



**Université d'Ottawa | University of Ottawa**

**Recherche internationale | International Research**

Vice-rectorat à la recherche | Office of the Vice-President, Research

## **VISITING RESEARCHERS PROGRAM 2020 CALL FOR PROPOSALS**

### **GUIDELINES**

*(aussi disponibles en français)*

#### **OBJECTIVES**

Managed by the [Office of International Research \(OIR\)](#), the Visiting Researchers Program (VRP) provides funding for two-week visits by international researchers to the University of Ottawa with the following goals:

- To foster partnerships and develop joint research projects between uOttawa and international researchers;
- To enrich the research experience of students by giving them the opportunity to meet and work with leading researchers;
- To increase the visibility of uOttawa within the international research community; and
- To capitalize on partnerships with priority countries and institutions where uOttawa has a concentration of well-established collaboration across faculties.

#### **ELIGIBILITY**

The 2020 call for proposals has been specially designed with a dual focus: (a) to support collaboration with priority institutions in six priority countries; and (b) to support collaboration in six additional countries where priority institutions have not yet been established. To be eligible to apply the applicant must:

- Hold a full-time tenure or tenure track position at the University of Ottawa, or hold a full-time position at one of the University of Ottawa's affiliated research institutes; and
- Invite a researcher from one of the following institutions; or

##### **Belgium**

Université catholique de Louvain  
Université libre de Bruxelles  
Katholieke Universiteit Leuven

##### **France**

Université de Lyon  
All institutions of the Auvergne  
Rhônes-Alpes  
All CNRS Institutes

##### **Germany**

All Max Planck and Helmholtz institutions  
University of Bremen  
University of Cologne  
University of Freiburg  
University of Goettingen  
All [Universities of Excellence](#)

##### **Israel**

Hebrew University of Jerusalem  
Technion, Israel Institute of  
Technology  
University of Haifa  
Weizmann Institute of Science

##### **Japan**

Chiba University  
RIKEN Research Institution  
University of Tokyo  
Waseda University  
Kyoto University  
Ritsumeikan University

##### **Taiwan**

All Academia Sinica Institutes  
National Cheng Kung University  
National Chengchi University  
National Dong Hwa University  
National Taiwan University  
Taipei Medical University

- Invite a researcher from an academic institution in one of the following countries.

**Argentina**

**Australia**

**Brazil**

**India**

**South Africa**

**South Korea**

Only one application per faculty member is allowed. Previous recipients of OIR funding (e.g. VRP, IRAP, FFCR) should demonstrate how this collaboration is different from the research undertaken through past awards.

## **FUNDING**

The OVPR has budgeted \$100,000 for this round and expects to support between 25 and 27 visits.

For this round, all visits are standardised at a mandatory length of two-weeks (10 business days). The maximum budget request is \$3,500.

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. Under no circumstances can the visiting researcher receive an honorarium. The award cannot be used to buy software or any other type of equipment. The award cannot be used for travel to conferences outside of Ottawa, nor can it be used to host events. 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 must take place before March 31, 2021, preferably during the fall or winter academic terms to maximise the impact of the visit on graduate student training and 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 to move the partnership forward.

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.

In addition, within one month of 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.

## **\*NEW\* VRP SUPPLEMENTS**

### 1/ Mitacs Globalink Research Awards (GRA)

To benefit the research collaboration and to encourage graduate student mobility, applicants may opt to include a Mitacs GRA as part of the VRP proposal. The awards, managed by the [Centre for Research Opportunities \(CRO\)](#), will allow a two-way exchange of graduate students for 12-24 weeks: within 12 months of the visiting researcher's stay in Ottawa, a uOttawa student is hosted in the visitor's institution to continue the research project or start a new project; similarly, a student from the visiting researcher's team is hosted by the uOttawa researcher.

Under the requirements for this exchange, uOttawa students will receive \$6,000 from Mitacs. Foreign students will receive \$3,000 from Mitacs with an additional \$3,000 in matching funds required from other sources. Applicants can opt to pursue the Mitacs GRA supplement in the VRP application form. If the VRP application is successful, CRO staff will be in touch to begin the Mitacs process.<sup>1</sup>

### 2/ Public Outreach Support

To help increase the visibility of the research beyond the visiting researcher's stay in Ottawa, applicants may opt to request the Public Outreach Support supplement as part of the VRP proposal. To be eligible, the uOttawa researcher must be planning to visit their colleague within 12 months of the initial visit to Ottawa.

While abroad, the uOttawa researcher is responsible for taking on additional engagements (an extra day added to their itinerary). The public outreach can include such activities as: meeting with Deans, VPs of Research and Presidents to promote uOttawa; meetings with industry partners, chambers of commerce and incubators to promote research and investment in uOttawa and Kanata North; and media engagements such as radio and TV interviews, speeches and debate series oriented to public (lay) audiences.

Applicants can opt to pursue the Public Outreach Support supplement in the VRP application form. If the VRP application is successful, OIR will provide \$500 to cover lodging and local travel costs.<sup>2</sup>

## **APPLICATION PROCEDURES**

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

A complete application package includes the following documents:

- The VRP application 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,
  - ii. a detailed description and timeline of the planned activities, and
  - iii. a budget, together with adequate explanatory notes and justifications.
- A letter of support from the applicant's Faculty Dean or Vice-Dean, Research, outlining the rationale 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](#).

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<sup>1</sup> Due to Mitacs eligibility requirements, Argentina, Australia and South Africa are ineligible to receive support for GRAs. The Katholieke Universiteit Leuven in Belgium is also ineligible.

<sup>2</sup> The \$500 supplement is provided upon completion of the visit abroad and satisfactory reporting to OIR.

The VRP application form can be downloaded from the [OIR's website](#). 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\_2019\_NAMEapplicant\_NAMEvisitor). The application package must be submitted by email to [andrew.grosvenor@uottawa.ca](mailto:andrew.grosvenor@uottawa.ca).

## IMPORTANT DATES

- VRP Launch: October 7, 2019
- **Application deadline:** **December 6, 2019**
- Announcement of results: End of January, 2020
- Earliest start date of stay: May 1, 2020
- Latest end date of stay: March 31, 2021
- Final Reporting: Within one month of the end of the visit

## SELECTION PROCESS

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

Evaluation criteria	Score %
Excellence of the visiting researcher's record (e.g. publications, citations, monographs, impact of research, international recognition)	25
Impact on the development of new collaborations, joint publications and the potential to secure external funding	25
Complementarity of the visiting researcher's interests with those of the applicant, with an emphasis on using multidisciplinary approaches to address research questions	20
Impact on student training and other research outcomes	20
Budget justification and level of support provided by other sources	5
Fit with OVPR's <a href="#">Strategic Areas of Development in Research</a> and Faculty and Department priorities	5

## CONTACT INFORMATION

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