



4 July 2016

To: Researchers Interested in Using the Intercultural Adjustment Potential Scale (ICAPS) (© David Matsumoto)

Re: **Terms and Conditions of Usage of the ICAPS**

Thank you for your interest in the ICAPS. The ICAPS is one of the most psychometrically sound tests that reliably and validly measures the psychological skills associated with successful intercultural and intracultural adjustment (for a review of the ICAPS and nine other tests, see Matsumoto & Hwang, 2013). This document describes the terms and conditions of the use of the ICAPS.

1. ICAPS is available to researchers for research purposes only. All interested parties must submit a description of the study in which they intend to use the ICAPS, including a purpose and methods of the study. The use of ICAPS for any business or commercial usage is strictly prohibited.
2. The ICAPS is available in Chinese, English, German, Japanese, Korean, and Spanish. If you wish to use the ICAPS in another language, you may do so provided that the following occur:
 - a. You are responsible for the translation of the ICAPS into the target language.
 - b. You are also responsible for the verification of the accuracy of the translation, using back-translation or committee consensus approaches.
 - c. You agree to supply me with an electronic copy of the ICAPS translated into the target language that can be distributed to others.
3. The ICAPS produces five scores: a total score, and one score each for Emotion Regulation (ER), Openness (OP), Flexibility (FL), and Creativity/Critical Thinking/Autonomy (CCTA). For descriptions of these scales see the following references at the end of the document (Matsumoto & LeRoux, 2003; Matsumoto, LeRoux, Bernhard, & Gray, 2004 ; Matsumoto et al., 2003; Matsumoto et al., 2001; Matsumoto & Takeuchi, 1998, 1999; Matsumoto, Yoo, & LeRoux, in press; Yoo, Matsumoto, & LeRoux, in press).
4. We do not provide the scoring keys to score the above scales. We will score the data for you by following these procedures:
 - a. You need to enter the data into an EXCEL file, one line per case (row), corresponding to each participant. Enter the ICAPS responses to items 1-55 in fields (columns) 1-55 (columns A through BC in Excel), a three-digit ID in column 56 (BD), sex (1-male, 2 = female) in column 57 (BE),

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age in column 58 (BF), and country in alphanumeric form in column 59 (BG). An Excel workbook template is provided for your use.

- b. You are responsible for ensuring the accuracy of the data entry.
 - c. You send the data via electronic file to us at the email address below.
 - d. We will score the data and send you back a listing of the scores according to ID.
5. There is a one-time license fee per researcher to use the ICAPS. In addition, there is a participant fee according to the schedule below. We ask that you remit the appropriate amounts when you send us the data. Data will not be processed until the funds have been received and confirmed.

Please submit payment by credit card by filling out the last page of this packet and faxing it to 510-217-9608 or emailing to info@humintell.com. Electronic fund transfers are also possible and must include the wire fee. If you wish to make payment via electronic funds transfer, contact us at info@humintell.com.

License fee - U.S. \$250

Participant fees

1-10 ICAPS tests	-	U.S. \$60
11-20 ICAPS tests	-	U.S. \$120
20-49 ICAPS test	-	U.S. \$300
50-99 ICAPS tests	-	U.S. \$600
100-500 ICAPS tests	-	U.S. \$1000
500+	-	Negotiable

Wire fee (if applicable) - U.S. \$20

- 6. If you send us multiple data sets which require more than one data processing, the participant fees described in #5 above will be assessed for each occurrence (assuming the license fee has already been paid).
- 7. In exchange for permission to use the ICAPS and scoring the data, you agree to allow us to incorporate your data into the ICAPS normative database for our exclusive use.
- 8. You agree to provide us with a copy of any manuscripts, theses, dissertations, reports, or other forms of communication in which the ICAPS scores are used, analyzed, or reported.
- 9. The following reference will be cited in all reports involving the ICAPS:

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Matsumoto, D., LeRoux, J., Ratzlaff, C., Tatani, H., Uchida, H., Kim, C., & Araki, S. (2001). Development and validation of a measure of intercultural adjustment potential in Japanese sojourners: The Intercultural Adjustment Potential Scale (ICAPS). *International Journal of Intercultural Relations*, 25, 483-510.

We hope that these terms and conditions for use of the ICAPS are satisfactory to you. If so, please sign and date the bottom of this form and fax to 510-217-9608 (preferred). Once received, the ICAPS will be sent to you. We prefer electronic transmission, so if you specify your email address, we will send the ICAPS to you via email attachment.

Once again, thanks a lot for your interest in using the ICAPS.

Sincerely,

David Matsumoto, Ph.D.

Professor and Director

Understood and Agreed: _____

Signature

date

Printed Name: _____

E-Mail Address: _____

Fax the signed form to 510-217-9608. Thank you.

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References Cited Above

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