



---

## KILLAM VISITING SCHOLAR AWARD

(INDIVIDUAL MUST BE INVITED & NOMINATED BY DEPARTMENT OR FACULTY)

The Killam Scholarship and Prize Programs were established in memory of Izaak Walton Killam through the Will of his wife, Dorothy Johnston Killam, and through gifts made during her lifetime. Their primary purpose is to support advanced education and research at five Canadian Universities including the University of Calgary.

### 1. PURPOSE OF AWARD

The Killam Visiting Scholar award is made possible through special endowment funds provided by the Killam Trust. The award sponsors a distinguished scholar who will make a significant contribution to the academic life of the University of Calgary. The scholar is expected to participate in the research and teaching programs of the host department as well as engage in their own research.

### 2. DETAILS OF AWARD

The award is a grant totaling \$53,000 (CAD), consisting of a **\$50,000 (CAD)** salary award and **\$3,000 (CAD)** allowance for **research and travel costs**. See item 5 for further details. The funds are made available to the hosting faculty member who arranges the visit. The visit should occur during the fall or winter term of following academic year (2025 – 2026).

### 3. EQUITY, DIVERSITY, AND INCLUSION

The University of Calgary is committed to equity, diversity, and inclusion. The Killam Selection Committee reflects this commitment in its composition and deliberations. Nominators are also strongly encouraged to consider equity, diversity, and inclusion when identifying a nominee.

### 4. NOMINATIONS

The visit must be initiated by an academic faculty, department, or research institute at the University of Calgary. The Dean or head of the unit nominates the candidate and designates a faculty member as "host". The host will be responsible for arranging the visit and managing the funds associated with the award.

***NOTE: An academic unit may submit only one nomination in a given competition.***

Nominations must include the following three items:

1. ***A letter from the head or dean of the sponsoring unit*** introducing the candidate. The topics to be discussed in the letter include: the nominee's eminence; the benefit of the visit to the department, faculty, and broader University community; evidence of linkage to the academic plan; the prospect for future research collaboration; and any teaching that might be done during the visit. The letter must designate a faculty member who belongs to the unit to serve as host. **The letter must also commit to a financial contribution of approximately \$5,000 from the host unit for statutory vacation pay and non-health benefit costs if the candidate is selected.**

2. **A project description** that specifies the term for the visit and clearly explains the proposed program (research and teaching).
3. **The nominee's curriculum vitae.** An optional [Killam CV template](#) is available.

## 5. GRANT AND RESEARCH ALLOWANCE

The Killam Visiting Scholar Award is a grant consisting of \$50,000 CAD salary award and \$3,000 CAD allowance for research and travel costs. The \$50,000 salary award must be used for the following purposes:

- 1) **Salary award:** A **minimum of \$30,000 CAD** must be paid to the Visiting Scholar as a salary award. All salary award funding paid to the scholar is income taxable by the Canada Revenue Agency and is therefore subject to statutory deductions. The scholar is considered an employee of the University of Calgary for the duration of their visit.
- 2) **Teaching and/or administrative release:** If required by the Scholar's home institution, up to \$20,000 CAD of the grant may be paid to the Scholar's home institution to cover the cost of a teaching and/or administrative release for the duration of the Scholar's term at the University of Calgary. If funding is not required for a release (or if the total cost of the release is less than \$20,000CAD), any remaining funds must be paid to the Visiting Scholar as a salary award (see item 1).

The Killam Visiting Scholar Award does not include health care coverage or benefits.

Once awarded, all award funds will be held by the faculty member designated as host. **The host's academic unit is responsible for statutory vacation pay and employer deductions, as well as any additional support or over-expenditure of the award accounts.**

## 6. EVALUATION AND NOTIFICATION

Nominations are reviewed by the University of Calgary Killam Selection Committee. The Committee shall consist of members from the academic community who have been appointed by the Killam Advisory Committee.

Research Services will notify the host unit in February. The President will issue a formal invitation to the nominee shortly thereafter.

## 7. SUBMISSION PROCEDURE

The closing date for the submission of nominations to the Research Services Office is **January 15, 2025**.

Email a single PDF document containing all the nomination materials to the Research Services Office ([researchawards@ucalgary.ca](mailto:researchawards@ucalgary.ca)).

## 8. CONTACT

Direct any inquiries to the Research Services Office: [researchawards@ucalgary.ca](mailto:researchawards@ucalgary.ca)

## APPENDIX – FREQUENTLY ASKED QUESTIONS

### **Visiting Scholar Questions:**

#### **Travel expenses**

Q: What expenses are eligible for my travel to Calgary?

A: Financial eligibility is generally guided by the principles in the [Tri-Agency Guide on Financial Administration](#). For additional information, please refer to the [UCalgary Travel and Expense Reimbursement handbook](#).

Q: Would costs for shipments of book and goods to Calgary be considered an eligible expense?

A: Yes, this is an eligible expense from your \$3,000 research & travel allowance.

Q: Would costs of plane tickets of family members be considered an eligible expense?

A: No, this would not be an eligible expense from your \$3,000 research & travel allowance.

#### **Taxes**

Q: Will my stipend payments be registered on a Canadian T4 slip: Statement of Remuneration Paid or T4A: Statement of Other Income?

A: As your payment is for salary, it will be registered as a T4. For more information, see the Government of Canada's webpage on [personal income tax](#).

Q: Can salary payment be issued without tax deductions?

A: The university is required by law to deduct CPP, EI, and income tax from their employees' remuneration. It is therefore not possible to issue the Killam Visiting scholar award to you without tax deductions.

#### **Benefits**

Q: Are Killam Visiting eligible for benefits through the UCalgary?

A: No, the Killam Visiting Scholar Award does not include health care coverage or benefits.

#### **Paying home institution**

Q: Can the full stipend amount of \$50,000 be transferred to my home institution to continue paying me during the visit?

A: No more than \$20,000 can be transferred to your home institution.

#### **Timelines**

Q: When should my visit occur?

A: The visit need not correspond precisely with UCalgary teaching terms, so long as it fits within the 2024-2025 academic year as a whole. However, we encourage visiting scholars to align their visit with our academic calendar when possible, as this can facilitate their involvement in teaching during their visit.

#### **Housing**

Q: Does the University of Calgary provide housing for visiting scholars?

A: No, this must be arranged separately.

#### **Parking**

Q: Does the University of Calgary provide a parking pass?

A: No, this must be arranged separately. Please refer to the [UCalgary Parking site](#) as it has daily rate and semester pass info. You may also wish to check in with your Host, as they might be able to offer advice on the best lots close to their building, etc.

***Host Questions:***

**Financial Contributions**

Q: Can the Host department or division forego paying the \$5,000 contribution to cover non-health benefits and vacation pay?

A: The non-health benefits and vacation pay cannot be foregone or opted out of. The university is legally required to pay non-discretionary benefits for all employees, so these costs must be provided by the host department or division at UCalgary.