

VISITING SCHOLARS PROGRAM

Review the UCalgary Visiting Scholars Program [terms of reference](#) before completing this form.

If you wish to receive a preliminary review by the Research Services Office, email your application to researchawards@ucalgary.ca

1. **Submit your completed nomination form to the appropriate contact in your Dean's Office for your Dean's approval.** *Nomination forms will only be accepted if they include the Dean's approval signature. Associate Dean signatures will not be accepted except in the capacity of Acting or Interim Dean.*
2. **Upload your completed nomination form in one PDF document.** CVs and other supporting documents should be copied into the last page of your application. *Please note that hard copy submissions are not required but will also be accepted.*

Nominations will be accepted throughout the year as the program budget permits. While there is no deadline for submission, **applications must be submitted prior to the arrival of the visiting scholar at UCalgary.**

REQUIRE ASSISTANCE? Please contact Research Services (E-mail: researchawards@ucalgary.ca)

HOST DETAILS

Host Academic Unit (Faculty, department, research institute):	
Host Faculty Member Name:	
E-mail:	
Telephone:	
Department:	

NOMINATED SCHOLAR DETAILS AND ELIGIBILITY

Name:	
Academic Title:	
Home Institution:	
Department/Faculty:	
City and Country:	

The scholar has a full-time academic appointment at the listed home institution	<input type="checkbox"/> Yes <input type="checkbox"/> No (ineligible)
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NOTE: Please submit a full up-to-date Curriculum Vitae of the nominee with Nomination Form

VISIT LENGTH

Please select one of the following lengths of visit:

Short-Term Visit (<i>about a week, maximum request from Visiting Scholar Program of \$5,000 CAD</i>)	<input type="checkbox"/>
Medium-Term Visit (<i>2 to 4 weeks, maximum request from Visiting Scholar Program of \$10,000 CAD</i>)	<input type="checkbox"/>
Longer-Term Visit (<i>2 to 4 months, or longer, maximum request from Visiting Scholar Program of \$20,000 CAD</i>)	<input type="checkbox"/>

REQUESTED FUNDS

Amount Requested from Visiting Scholar Program:	\$
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(Academic unit (Faculty, department, research institute) must provide funds of at least the amount requested from the Visiting Scholar Program)

DEAN'S ASSESSMENT AND JUSTIFICATION OF THE PROPOSED VISIT AND SCHOLAR

This section is to be completed by the Dean. Please supplement the Host's rationale for endorsing this nomination of this scholar. Add your perspective on the disciplinary context of the nomination (for example: the eminence of the scholar, in terms of high-quality publications, quality of the student or postdoctoral training they provide, accolades they have received and leadership positions they hold). Please also comment on the benefits of the visit to your department, Faculty or the university/Calgary community.

APPROVAL SIGNATURES

Signature confirms support for this nomination and agreement that the terms and conditions as outlined in the University's policies have been met. Ensure you are aware of what your signature means:

<https://research.ucalgary.ca/conduct-research/funding/signatures>

Name of Nominated Visiting Scholar: _____

VISITING SCHOLAR'S SIGNATURE: _____

Date: _____

Name of Host Faculty Member: _____

HOST'S SIGNATURE: _____

Date: _____

Name of Head of Department/Unit: _____

HEAD OF DEPARTMENT /
HOST ACADEMIC UNIT SIGNATURE: _____

Date: _____

Name of Dean: _____

DEAN'S SIGNATURE: _____

Date: _____

**Please complete DEAN'S ASSESSMENT AND JUSTIFICATION OF THE PROPOSED VISIT AND SCHOLAR Section on Page 2 before signing.*

DETAILS OF THE PROPOSED VISIT

1. Proposed Period of Visit:

From:	
To:	

If there is additional information to be provided on the period of the visit, please enter here:

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2. Does the nominated scholar have previous links with the University of Calgary? Please list dates/occasions of previous visits, if any:

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3. Please list and describe the activities to be undertaken by the nominee during the visit:

Academic Presentations:	
Public Engagements:	

Teaching and Mentorship:	
Research:	
Off Campus Visits:	
Other:	

4. Is advancement of a technology (rather than mere use) in a [Sensitive Technology Research Areas](#), as laid out by the Government of Canada, expected to occur while conducting research at the UCalgary?

☐ Yes
 ☐ No
 If yes, please list area:

5. Provide a brief description of the stature of the nominated scholar in their field and summary of their outstanding accomplishments, focusing on those relevant to activities proposed for their visit to the University of Calgary. Descriptions of research contributions should align with the principles of the [San Francisco Declaration on Research Assessment](#), as the University of Calgary is a signatory. Traditional and non-traditional research metrics, as appropriate, can be included. Please describe how you assessed the nominee against established benchmarks of excellence within your field. **(125 words maximum)**.

6. Describe the prospective benefits of the visit to the host academic unit and the University of Calgary. Indicate ties to our Strategic Plan, [Ahead of Tomorrow](#), [Transdisciplinary Scholarship and Areas of Focus](#), and our [Global Engagement Plan](#) **(125 words maximum)**.

7. Provide a brief description of the publicity plan to be used in conjunction with the visit (250 word maximum). Contact your Faculty office to connect with your communications team.

BUDGET SUMMARYAND JUSTIFICATION

List all sources of funding for the proposed visit in the section above. Refer to [program Terms of Reference](#) for ineligible expenses.

REVENUE SOURCE	AMOUNT
Visiting Scholar Program	\$
Faculty	\$
Department or other academic unit	\$
Other (provide details)	\$
Total (must be in Canadian currency)	\$

NOTE: The host Faculty or academic unit must provide a minimum 1:1 match of funds made available from the Office of the Vice-President (Research) through the Visiting Scholar Program.

BUDGET JUSTIFICATION

EXPENSE CATEGORY	DESCRIPTION	AMOUNT
Travel and Accommodation		\$
Visas		\$
Promotion		\$
Honoraria		\$
Other (<i>please specify</i>)		\$
Total (must be in Canadian currency)		\$

A detailed budget justification is required (*must be in Canadian currency*). See the terms of reference for instructions and description of eligible expenses.

CURRICULUM VITAE

The Visiting Scholar’s up-to-date curriculum vitae is required as part of this application. Ensure the CV clearly lists honourific award and membership in learned societies, as well outstanding publications, teaching accomplishments, trainee outcomes, and research funding.