

UNIVERSITY OF CALGARY VISITING SCHOLARS PROGRAM

The University of Calgary (UCalgary) recognizes the importance of fostering international collaboration and academic exchange to enhance its research and innovation capabilities. This program is open to both Canadian-based and international candidates with the goal of increasing UCalgary's international exposure. The Visiting Scholars Program has been established to facilitate short-term, medium-term, and longer-term visits by leading professors and eminent scholars.

1. PURPOSE OF AWARD

The Visiting Scholars Program sponsors distinguished scholars who will make a significant contribution to the academic life of the University of Calgary, enriching our research community, raising our institutional profile, and promoting knowledge exchange across countries and continents. Visiting scholars are expected to participate in the research and teaching programs of the host faculty as well as engage in their own research.

2. DETAILS OF AWARD

Visiting Scholars are invited to visit UCalgary under three modes:

- a. Short-term visit (about 1 week)
- b. Medium-term visit (2-4 weeks)
- c. Longer-term visit (2-4 months, or longer)

Scholars are selected in consideration of our Strategic Plan, [Ahead of Tomorrow](#), [Transdisciplinary Scholarship and Areas of Focus](#), and our [Global Engagement Plan](#).

Visiting scholars invited to UCalgary under the Visiting Scholars Program, and who intend to remain at the University for a period of at least one week, will receive the designation of "UCalgary Fellow" during the period of their stay. This designation serves to provide enhanced recognition to the visiting scholar for their curriculum vitae and would be publicized at UCalgary.

a. Short-term visit (about 1 week)

Purpose

- Deliver knowledge dissemination or translation event.
- Engage in specific short-term collaborative activities.
- Propose academic and/or research partnerships.

Eligible Activities

- Keynote lectures: Present research findings, share expertise, and inspire the audience.
- Contribute to panel discussions, providing insights and engaging in scholarly debates.
- Conduct workshops: To impart specific skills or knowledge to the participants.
- Have brief meetings or discussions with faculty members, researchers, and students to exchange ideas, offer guidance, and explore potential collaborations.
- Engage the external community on the UCalgary campus.

Funding: up to \$5,000 (CAD) will be available from the Office of the Vice-President (Research). The host (faculty member or academic unit) must provide a minimum 1:1 match in cash.

b. Medium-Term Visit (2-4 weeks)

Purpose

- Knowledge dissemination, translation, and mentorship activities.
- Foster deeper collaboration than short-term visit.
- Engage in joint research projects.
- Develop academic and/or research partnerships.

Eligible Activities

- Collaborative research: The Visiting Scholar(s) work closely with faculty members, researchers, and graduate students on joint research projects, sharing their expertise and contributing to ongoing research efforts and joint supervision of Ph.D. students.
- Assist in the delivery of specialized courses and/or workshops: Offer intensive courses or workshops on specific topics, providing in-depth knowledge to students and faculty and may extend to communities.
- Presentations and seminars: Deliver additional talks, seminars, or presentations to share their research and expertise with a broader audience within the institution.
- Provide guidance and mentorship to senior and early-career researchers, offering insights and support for their academic and professional development.
- Facilitate knowledge transfer: Engage with graduate students and postdoctoral fellows, providing mentorship and guidance to enrich their research and academic experience.
- Engage in community activities in Calgary or beyond.

Funding: up to \$10,000 (CAD) will be available from the Office of the Vice-President (Research). The host (faculty member or academic unit) must provide a minimum 1:1 match in cash.

c. Longer-Term Visit (2-4 months or longer)

Purpose

- Wide-reaching knowledge dissemination and translation.
- Delivering guest lectures and providing mentorship activities.
- Extensive collaboration and substantial research contributions.
- Foster stronger academic ties between the scholar and UCalgary.

Eligible Activities

- Engage in extensive collaborative research projects with faculty, researchers, and students, leading to joint publications, grant applications, or research outcomes.
- Teaching responsibilities: Participate in teaching activities, sharing their knowledge and experience with the external community over an extended period.
- Supervise graduate students, postdoctoral researchers, or junior faculty members, providing guidance and support for their research and professional development.
- Contribute to organizing conferences, symposia, or workshops, bringing together experts from various fields to promote intellectual exchange and networking.

Funding: up to \$20,000 (CAD) will be available from the Office of the Vice-President (Research). The host (faculty member or academic unit) must provide a minimum 1:1 match in cash.

3. ROLE OF HOST ACADEMIC UNIT

The host Academic Unit shall be responsible for:

- Arrangements for publicity plan
- Provision of office space or other workspace as required
- Ensuring that all immigration requirements have been met, as appropriate
- Questions related to immigration can be referred to himmigration@ucalgary.ca
- Arrange a UCalgary appointment with Human Resources, if required for medium- or long-term visits. The category of appointment best suited to those coming to UCalgary under the Visiting Scholar Program is “Visiting Scholar”. Questions related to appointments can be referred to your [HR Advisor or Partner](#).

The host faculty member is:

- Designated by the Dean or head of the academic unit (e.g., Faculty, department, research institute)
- Responsible for arranging the visit and coordinating travel and accommodations (for visits of all length)
- Responsible for managing the funds associated with the award. The project will be set up under the host faculty member who arranges the visit. The academic unit will be responsible for proper reconciliation for the monies according to its departmental procedures
- Provides a brief report to the Research Services Office on the accomplishment or impact of the visit.

