

**Call for Applications – International Office Scholarship for the Internationalization of
Administrative Staff**

Funding type: International Office Scholarship of 3500\$

Mobilities available: 1 training staff mobility

Specific eligibility requirements:

Timeframe for mobility: Before April 1st, 2021

Deadline: April 1st, 2020

The purpose of this call is to grant 1 Administrative Staff mobility opportunity for training to be completed before April 1st, 2021

ELIGIBILITY REQUIREMENTS:

To participate in this call for mobility, applicants must meet the following requirements:

- Staff: **be employed** as a full-time, regular support staff member of the University of Ottawa;
- Has completed probationary period;

FUNDING

Selected participant will receive **this scholarship** to cover subsistence costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. Aid to cover **subsistence expenses**
2. Aid to help cover **travel expenses**.

The University of Ottawa shall pay the amount of 3000\$ once the participant provides the plane ticket purchase, hotel reservation or any stay accommodation and an email from the host institution confirming the mobility stay. We will then, pay the remaining amount of 500\$ upon the participant return and providing that we receive the Mobility report sign by the supervisor.

The **maximum funding period** for each type of mobility will be a maximum of **14 days**.

HOW TO APPLY

Application must include:

- **CV**
- **Letter of motivation** explaining how the mobility opportunity would benefit their current position at uOttawa as well as their professional and personal development (include draft mobility plan, identification of a potential host department, learning objectives and potential activities).
- **Letter of authorization** from their supervisor.
- 3 choices of potential institutions, of which the first choice must have an [Administrative Staff Mobility Proposal](#).
- **Financial Plan** displaying the price of plane ticket, hotel and living expenses.
- **Presentation** of your project in front of a committee. You will be invited in due time.

The application should be sent by email **Mélanie Langevin** at uointl@uOttawa.ca at the latest **April 1st 2020**.

GENERAL CONDITIONS

1. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.
2. Once the **Acceptance document has been signed**, the participant **shall be bound** to carry out the period of stay granted. Possible resignations submitted by participants will be penalized for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.

Staff mobility

Staff will be evaluated based on the following criteria's:

- a. CV: *20 points*
- b. Letter of motivation (optional: additional skills, interests, vulnerable socio-economic status, proposed mobility plan, learning objectives, etc.) 30 points
- c. International Staff Mobility Program Proposal and Financial Plan: 40 points
- d. Project presentation: 10 points