

AY2019 Center for Inclusive Leadership (CIL)

Research Project grant (Open-faculty type) guideline

Through this grant, the Center for Inclusive Leadership (CIL, which is one of RCAPS affiliated research centers) will promote research on inclusive leadership, share the knowledge gained with it widely with society, and enhance APU's research reputation.

Inclusive Leadership embodies the view that organizations are consisted of individuals with different traits, abilities and values; and the process through which individuals of all backgrounds develop their sense of belongingness, participate and make unique contributions to their groups, organizations or communities. Inclusive leaders are therefore individuals who can create an inclusive environment and utilize the power of diversity to strive for excellence and solve problems in business and society.

The CIL Research Project grant promotes and supports research on inclusive leadership with the goal of publishing articles in high-quality international academic journals.

Application Eligibility	<p>Applicants (research representatives) must meet the following conditions</p> <p>(1) Full-time faculty members at APU (professors, associate professors, assistant professors, tenured senior lecturers, and lecturers, including fixed-term faculty members, specially-employed faculty members and continuously-employed faculty members)</p> <p>*Members of CIL are not eligible.</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. • A faculty member can only be a research representative for one project only. • Applications should be written in English. • CIL uses the following journal rankings to help to identify top rated journals worldwide. <i>The University of Queensland (UQ) ranking, Australian Business Deans Council 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 (ABDC) is defined as the highly rated journal. Please refer to the following for detailed ranking of each journal. <i>Journal Quality List: Sixty-fourth Edition</i> https://harzing.com/download/jql_subject_2019_02.pdf
Grant Amount	<p>【Amount per application】 (Both individuals and groups) ¥1,000,000 (up to 6 projects)</p> <p>*It is not possible to use this grant in combination with other CIL research project grants such as APM/GSM specialization type</p>
Grant Period	<p>Notification date of acceptance~March 31,2021 (Wed)</p> <p>※subsidy period of this grant is 2years.</p> <p>※While the grant can be used until March 12,2021 (Fri), CIL will notify later the deadline for the AY2019 usage period.</p> <p>※The funds not used within the two-year grant period must be returned to CIL.</p>

Grant Payment	<p>< Distribution Schedule > Subsidies are scheduled to be distributed in middle of August 2019(tentative).</p> <p>< Eligible Expense ></p> <ul style="list-style-type: none"> • Recipients may use grants from the date when the Research Representative is notified of the application result. • Recipients may use subsidies 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 orientation after subsidies are awarded.
Notes	<p>(1) If you apply to both this OPEN type and APM/GSM specialization type and the research themes are the same or similar, only one application will be considered.</p> <p>(2) Faculty members who have received Grant-in-Aid (Kakenhi) or FD subsidy* 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 or FD project and justify the need for additional funding. * administered by the FD/SD Steering Committee (including the Faculty Initiative Program [FIP] and the Division Initiative Program [DIP]).</p> <p>(3) In order to receive this subsidy, 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.</p>
Selection and Approval	<ul style="list-style-type: none"> • All applications will be screened by at least three external reviewers. 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. • For successful applications, the CIL will publicize the title of the research project and the names of the research group members on the CIL webpage.
Application Instructions and Schedule	<p>(1) Application deadline July 19, 2019 (Fri)</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://www.apu.ac.jp/cil/</p> <p>(3)Notification of results CIL secretariat will send the notification by email in middle of August (tentative) to the research representative.</p>
Requirements for Accepted Applications	<p>(1) Research representative of accepted projects automatically becomes a research member of CIL.</p> <p>(2) Please be noted that you may be requested to present your research and participate in CIL events, such as Inclusive Leadership panels at the AP Conference.</p> <p>(3) Submit a progress report at the end of the first year of the project and submit a full paper within one month after the end of the grant period to CIL. If the paper has been published or submitted for journal publication, you may submit a copy of it to the secretariat instead.</p>

	<p>* * The progress report and/or unpublished papers will be published as part of Inclusive Leadership Annual Report or CIL Discussion Paper, which CIL will issue and submit to MEXT. The copyright of CIL Discussion Papers remains with the author.</p> <p>(4) 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.</p> <p>(5) Recipients must submit all publications related to research results produced with the subsidy to the secretariat (Research Office).</p> <p>*If a recipient fails to meet the above requirements, the subsidy may be stopped and the recipient may be demanded to return the subsidy funds. In this case, CIL may also suspend the recipient's eligibility for subsequent CIL programs.</p>
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)
e-mail : centers@apu.ac.jp

AY2019 Center for Inclusive Leadership Research Project Application Form Instructions

The applicant should take the following points into account and make sure to fill out the form correctly.

- ❖ **The Research Representative should fill out the application according to the rules in the Application Guidelines.**
- ❖ **Modifying the form is not allowed.**
Modifying the form includes extending or shortening the boxes, except in those places where the instructions specifically state that the applicant may do so. Adding pages to the form is also not allowed.

The applicant should follow the instructions given below and the instructions above each section on the application form. They should use **11 point or larger font size.**

(1) Purpose of the Research, Research Plan and Methods, Research Funding Received and Achievements and Rationality and Justification of the Research Costs

The applicant should follow the instructions written on the application form when filling out these sections.

(2) State of Preparations of the Research Plan and Methods to Disseminate the Research Results to Society

The application guidelines specify the minimum requirements, such as methods and timing for disseminating research results from accepted projects. The applicant should follow the instructions written on the application form when filling out these sections.

(3) List of Publications

In case the space provided is insufficient to include all publications, the applicant should select and list publications that are more recent or relevant for the proposed project.

(4) Protection of Human Rights and Compliance with Laws and Regulations

The applicant should describe the measures that they will take if their research is subject to laws and regulations governing consent and cooperation of participants, handling of personal information, bioethics and safety measures.