4. ADJUDICATION

Nominations will be reviewed and approved by the Office of the Vice-President (Research). Host Faculty Deans should complete the nomination form and submit it, along with the full Curriculum Vitae of the nominee to researchawards@ucalgary.ca in Research Services.

5. ELIGIBILITY

Deans should only nominate scholars who have an established international reputation in their field, and whose visit to UCalgary will foster collaboration and exchanges between UCalgary and their home institution. Faculty members applying as the host on behalf of the Dean must hold an academic appointment at UCalgary.

Nominees must have an international reputation for outstanding research or scholarship and hold a full-time faculty or equivalent position at a university or other research institution. The program is not open for self-nomination.

Nominees with adjunct appointments at the University of Calgary, who are located outside of the city of Calgary, are eligible for nomination provided that a clear explanation is provided to demonstrate how their research program will be enhanced during their visit to the University of Calgary.

A nominated scholar may have their visit supported only once during the tenure of this program.

6. EQUITY, DIVERSITY, AND INCLUSION

The University of Calgary is committed to an equitable, diverse, and inclusive campus and recognizes that diverse faculty, staff, students, and alumni benefit and enrich the work, teaching, learning and research experiences of the entire campus and broader community. We are committed to removing barriers that have been, and continue to be, encountered by equity-deserving groups, including women, Indigenous peoples, visible/racialized persons, persons with disabilities, and LGBTQ2S+ persons. Nominators must therefore ensure that equitable and inclusive practices are used in the identification, assessment, and recruitment of potential visiting scholars. Please refer to the UCalgary [Plan for Equity, Diversity, and Inclusion in Research and Teaching Awards](#) for more information and for examples of promoting inclusive practices in these areas.

Descriptions of research contributions within the nomination should align with the principles of the [San Francisco Declaration on Research Assessment](#), of which the University of Calgary is a signatory. A wide range of contributions to research, training and mentoring must be considered by nominators in the identification of potential nominees, with a focus on the quality and impact of these contributions. Refer to [Tri-Council guidelines](#) on the assessment of contributions to research, training and mentoring for more information.

7. NOMINATION

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.

[The nomination form can be found here.](#)

8. LENGTH OF VISIT

University of Calgary Visiting Scholar Awards are available for short-, medium-, and longer-term visits, lasting from a few days up to 4 months or longer in duration. Funds will be available for a period of up to 4 months or longer from the start date of the visit. Should the visit be cancelled, the award and UCalgary Fellow designation will be rescinded, and the host will return all remaining and recoverable funds.

9. AWARD SET UP

At the time of award, a research and travel allowance project will be set up and will be managed by the host faculty member. Expenses must be posted to the project within six months from the start date and any unused funds must be returned (extensions may be granted under exceptional circumstances). If, for any reason, the approved Visiting Scholar's travel to UCalgary is cancelled, Research Services must be notified (researchawards@ucalgary.ca), and the funds returned.

10. FINAL REPORTS

Within three months of the visit, the host faculty member must provide a brief report to Research Services on the accomplishment or impact of the visit through the [reporting webform](#). All final reports must be submitted before new nominations from the sponsoring unit will be considered.

11. BUDGET

Use the budget template provided in the application form according to the following instructions.

a. Revenue Sources

List all matching funds being provided to support the scholar's visit. At least 50% of the cost of the visit must be paid by these matching funds, with a maximum of 50% to be paid by the UCalgary Visiting Scholar Program. VPR funds (e.g., Catalyst Grants program and Transdisciplinary Connector Grant program) cannot be used as a match for the UCalgary Visiting Scholar program. Other internal funds can be used as a match if visiting scholar costs are eligible expenses, as directed by the internal funder.

b. Budget Justification

A detailed budget justification is required in each application, with costs itemized in the following categories. Expenses must support the scholar's visit and related activities.

o Travel and Accommodation Expenses

Travel expense eligibility is governed by institutional policy and procedure (i.e., [the Travel and Expense Reimbursement Handbook](#)). Host academic units or host faculty are responsible for arranging accommodations for the visiting scholar.

- **Visas and Work Permits**
While the Office of the Vice-President (Research) or Research Services cannot advise on travel visa and work permit requirements for a Visiting University Scholar, the cost of processing fees is eligible. The faculty host and visiting scholar should work with HR Immigration (hrimmigration@ucalgary.ca) to prepare visa and work permit applications.
- **Promotion**
Publicity, printing, and postage charges associated with the host academic unit's publicity plan for the promotion of the Visiting University Scholar's visit are eligible. Associated event costs are eligible, following institutional policy and procedure (i.e., [the Travel and Expense Reimbursement Handbook](#)). Whenever appropriate, numbers of units and unit costs should be explained.
- **Honoraria**
Honoraria must be clearly justified, including the purpose of the expense. An honorarium is a form of taxable income. The faculty host should consult Payroll (payroll@ucalgary.ca) before committing to the payment of honoraria to non-Canadian residents to determine how the honoraria will be paid and taxes deducted.
- **Other**
Detail any budget requirement that doesn't fit the above categories and explain why the expense is imperative for the visit.

c. Ineligible Expenses

These are examples only. Research Services will determine the eligibility of items not listed.

- Funds are not available for spousal expenses
- Salaries and benefits
- Equipment
- Conference registration fees
- Costs of preparing a paper for presentation or publication
- Applications to meetings of learned societies
- Travel for other purposes

12. QUESTIONS

Contact Research Services at researchawards@ucalgary.ca for any questions regarding this program.