Call for proposals 2017 - Visiting Researchers Program
Focus on Scholars from the United States of America

Call Guidelines

(Information aussi disponible en français)

Objectives

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

- to foster exchanges and partnerships between uOttawa and highly reputed international researchers in all stages of their careers;
- 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 the uOttawa within the international research community.

For the 2017 competition, the Office of the Vice-President, Research (OVPR) aims to strengthen uOttawa's ties with the United States of America; therefore, only researchers from US institutions are eligible to be invited.

Program Description

The VRP provides up to $5,000 CAD per visiting researcher. Depending on the level of funding requested, at least eight visits will be supported. uOttawa tenured or tenure-track faculty members are eligible to apply. Researchers based in affiliated hospital research institutes who hold a full-time academic appointment are also eligible to apply.

The program operates on a cost-sharing basis: VRP awards must be matched by the applicant (e.g. his/her research fund) or Faculty (or Department) by a minimum of 25 percent in cash contribution to the total budget.

Visits can vary from a minimum of two weeks to a maximum of four weeks and must take place during the Fall 2017 or Winter or Spring-Summer 2018 sessions to maximise the impact of the visit on graduate student training and to ensure the availability of uOttawa researchers. 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 Office of the VP-Research (and Faculty or Department) should be acknowledged, whenever funds are used to organize public events or to publish relevant research results.

Visiting researchers staying more than two weeks 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 develop joint funding applications.
The program 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. Under no circumstances can the visiting researcher receive an honorarium. The VRP award cannot be used to buy software or any other type of equipment. The rules for travel expenses as defined in uOttawa’s Policy 21 apply.

The applicant must provide the visiting researcher with an office equipped with a computer and internet connection, access to the University’s 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.

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 forecasted. Any unused funds must be returned to the Office of the VP-Research within one month of the end of the stay.

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 (max. 2-3 pages, with annexes).

**Application process**

The VRP application is to be submitted by a uOttawa eligible faculty member who is inviting a US-based researcher. The call is open to all academic units and affiliated research institutes.

A complete application package includes the following documents:

- The VRP form and supporting documents, containing i) 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), ii) a detailed description and timeline of the planned activities (maximum of one page), and iii) a budget, together with adequate explanatory notes and justifications (maximum of one page).
- A letter of nomination from the Chair/Director of the applicant’s academic unit or affiliated research institute outlining the reasons for inviting the visiting researcher and the anticipated impact on the unit’s research activities and on student training.
- A letter of support from the applicant’s Faculty Dean or Vice-Dean Research.
- The visiting researcher’s curriculum vitae, including lists of publications, awards and grants received.
- Completed and signed RE form(s) at the time of submission of the application.

The VRP application form can be downloaded from the OIR’s website. The form and attachments 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 to the Office of International Research at oir@uottawa.ca.

The applicant should communicate with his or her Faculty to find out about internal deadlines for financial support. uOttawa 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 should go to a different researcher. An unsuccessful application involving the same visiting researcher can only be re-submitted once.
An RE form must be filled out via eAwards at the time of application to OIR. A separate RE form must be submitted concurrently should financial support be provided by the Faculty. The signed RE form(s) must be included in the VRP application package.

**Important dates**

- **VRP Launch:** March 9, 2017
- **Application deadline:** May 12, 2017, 5pm
- **Announcement of results:** By July 28, 2017
- **Earliest start date of stay:** September 2017
- **Latest end date of stay:** August 2018
- **Final Reporting:** Within one month following the stay

**Evaluation 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>The fit and complementarity of the visiting researcher’s interests with those of the applicant</td>
<td>10</td>
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<tr>
<td>Fit with OVPR’s Strategic Areas of Development in Research</td>
<td>10</td>
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<tr>
<td>Impact on student training</td>
<td>15</td>
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<tr>
<td>Impact on the visibility of the uOttawa</td>
<td>10</td>
</tr>
<tr>
<td>Impact on the development of new joint collaborations and on the potential securing of external funding</td>
<td>15</td>
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<tr>
<td>Budget justification and level of support provided by the applicant or other sources</td>
<td>10</td>
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**Contact information**

For further information regarding the Call, contact:

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