This applies to surveys, research and experiments requiring approval from an ethics committee inside or outside APU, such as questionnaire and interview surveys involving personal information, research employing provided samples, research analysing the human genome, experiments looking at recombinant DNA, experiments using animals and so on. If the research is not subject to these laws and regulations, the applicant should state so specifically.

- ❖ **The applicant should reference the information about expenses, official trips and part-time work remuneration in Attachment 1 and fill out (5) and (6) below using the regulation amounts.**

(5) Statement of Costs for Equipment

The applicant should enter each item and the total cost. If the applicant is purchasing many books and materials, they should clearly explain the contents, such as “books about inclusive leadership”. For machines and equipment, the applicant should give not only the name of the set but also a breakdown of the components.

(6) Statement of Costs for Consumables

The applicant should enter each item and the total cost.

(7) Statement of Costs for Travel Expenses

The applicant should enter each item and the total cost, taking into account the following points.

1) The applicant should divide travel expenses into domestic and overseas and list the local transportation expenses, accommodation fees and per diem for each. Travel expenses allow the Research Representative or research group members to take trips to collect materials, conduct surveys, hold research meetings, present research findings, etc.

2) The applicant should itemise expenses for personnel expenditures and remuneration, such as honoraria, compensation, wages, salaries and temporary staff costs for research collaborators (postdoctoral researchers, research assistants (RA), researchers at overseas research institutions and others) engaged in organising materials, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires or collecting research materials.

(Example: Materials organisation [breakdown: X people × Y months] XXXX yen)

3) The applicant should itemise costs for conducting the research other than those above (e.g. costs for printing, photocopying, film developing, correspondence [including stamps and phone calls], transport, meetings [venue rental and meals, excluding alcohol], equipment rental [including computers, cars and laboratory equipment], equipment repairs, transportation other than travel expenses, presentation of research achievements [including journal publication, website creation, pamphlets and PR activities for the general public] and laboratory waste disposal).

<Reference> Expenses Information

●Expense Types●

Expense Type		Details
Item Expenses	Equipment	Expenses for one piece or set of equipment or devices costing ¥500,000 or more.
	Consumables	Expenses for one item or set of items costing less than ¥500,000
	Books	Expenses for purchase of books
Travel Expenses	Domestic Travel	Expenses (such as transportation, accommodation and per diem) for domestic and overseas official trip that the Research representative, research members or other research collaborators take to collect materials, conduct surveys, hold research meetings, present research findings, etc.
	Overseas Travel	
Personnel Expenses and Honorarium		Expenses for honorarium, remuneration, wages, salary and temporary worker payment related to people who have assisted with the research (by organizing materials, assisting in experiments, translating or editing, providing expert knowledge, distributing or collecting questionnaires, collecting research materials, etc.)
Miscellaneous		Expenses for pursuit of the research other than those above (e.g. printing costs, copying costs, film developing costs, correspondence costs [stamps, telephone, etc.], transport costs, meetings costs [venue rental fees, food costs excluding alcohol, etc.], rental costs [computers, cars, etc.], machine repair costs, transportation costs other than travel expenses, costs for dissemination of research findings [academic journal publication fees, conference fees, etc.]

●Part-time Work Remuneration (payment by the hour)●

The standard amounts below are the maximum hourly rates for payment based on the number of hours worked.

Type of Worker and Contents of Work	Standard Wage (per hour)
Undergraduate student part-time work in research assistance	¥800
Graduate student part-time work in research assistance	¥1,000

●Official Trips●

		Accommodation (one night)	Per diem (one day)
Domestic (within Japan)		¥12,000	¥3,000
Overseas	Designated City	¥22,500	¥8,300
	Region 1	¥18,800	¥7,000
	Region 2	¥15,100	¥5,600
	Region 3	¥13,500	¥5,100

Designated Cities	Abidjan	London	Riyadh		
	Abu Dhabi	Los Angeles	San Francisco		
	Geneva	Moscow	Singapore		
	Jeddah	New York	Washington D.C.		
	Kuwait	Paris			
Region 1	Afghanistan	Greece	Luxembourg	Spain	
	Andorra	Greenland	Malta	Sweden	
	Austria	Iceland	Monaco	Switzerland	
	Bahrain	Iran	Netherlands	Syria	
	Belgium	Iraq	Norway	Turkey	
	Canada	Ireland	Oman	United Arab	
	Cyprus	Israel	Palestine	Emirates	
	Denmark	Italy	Portugal	United Kingdom	
	Finland	Jordan	Qatar	United States	
	France	Lebanon	San Marino	Vatican City	
	Germany	Liechtenstein	Saudi Arabia	Yemen	
	Region 2	All Pacific Islands	Czech Republic	Lithuania	Russia
Albania		East Timor	Macedonia	Serbia	
Armenia		Estonia	Malaysia	Slovakia	
Australia		Georgia	Moldova	Slovenia	
Azerbaijan		Hong Kong	Montenegro	South Korea	
Belarus		Hungary	Myanmar	Tajikistan	
Bosnia-Herzegovina		Indonesia	New Zealand	Thailand	
Brunei		Kazakhstan	Papua New Guinea	Turkmenistan	
Bulgaria		Kyrgyzstan	Philippines	Ukraine	
Cambodia		Laos	Poland	Uzbekistan	
Croatia		Latvia	Romania	Vietnam	
Region 3		All Caribbean Islands	Maldives		
		All of Africa	Mexico		
	All of Central America	Mongolia			
	All of South America	Nepal			
	Bangladesh	Pakistan			
	Bhutan	Sri Lanka			
	China	Taiwan			
	India				