

## DISTINGUISHED VISITORS FUND

### Terms of reference and application process

#### **Purpose of Fund**

The fund is to support visits by individuals who are widely recognized, who have achieved a high level of distinction in their field, and whose presence at the University of Alberta is likely to have a significant impact for both faculty and students.

Applicants should propose distinguished visitors keeping in mind the equity, diversity and inclusion principles in the [University of Alberta Strategic Plan for Equity, Diversity, and Inclusivity](#), the [Dimensions Charter](#) and the [Scarborough Charter](#).

#### **Eligibility**

All continuing paid faculty members are eligible to apply.

Visits are to take place between September and April of the current or subsequent year and be for a minimum of five working days to a maximum of three months. The Distinguished Visitors Fund is not intended for guest speakers making short visits of less than five working days or for conference participation. Teaching of several weeks, or longer, of regularly scheduled classes will not be funded. The Fund is also not intended to support visits solely for the purpose of researcher to researcher collaboration, student supervision, or attendance at dissertation or other defenses.

Visits must be scheduled for a minimum of 90 days after the application deadline. Funding for visits that have already occurred or will occur within 90 days of the deadline will be deemed ineligible.

Please review the Human Resource Services websites below for information on inviting foreign visitors to campus and visiting speaker guidelines:

- <https://www.ualberta.ca/human-resource-services/hiring/immigration>
- <https://www.ualberta.ca/human-resource-services/managing-administration/employment-benefits-and-pay-administration/payments/visiting-speaker-guidelines>

The fund is unable to support return visits to campus of individuals previously funded under the Distinguished Visitors Program.

Visitors are expected to have significant interaction with faculty, staff, and students. They are also expected to participate in one or more 'open' lectures/seminars, so the wider university community can benefit from their presence on campus. Participation in a 'Town and Gown' event would qualify as an 'open' lecture/seminar.

Honorarium is \$500.00 per working day for visits up to two weeks. Honoraria for longer visits or visits from tenured professors, are expected to be at a lower rate.

The Town and Gown Program was set up to offer public lectures to a wider, more general audience. These lectures may be held on campus, and additional funding of up to \$1,000 may be provided if requested on the original application to cover items such as advertising, venue rental, and light refreshments.

Funding is only for receipted expenses itemized on the application. No other expenses will be reimbursed (e.g. non-requested hosting) without prior approval from the Distinguished Visitors Fund Committee. Requests for changes to expenses can be sent to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca) a minimum of one

month prior to the visit.

Funding for off-campus activities will only be considered in exceptional cases and justification for such requests must be included in the application package.

### **Selection Process**

A committee made up of members from the Office of the Vice-President (Research and Innovation) will evaluate applications on the following criteria:

- Visitor has achieved a high level of distinction in their field and interactions will have a high level of impact on both faculty and students
- Application demonstrates wide support from multiple departments/units and will engage with many communities/groups from across campus
- Budget is reasonable for duration of visit and for the planned activities
- Visit contributes to the research mission and aligns with the strategic priorities of the University

### **Grant Administration**

The Departmental Host is responsible for all the arrangements for the visit, such as letters of invitation for visitors, booking accommodations, travel arrangements, finalizing activities, etc.

The Distinguished Visitors Committee must authorize **all** changes to approved visits. This includes changes in dates, budget, and proposed activities. Such written requests should be emailed to Leslie Parsad at [parsad@ualberta.ca](mailto:parsad@ualberta.ca) a minimum of one month prior to the visit.

A summary report of all activities carried out by the visitor, including the benefits of the visit to the University, must be submitted to the Office of the Vice-President (Research and Innovation) no later than one month following the visit. In the report, please include the number of people who attended each event. Subsequent Faculty applications will not be approved unless past reporting is up to date.

### **Application Process**

The applicant must create a new Proposal Request through the Researcher Home Page and submit it for department, faculty, and RSO approvals a minimum of 5 business days prior to the application deadline along with a complete Application Package.

The Application Package must be a single PDF and include:

- Completed Application Form
- Letters of support from related departments/faculties and external community when appropriate
- Visitor's current curriculum vitae

### **Deadline**

Once the Proposal Request is at the "waiting for sponsor decision" stage, the Dean or Associate/Vice Dean (Research) should submit all application packages from their faculty, along with a ranking of the applications, to Leslie Parsad ([parsad@ualberta.ca](mailto:parsad@ualberta.ca)) by **May 31 and October 31** each year. If the deadline falls on a weekend or holiday, submissions will be accepted the following business day.

*Records from this competition will be managed in accordance with the Alberta Freedom of Information and Protection of Privacy Act.*