2018 CALL FOR PROPOSALS
VISITING RESEARCHERS PROGRAM

FOCUS ON uOTTAWA’S EARLY CAREER RESEARCHERS

CALL GUIDELINES
(aussi disponible en français)

Objectives

Managed by the Office of International Research, the Visiting Researchers Program (VRP) provides funding for short visits by international researchers to the University of Ottawa with the following goals:

− To foster exchanges and partnerships between uOttawa and international researchers;
− To enrich the research experience of students by giving them the opportunity to meet and work with leading researchers; and
− To increase the visibility of uOttawa within the international research community.

Eligibility

The 2018 call for proposals is focused on supporting uOttawa’s early career researchers in their pursuit of building international partnerships. To be eligible to apply for this competition the applicant must:

− Be within the first seven (7) years of his/her career as an independent researcher;¹
− Hold a full-time tenure or tenure track position at the University of Ottawa or its affiliated research institutes.

Only one application per faculty member is allowed. In addition, faculty members who have previously received a VRP award can only re-apply two years following the last award’s expiry date, in which case the invitation must go to a different researcher. An unsuccessful application involving the same visiting researcher can only be re-submitted once.

Description

Funding

The OVPR has set aside $80,000 and expects to support between 10 and 16 awards in 2018. Applicants may request up to $7,500, depending on the length of stay and the visitor’s country of origin.

The award covers the cost of return economy airfare, ground transportation, accommodation, and living allowance for the period the researcher is in Ottawa. The visiting researcher’s salary is paid by his/her home institution.

¹ Applicant must have started their academic career on or after December 4th, 2010, at uOttawa or another research institution.
institution. Under no circumstances can the visiting researcher receive an honorarium. The award cannot be used to buy software or any other type of equipment. Fees required to enter Canada are not eligible expenses (e.g. work permits, visas). The rules for travel expenses as defined in uOttawa’s [Policy 21](#) apply.

**Visit Composition and Requirements**

Visits can vary from a minimum of two weeks to a maximum of four weeks and must take place in 2018, preferably during the winter or fall academic terms to maximise the impact of the visit on graduate student training and to ensure the availability of uOttawa researchers. The stay cannot be split into two visits.

In addition to conducting research, visiting researchers are required to offer at least one seminar and/or public lecture, to be organized by the applicant. The support of the OVPR should be acknowledged, whenever funds are used to organize public events or to publish relevant research results.

Visiting researchers are expected to play an important intellectual role in the research community in order to strengthen teaching activities and/or to develop new areas of enquiry. Applicants and visiting researchers are strongly encouraged to use the opportunity to work on joint publications and develop grant applications for future collaboration.

The applicant must provide the visiting researcher with an office equipped with a computer and internet connection, access to the main library, as well as office supplies. The applicant is also responsible for issuing an invitation letter and for directing the visiting researcher to the Canadian Embassy or Consulate in his/her country for information on visa requirements.

**Award Management and Reporting**

The applicant is responsible for managing the VRP award. No additional funds will be provided if actual costs related to the visit are higher than estimated. Any unused funds must be returned to the OVPR within one month of the end of the visit.

Within one month after the end of the visit, the applicant, in collaboration with the visiting researcher, is required to submit financial and narrative reports to the OIR, describing the activities and outcomes of the visit and its impact on teaching and research activities.

**Application Procedures**

The application is to be submitted by the uOttawa faculty member who is inviting the foreign researcher.

A complete application package includes the following documents:

- The VRP application form and supporting documents, containing
  - a detailed description of the visiting researcher’s interests, involvement in research projects and/or networks, and fit with the applicant’s strengths and priorities (maximum two pages),
  - a detailed description and timeline of the planned activities (maximum of one page), and
  - a budget, together with adequate explanatory notes and justifications (maximum of one page).

- A letter of support from the applicant’s Faculty Dean or Vice-Dean, Research outlining the reasons for inviting the visiting researcher and the anticipated impact on the unit’s research activities and on student training.

- Curriculum vitae of the applicant and the visiting researcher.

- Completed and signed RE form filled out via [eAwards](#).
The VRP application form can be downloaded from the [OIR’s website](https://www.uottawa.ca/). The form and attachments (including the signed RE form) must be merged into a single PDF file, named with the program’s name, and the applicant and visitor’s last names (e.g. VRP 2017_NAME applicant_NAME visitor). The application package must be submitted by email to andrew.grosvenor@uottawa.ca.

**Important Dates**

- **VRP Launch:** October 10, 2017
- **Application deadline:** December 4, 2017, 5.00pm EST
- **Announcement of results:** February, 2018
- **Earliest start date of stay:** Beginning of March 2018
- **Latest end date of stay:** End of December 2018
- **Final Reporting:** Within one month following the stay

**Selection Process**

A review committee chaired by the Associate Vice-President, Research will evaluate the applications and rank them according to merit.

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Score %</th>
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<tbody>
<tr>
<td>Excellence of the visiting researcher’s record (e.g. publications, citations, monographs, impact of research, international recognition)</td>
<td>30</td>
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<tr>
<td>Impact on the development of new collaborations, joint publications and the potential to secure external funding</td>
<td>30</td>
</tr>
<tr>
<td>Impact on student training and other research outcomes</td>
<td>20</td>
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<tr>
<td>Budget justification and level of support provided by other sources, if any</td>
<td>10</td>
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<tr>
<td>Fit and complementarity of the visiting researcher’s interests with those of the applicant</td>
<td>5</td>
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<tr>
<td>Fit with OVPR’s <a href="https://www.uottawa.ca/">Strategic Areas of Development in Research</a> and Faculty and Department priorities</td>
<td>5</td>
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**Contact Information**

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