

VISITING SCHOLARS PROGRAM

Applicants are required to review the UCalgary Visiting Scholars Program [Terms of Reference](#) before completing this form.

The Research Services Office offers preliminary reviews of nominations. Requests for preliminary reviews should be emailed to researchawards@ucalgary.ca with the nomination documents.

Submission Instructions:

1. **Submit the completed Nomination Form to the Dean's office within the host Faculty for the Deans 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. **Combine the Signed and completed Nomination Form and the candidate's CV into one PDF document.** *Hard copy submissions are not required but will be accepted..*
3. Submit the nomination [here](#)

Nominations will be accepted on a rolling basis as the program budget permits. **Applications must be submitted prior to the arrival of the visiting scholar at UCalgary.**

Questions may be directed to 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)
---	------------------------------	--

NOTE: A full, current curriculum vitae of the nominee must be submitted with the Nomination Form.

VISIT LENGTH

Please select one of the following lengths of visit:

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

REQUESTED FUNDS

Amount Requested from Visiting Scholar Program: \$

(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. The assessment should supplement the Host's rationale and include any relevant context supporting multidisciplinary reviewers, situated within relevant disciplinary norms (e.g., the eminence of the scholar in terms of high-quality publications or other research outputs, record of student or postdoctoral training, awards or accolades received, leadership experience). The assessment should also address the benefits of the visit to the host department, Faculty, the University, and/or the 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. Signatories are responsible for understanding the implications of their signature, as outlined at: <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:

--

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

--

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. The applicant should explain how the nominee was assessed against established benchmarks of excellence in the field. **(125 words maximum)**.

6. Describe the prospective benefits of the visit to the host academic unit and the University of Calgary. The description should indicate alignment with the University's Strategic Plan, [Ahead of Tomorrow, Transdisciplinary Scholarship and Areas of Focus](#), and the [Global Engagement Plan](#) **(125 words maximum)**.

7. Provide a brief description of the communications plan to be used in conjunction with the visit. Applicants may choose to contact the relevant Faculty office to confirm the Faculty-level communication supports that may be available. **(250 word maximum).**

BUDGET SUMMARY AND JUSTIFICATION

List all sources of funding for the proposed visit in the section below. 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	VPR AMOUNT	MATCH AMOUNT
Travel and Accommodation		\$	\$
Visas		\$	\$
Promotion		\$	\$
Honoraria		\$	\$
Other (<i>please specify</i>)		\$	\$
Other (<i>expenses that are not covered by the VPR amount</i>)			\$
Subtotal (must be in Canadian currency)		\$	\$
Total (must be in Canadian currency)		\$	

A detailed budget justification is required including the use of the matched funds (*must be in Canadian currency*).

CURRICULUM VITAE

The Visiting Scholar’s current 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.