

AY2023 Center for Inclusive Leadership (CIL) Research Project Grant 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 (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>*Applications from research representatives who have been selected for one of the CIL's research grants and for whom AY2023 is included in the grant period will not be accepted.</p> <p>(2) The research project must contribute to any of the following three priority items.</p> <p>(A) Bridging the gap between theory and practice on inclusion and inclusive leadership</p> <p>(B) Developing pedagogical research on inclusive leadership and inclusive teaching and their application.</p> <p>(C) Building 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. • Participation in multiple research projects is allowed, however, a research representative can be for one research project. • 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</i>
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	<p><i>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> <p><i>Journal Quality List: 69th Edition</i> https://harzing.com/download/jql69_journal_2.pdf</p>						
2. Grant Amount	<p>【Amount per application】 (Both individuals and groups)</p> <p>¥1,000,000 (up to 3 projects)</p>						
3. Grant Period	<p>Notification date of acceptance～end of AY2024 (March 31, 2025)</p> <p>※Grant period of this grant is 2years. ※CIL will notify later the deadline for the grant usage period for each year. ※The funds not used within the two-year grant period shall be returned to CIL.</p>						
4. Grant Payment	<p>< Distribution Schedule > Grants are scheduled to be distributed in June 2023.</p> <p>< Eligible Expenses ></p> <ul style="list-style-type: none"> • Actual expenses up to the subsidy amount can be subsidized. • The recipient may use the grants from the date when the research representative is notified of the application result. • The recipients may use the 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, the applicant should indicate in his/her application that his/her 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>The application shall 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0056b3; color: white;">Assessment factors</th> <th style="background-color: #0056b3; color: white;">Items</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="background-color: #0056b3; color: white; vertical-align: top;">1.Academic importance of the research project</td> <td>From an academic point of view, this is an important research topic to be promoted.</td> </tr> <tr> <td>Research "questions" are clear, and academic uniqueness and creativity are recognized.</td> </tr> <tr> <td>The process leading to the idea of the research plan, and the relevant research trends and research position in Japan and</td> </tr> </tbody> </table>	Assessment factors	Items	1.Academic importance of the 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
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		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.
	4. Relevance and Contribution to Inclusive Leadership and Inclusion Literature	The research plan is related to the development of inclusive leadership and inclusion research.
		The research can be expected to contribute significantly to the inclusive leadership and inclusion literature.
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.		
7. Application instructions and Schedule	<p>(1) Application deadline April 30, 2023 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/news/article/?story_id=72</p> <p>(3) Notification of results CIL secretariat will send the notification by email in June 2023 (tentative) to the research representative.</p>	
8. Requirements for Accepted Applications	<p>(1) To ensure proper usage of the grant, the 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) The research representative of the accepted project automatically becomes a research member of CIL.</p> <p>(3) Please note 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) The research representative must submit a progress report (at least 1000 words) at the end of AY2023. The progress reports submitted 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) The research representative must present your research in at least one conference outside APU (i.e. conferences organized by other institutions) by the end of AY2024.</p> <p>(6) The final report (at least 1000 words) must be submitted to the CIL within one month after the end of the grant period.</p>	

	<p>(7) The research representative must 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 papers 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 from the website if necessary due to copyright issues arising from publication in journals, books, etc. after publication.</p> <p>(8) The recipient who publicizes 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.</p> <p>(9) The recipient must submit all publications related to research results produced with the grant to the CIL secretariat (Research Office).</p> <p>*If the 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	<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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