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

Recherche internationale et apprentissage expérientiel | International Research and Experiential Learning

Vice-rectorat à la recherche et à l'innovation | Office of the Vice-President, Research and Innovation

# VISITING RESEARCHERS PROGRAM - EUROPE
## CALL FOR PROPOSALS

## GUIDELINES
*(aussi disponible en français)*

## OBJECTIVES

Managed by the International Research and Experiential Learning office (IREX), 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 the University of Ottawa and international researchers;
- To enrich the research experience of students by giving them the opportunity to meet and work with leading researchers; and
- To increase the visibility of the University of Ottawa within the international research community.

## ELIGIBILITY

The 2024 call for proposals has been specially designed to support collaborations with targeted countries in Europe with a specific mention for Central and Eastern countries considered of importance for the Office of the Vice-President, Research and Innovation (OVPRI).

To be eligible to apply, the University of Ottawa 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 countries:

    **Western Europe**: Belgium, Germany, Ireland, Italy, Spain, Switzerland, United Kingdom

    **Central and Eastern Europe:** Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia

Only one application per faculty member is allowed. Previous recipients of IREX funding programs should demonstrate how this collaboration is different from the research initiatives undertaken through past awards.

## FUNDING

For this round, all visits are standardised at a mandatory length of two-weeks (10 business days). Budget requests may not exceed CA$5,000. The award covers the cost of return economy airfare, ground transportation, accommodation, and living allowance for the period the researcher is in Ottawa.

> **IMPORTANT:** The visiting researcher's salary is paid by their 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 to host events, nor can it be used for travel to conferences outside of Ottawa. Fees required for the visiting researcher to enter Canada are not eligible expenses (e.g. work permits, visas).
>
> The rules for travel expenses as defined in the University of Ottawa's Policy 21 apply.

## VISIT COMPOSITION AND REQUIREMENTS

The stay must take place before September 2025, preferably during the fall or winter academic terms to maximise the impact on graduate student training and the availability of University of Ottawa 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 OVPRI and IREX 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 Immigration Refugees and Citizenship Canada for information on visa and other 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 OVPRI 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 a short report to IREX, describing activities and outcomes of the visit and its impact on research activities.

## APPLICATION PROCEDURES

The application must be submitted by the University of Ottawa faculty member who is inviting the visiting researcher.

A complete application package includes the following documents:

- The VRP application form and supporting documents, containing:
  - 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,
  - a detailed description and timeline of the planned activities, and
  - 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 impact on the unit's research activities and on student training.

- Short CV of the applicant and the visiting researcher, and of the doctoral student if applicable.

- Completed and signed RE form filled out via eAwards.

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_2024_NAMEapplicant_NAMEvisitor). The application package must be submitted by email to cribaut@uottawa.ca.

## IMPORTANT DATES

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|---|---|
| Launch of VRP: | March 6, 2024 |
| **Application deadline:** | **May 31, 2024 before 5pm EST** |
| Announcement of results: | Mid-August 2024 |
| Earliest start date of visiting researcher's stay: | September 1, 2024 |
| Latest end date of visiting researcher's stay: | August 31, 2025 |
| Report on visiting researcher's stay: | 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 Strategic Areas of Development in Research and Faculty/Department priorities | 5 |

## CONTACT INFORMATION

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