



Université d'Ottawa | University of Ottawa

Recherche internationale | International Research

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

2019 CALL FOR PROPOSALS VISITING RESEARCHERS PROGRAM

FOCUS ON PRIORITY PARTNERS & EARLY-MID CAREER RESEARCHERS

GUIDELINES

(aussi disponibles en français)

OBJECTIVES

Managed by the [Office of International Research](#) (OIR), the Visiting Researchers Program (VRP) provides funding for short visits (two to four weeks) 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.

The countries and institutions of focus for this round are based on feedback received during the May 2018 consultation process led by OIR and involving all 10 uOttawa faculties, and on institutional partnerships that have been developed by the Office of the Vice-President, Research (OVPR).

ELIGIBILITY

The 2019 call for proposals has been specially designed with a dual focus: (a) to support partnerships in nine priority countries and institutions; and (b) to provide additional support to uOttawa's early and mid-career researchers in their pursuit of building international partnerships. To be eligible to apply for this competition 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 collaborator from one of the following countries:

Belgium
Japan

China
Taiwan

France
United Kingdom

Germany
United States

Israel

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

DESCRIPTION

Funding

The OVPR has set aside \$80,000 and expects to support between 15 and 20 visits in 2019. All uOttawa eligible researchers are invited to apply; however, at least 50 percent of the awards will be reserved for early and mid-career researchers, defined as: *Researchers who have started their independent academic career on or after January 1, 2004, at uOttawa or another research institution.*¹

Two funding models will be used for this round of the VRP. Both base the total funding level on the country of origin and the length of stay. The maximum amounts are as follows:

Group A (Asia) 4 wks = \$6,000 **Group B** (Europe & Israel) 4 wks = \$4,000 **Group C** (US) 4 wks = \$2,000

Model 1: Applicants may invite visitors from the following uOttawa partner institutions. The total cost will be covered by OVPR funds; the requirement for matching funds will be waived.

Belgium Université catholique de Louvain
Free University of Brussels
Katholieke Universiteit Leuven

China Shanghai Jiao Tong University
Chinese Academy of Sciences Institutes

France Université de Lyon
CNRS Institutes

Germany Max Planck Institutes

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

Japan University of Tokyo
Waseda University
Chiba University
Sophia University

Taiwan Academia Sinica Institutes
National Cheng Kung University
National Chengchi University

UK Russell Group member universities

US National Institutes of Health
Association of American Universities members

Model 2: Applicants may invite visitors from any other university or research institute based in the nine priority countries. The total costs will be split between 75 percent OVPR funds and 25 percent applicants' funds (e.g. Faculty/Departmental support, other grants, visitor's own funds).

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 can vary from a minimum of two weeks to a maximum of four weeks and must take place in 2019-2020, 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.

¹ Based on the definition used by CIHR <http://www.cihr-irsc.gc.ca/e/49799.html>

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.

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
 - 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](#).

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.

IMPORTANT DATES

- VRP Launch: November 5, 2018
- **Application deadline: February 22, 2019, 5.00pm EST**
- Announcement of results: End of April, 2019
- Earliest start date of stay: May 1, 2019
- Latest end date of stay: April 30, 2020
- 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 Strategic Areas of Development in Research and Faculty and Department priorities	5

CONTACT INFORMATION

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