

## AY2023 Center for Inclusive Leadership (CIL) Event (Workshop/Lecture/Event) Subsidy Guidelines

This subsidy supports an APU faculty member who wishes to organize a workshop, lecture, or event about inclusive leadership and inclusion with the aim of promoting research or application of inclusive leadership and inclusion 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	All 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. Languages	English and/or Japanese	
3. Support period	This grant covers workshops, lectures and events held during the following period. Notification date of acceptance – February 29, 2024	
4. Format	Online, hybrid, or face-to-face formats *In case of the spread of infectious diseases or other unavoidable social conditions, we may request taking prevention measures, postponing the event or changing the format (we will notify the recipient). *If the event is to be held in a hybrid or face-to-fac format, ensure that measures against infectious disease may be requested to be taken.	
5. Subsidy amount	CIL will support actual expenses incurred up to the following amount.	
	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 Honoraria for Speakers  ② Transportation Fees for Speakers  ③ Accommodation Fees for Speakers  ④ (Held outside APU) Venue Fee  ⑤ (Held outside APU) Travel Expenses for the 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).</p> <p>&lt; Honoraria for Speakers &gt;  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>&lt; Transportation Fees for Speakers &gt;  <b>【Being held in Japan】</b>  <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><b>【Being held overseas】</b>  <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 speakers (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 speakers (round trip) will be provided.</p> <p>&lt; Accommodation &gt;  <b>【Being held in Japan】</b>  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).  <b>【Being held overseas】</b>  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 the Research Funds Usage Guidebook.</p> <p>&lt;Venue fee&gt;  If the event that should be covered by this subsidy is held in the forum or conference, the subsidy covers only the expense the event requires.</p> <p>&lt;Transportation fees for the event organizer&gt;  It is covered according to the Research Funds Usage Guidebook.  * Honorarium and Travel Expenses Payment Request Form (11a) (Invitation, Interpretation, Provision of Expert Knowledge) should be submitted two</p>
---------------------	---

	<p>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>* After the organizing faculty member has 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: <b>January 31, 2024, 17:00</b></p> <p>*Applications will be accepted on a rolling basis until the deadline.</p> <p>*Applications <b>must be submitted at least <u>one month prior</u></b> to the event regardless of the above.</p> <p>(2) How to apply Please submit the 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: <a href="https://en.apu.ac.jp/cil/news/article/?story_id=73">https://en.apu.ac.jp/cil/news/article/?story_id=73</a></p>													
8. Screening	<p>The application is screened by CIL on a rolling basis and the secretariat will notify the applicant of the result by email. The screening will be based on the following criteria.</p> <table border="1"> <thead> <tr> <th>Assessment factors</th> <th>Items</th> </tr> </thead> <tbody> <tr> <td rowspan="5"><b>1. Influence and Connection</b></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"><b>2. Validity of implementation contents</b></td> <td>Research plans 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><b>3. Feasibility</b></td> <td>In view of past activities, do you have enough implementation capacity for the plan?</td> </tr> </tbody> </table>	Assessment factors	Items	<b>1. Influence and Connection</b>	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.	<b>2. Validity of implementation contents</b>	Research plans are specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.	The preparations for achieving the purpose are appropriate.	<b>3. Feasibility</b>	In view of past activities, do you have enough implementation capacity for the plan?
Assessment factors	Items													
<b>1. Influence and Connection</b>	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.													
<b>2. Validity of implementation contents</b>	Research plans are specific and appropriate for achieving the purpose. Also, the cost is consistent with the plan.													
	The preparations for achieving the purpose are appropriate.													
<b>3. Feasibility</b>	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> <p>(1) Announcement for APU members (Campus Terminal)</p> <p>(2) Announcement to the public (on the CIL website and CIL Facebook, sending emails to the list for the participants in the past CIL events.)</p> <p>(3) Arrangement of interpreter if required</p> <p>(4) Payment of the honorarium and student staff salaries</p> <p>The organizing faculty member shall create publicity materials such as posters.</p> <p>*Others shall be handled by the organizing faculty member.</p>													

10. Organizers' responsibilities	<p>The organizing faculty member is responsible for the following:</p> <ol style="list-style-type: none"> <li>(1) Supervising the entire event planning</li> <li>(2) Promoting the event</li> <li>(3) Arrangements for inviting speakers</li> <li>(4) Submitting necessary documents</li> <li>(5) Submitting a report (within two weeks of the event)</li> <li>(6) Agreeing to upload the event report to the CIL website etc,</li> <li>(7) Conducting a survey after the event and submit the results to CIL. The survey needs to include questions provided by CIL.</li> </ol> <p>*In case of the following cases, the subsidy approval may be cancelled, 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"> <li>• Report Form is not submitted by the deadline.</li> <li>• The event is held with different contents what is written on from the application form without prior approval by CIL</li> <li>• CIL determines that the event should not be covered by the subsidy.</li> </ul>
11. Notes on holding an event	<ul style="list-style-type: none"> <li>• The plan needs to be interactive. For example, set aside 30 – 45 minutes for a Q &amp; A session, or provide handouts to the participants and take questions from them in advance, then answer their questions in the seminar.</li> <li>• Substituting the seminar for a class is not allowed. Bonus points cannot be given to students for their participations.</li> </ul>
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"> <li>• 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.</li> <li>• In case of cancelation due to a natural disaster, whether the costs incurred at that time will be supported shall be decided upon consultation with the CIL secretariat and organizing faculty members.</li> <li>• In case of unexpected changes in the plan, the organizing faculty member shall report to CIL immediately. The CIL Committee will determine whether the changes can be accepted or not. Postponement to the next academic year is not allowed.</li> </ul>

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