Among other things, lectures, workshops and events.
2. Language	English and/or Japanese
3. Support period	This grant covers workshops, lectures and events held during the following period. Notification date of acceptance – February 28, 2023
4. Format	Online, hybrid, and face-to-face formats *However, if changes in circumstances make it difficult to hold a hybrid or face-to-face event, we may request that the event be changed to online format or postponed (in consideration of the university's BCP level and situation, we will notify selected applicants accordingly). *If the event is to be held in a hybrid or face-to-face format, it is conditional to ensure that measures against infectious diseases are taken..

5. Subsidy amount	<p>CIL will support actual expenses incurred up to following amount.</p> <table border="1" data-bbox="470 224 1393 369"> <thead> <tr> <th data-bbox="470 224 778 257">Format</th> <th data-bbox="778 224 1393 257">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="470 257 778 291">Online</td> <td data-bbox="778 257 1393 291">150,000 Yen</td> </tr> <tr> <td data-bbox="470 291 778 369">Hybrid/ Face-to-Face</td> <td data-bbox="778 291 1393 369">Venue: domestic 200,000 Yen Venue; foreign 300,000 Yen</td> </tr> </tbody> </table>	Format	Amount	Online	150,000 Yen	Hybrid/ Face-to-Face	Venue: domestic 200,000 Yen Venue; foreign 300,000 Yen
Format	Amount						
Online	150,000 Yen						
Hybrid/ Face-to-Face	Venue: domestic 200,000 Yen Venue; foreign 300,000 Yen						
6. Eligible expense	<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>① Honorarium for Speakers ② Transportation Fee for Speakers ③ Accommodation Fee for Speakers ④ (Held outside APU) Venue Fee ⑤ (Held outside APU) Travel Expenses for Event organizer ⑥ Other 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 nearest station to the venue or to the hotel for speaker (round trip) will be provided. <u>When coming from overseas</u> The transportation fee between the speaker’s departing airport and the venue or the hotel for speaker (round trip) will be provided.</p> <p>< Accommodation > 【Being held in Japan】 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). 【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></p>						

	<p>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. * Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) should be submitted two weeks before the trip.</p> <p><u>*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.</u></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>													
<p>7. Application</p>	<p>(1) Application deadline: <u>January 31, 2023 17:00</u> *Applications will be accepted on a rolling basis until the deadline. *Applications must be submitted at least <u>one month prior</u> 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>													
<p>8. Screening</p>	<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="470 1384 1388 2016"> <thead> <tr> <th>Assessment factor</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td rowspan="5">1. Influence and Connection</td> <td>The objective is clear.</td> </tr> <tr> <td>Show commitment for faculty, student, staff, alumni, corporate, and/or community engagement.</td> </tr> <tr> <td>The event will significantly raise awareness of inclusive leadership and inclusion-related issues.</td> </tr> <tr> <td>The event will help advance inclusive leadership and inclusion in research, education, and/or practice.</td> </tr> <tr> <td>The event will significantly enhance and strengthen the reputation of CIL and APU.</td> </tr> <tr> <td rowspan="2">2. Validity of implementation contents</td> <td>Research plan are specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.</td> </tr> <tr> <td>The preparations for achieving the purpose are appropriate.</td> </tr> <tr> <td>3. Feasibility</td> <td>In view of past activities, do you have enough implementation capacity for the plan?</td> </tr> </tbody> </table>	Assessment factor	Item	1. Influence and Connection	The objective is clear.	Show 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 advance inclusive leadership and inclusion in research, education, and/or practice.	The event will significantly enhance and strengthen the reputation of CIL and APU.	2. Validity of implementation contents	Research plan are specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.	The preparations for achieving the purpose are appropriate.	3. Feasibility	In view of past activities, do you have enough implementation capacity for the plan?
Assessment factor	Item													
1. Influence and Connection	The objective is clear.													
	Show 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 advance inclusive leadership and inclusion in research, education, and/or practice.													
	The event will significantly enhance and strengthen the reputation of CIL and APU.													
2. Validity of implementation contents	Research plan are specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.													
	The preparations for achieving the purpose are appropriate.													
3. Feasibility	In view of past activities, do you have enough implementation capacity for the plan?													

9. Support from CIL	<p>CIL and the secretariat will support as follows.</p> <ol style="list-style-type: none"> (1) Announcement for APU members (Campus Terminal) (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.) (3) Interpreter Arrangement if required (4) Payment of the honorarium and student staff salaries <p>The organizing faculty member should create publicity materials such as posters.</p> <p>*For other roles, the organizing faculty member will be the main role.</p>
10 .Organizers' responsibilities	<p>The organizing faculty members are responsible for the following:</p> <ol style="list-style-type: none"> (1) Supervise the entire event planning (2) Promote the event (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	<ul style="list-style-type: none"> • 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.) • Substituting the seminar for a class is not allowed. Bonus points cannot be given to students.
12. Event report	<p>CIL will report the event on the CIL website, Facebook, and in the Annual report published by CIL. (With the consent of the speakers and participants, please provide any publicly available photographs or other images of the event).</p>
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 faculty members. • 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.

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