

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

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 the following conditions must be met.</p> <p>(1) The event organizer is to be an 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. Languages	English and/or Japanese
3. Support period	Workshops, lectures, and events to be held by the following date February 15, 2024
4. Format	Online, hybrid, face-to-face

	<p>*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).</p> <p>*If the event is to be held in a hybrid or face-to-face format, ensure that measures against infectious disease may be requested to be taken.</p>							
<p>5. Subsidy amount</p>	<p>CIL will support actual expenses incurred.</p> <table border="1" data-bbox="488 501 1254 667"> <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
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<p>6. Eligible expenses</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>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, members, and adviser  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 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>&lt; Accommodation &gt;</p>							

	<p><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).</p> <p><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 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 fee for the event organizer&gt; It is covered according to the 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 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>*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: January 31, 2024, 17:00 *Applications will be accepted on a rolling basis until the deadline. *Applications <b>must be submitted at least one month prior</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=76">https://en.apu.ac.jp/cil/news/article/?story_id=76</a></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. The screening will be based on the following criteria.</p> <table border="1" data-bbox="488 1854 1385 2056"> <thead> <tr> <th data-bbox="488 1854 695 1912">Assessment factors</th> <th data-bbox="695 1854 1385 1912">Items</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1912 695 2056" rowspan="2">1. Influence and Connection</td> <td data-bbox="695 1912 1385 1984">The objective is clear.</td> </tr> <tr> <td data-bbox="695 1984 1385 2056">Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.</td> </tr> </tbody> </table>	Assessment factors	Items	1. Influence and Connection	The objective is clear.	Shows commitment for faculty, student, staff, alumni, corporate, and/or community engagement.
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		The event will significantly raise awareness of inclusive leadership and inclusion-related issues.
		The event will help to promote understanding of inclusive leadership and inclusion.
		The event will significantly enhance and strengthen the reputation of CIL and APU.
	<b>2. Validity of implementation contents</b>	The event plan is 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>	The applicant(s) has enough implementation capacity for the plan.
	<b>4. D&amp;I(Diversity and inclusion) management</b>	The team composition and effort reflect the values of diversity and inclusion in implementing the event.
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 emails to the list for the participants in the past CIL events.)</p> <p>(3) Payment of the honorarium and student staff salaries</p> <p>*Others shall be handled by the organizing student.</p>	
10. Organizers' responsibilities	<p>The organizing students are responsible for the following:</p> <p>(1) Supervising the entire event planning</p> <p>(2) Promoting the event. It should be clearly stated that the event is supported by CIL.</p> <p>(3) Arrangements for inviting speakers</p> <p>(4) Submitting necessary documents</p> <p>(5) Submitting a report (within two weeks of the event)</p> <p>(6) Agreeing to upload the event report to the CIL website etc.,</p> <p>(7) Conducting 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, 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	<p>• 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.)</p>	
12. Photographs, etc. of event	<p>A report of the event will be uploaded on the CIL website, Facebook, and in the Annual report published by the CIL. (With the consent of the speakers</p>	

	and participants, please provide any publicly available photographs or other images of the event).
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 students.</li> <li>· In case of unexpected changes in the plan, the organizing students 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>

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