VISITING RESEARCHERS PROGRAM
CALL FOR PROPOSALS – CAMEROON, COTE D'IVOIRE, SENEGAL

GUIDELINES
(aussi disponibles en français)

OBJECTIVES

The visit of the delegation of African universities to the University of Ottawa that took place over November 6-8, 2019, sparked a number of discussions about the need to establish more research collaborations between our institutions. To support this objective, the Office of the Vice-President, Research, has decided to launch a special round of the Visiting Researchers Program (VRP).

Managed by the [Office of International Research (OIR)](), the 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 West African countries where uOttawa has a concentration of well-established collaboration across faculties.

ELIGIBILITY

The call for proposals has been specially designed to support collaboration with priority institutions in three countries. 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

Cameroon (3)	Cote d'Ivoire (4)	Sénégal (3)
Université des Montagnes	INPHB : Institut National Polytechnique Félix Houphouët-Boigny	IAM : Institut Africain de Management
UCAC : Université Catholique d'Afrique Centrale	IUGB : International University of Grand-Bassam	ENA : École nationale d'administration
Université de Douala	ENSEA : École nationale de statistiques et d'économie appliquée	CESAG : Centre africain d'études supérieures en gestion
	IUA : Institut Universitaire d'Abidjan	

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

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.

APPLICATION PROCEDURES

For internal planning purposes, uOttawa applicants must submit by email a **notice of intent (NOI) to Andrew Grosvenor of the OIR by December 20, 2019**. The NOI must contain the following information:

− Name of the invited researcher, their title and institutional affiliation

− A summary of the planned activities for the visit (300 words)

- Description of the complementarity of research interests and activities (200 words)

Note that the information in the NOI will not be used as a preselection.

The **full application must be submitted by January 17, 2109** and include 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_2020_NAMEapplicant_NAMEvisitor). The application package must be submitted by email to andrew.grosvenor@uottawa.ca.

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

IMPORTANT DATES

- Launch of Cameroon, Côte d'Ivoire, Senegal round: November 14, 2019
- **Deadline for Notice of Intent: December 20, 2019**
- **Deadline for Full Application: January 17, 2020**
- Announcement of results: mid February 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 Strategic Areas of Development in Research and Faculty and Department priorities	5

CONTACT INFORMATION

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Last updated: 18 November 2019