Vice-President, Research and Innovation



Revised: April 1, 2021

**Visiting Scholar Appointment Request Form**

Complete this form by placing a (X) in the appropriate boxes and filling in the blanks. Forward the completed form, CV, and award/authorization letters *(if applicable)* to your Chair and Dean to obtain signature approval. Once the signatures have been obtained, please attach CV, and all applicable documents to this form and forward to the office of the Vice-President of Research for final approval and a Letter of Invitation to be issued.

**Visiting Scholar:**   New  Renewal

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| **PERSONAL INFORMATION:** | |
| Surname: Click or tap here to enter text. | Given names: Click or tap here to enter text. |
| Home address: Click or tap here to enter text. | |
| E-mail address: Click or tap here to enter text. | |
| Citizenship: Choose an item. | Other – Country of Citizenship\*: Click or tap here to enter text. |
| ***NOTE:*** *If the Visiting Scholar is a non-Canadian, HR will complete and submit an IRCC Offer of Employment for the Visiting Scholar to obtain a Work Permit. The current Employer Compliance Fee is $230.00\* and must be paid by the Visiting Scholar or Faculty Sponsor.*    *Faculty must provide ample time for the processing of international Visiting Scholars. Normally, it is suggested that at least six (6) months of lead time to ensure that all documents are in place.* | |

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| **DOCTORAL DEGREES EARNED:** | |
| Most recent degree: Choose an item. | Other – Specify: Click or tap here to enter text. |
| Department/Institution: Click or tap here to enter text. | |
| Date degree requirements met *(including thesis defense and submission for graduation)*: Click or tap to enter a date. | |

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| **VISITING SCHOLAR EXPERIENCE:** |
| Number of Visiting Scholar positions held? Click or tap here to enter text. |

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| **VISITING SCHOLAR APPOINTMENT:** | |
| The travel cost and expenses for the Visiting Scholar’s appointment will be covered by:  Home Institution:  Other:  – please indicate: Click or tap here to enter text. | |
| Is the Visiting Scholar granted a full paid leave from the period of their stay in Canada?  Yes  No | |
| Will the Visiting Scholar be retaining their position at their home institution during this time?  Yes  No | |
| Start date of appointment: Click or tap to enter a date. | Duration of appointment: Click or tap here to enter text. |
| Academic unit: Click or tap here to enter text. | |
| Faculty sponsor(s): Click or tap here to enter text. | |
| Description of the nature of the activities the Visiting Scholar will be involved in:  *(e.g.: Mutual collaborations and exchanges, community engagements, networking, undertaking research initiatives, guest lecturing, assisting and mentoring student researchers, etc.)*  Click or tap here to enter text. | |
| Is the Visiting Scholar permitted to teach by the faculty sponsor?  Yes  No | |
| If yes, any terms and conditions relating to any teaching activities that may be undertaken by the Visiting Scholar?  *(e.g.: not to be engaged in teaching more than one 3-credit hour class during the appointment)*  Click or tap here to enter text. | |
| ***NOTE****: Any teaching undertaken during the duration of the Visiting Scholar appointment shall be in addition to this appointment and shall take place within the framework of the University of Winnipeg Faculty Association (Contract Academic Staff) Collective Agreement.* | |
| During the duration of this appointment, is travel a requirement of this Visiting Scholar position?  Yes  No | |
| If yes, are health insurance costs, visa costs, and other related travel costs to be covered by the Visiting Scholar, their home institution or by the faculty sponsor? Please explain arrangements: Click or tap here to enter text. | |
| Special conditions applicable to the appointment; if any, please indicate: Click or tap here to enter text. | |
| ***NOTE:***  *Office space is not a condition upon appointment (if available and may be shared). Please consult with your Department Chair/Faculty Dean to confirm availability or the Space Management Committee for any other requests.* | |

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| **FUNDING SOURCE(S):** *(if applicable)* |
| Name of Research Grant of Fellowship funding the appointment: Click or tap here to enter text. |
| Total funding for this Visiting Scholar position? $ Click or tap here to enter text. |
| Funding available for the following expenses:  Travel & Conferences  Living Allowance  Other expenses related to the Visiting Scholar appointment |
| Total amount of funding source available to cover all the above *(funding & expenses)*: $ Click or tap here to enter text. |
| ***NOTE:*** *Total funding amount must be sufficient to pay for applicable expenses.* |
| If applicable, any additional funding or additional support? *(e.g.: conference support, travel, third party sponsor)*  Click or tap here to enter text. |
| Funds paid from faculty sponsor’s research grant  Recipient of a fellowship paid through the UW payroll system *(attach a copy of award letter+)*  Supported by external funding source *(e.g.: Federal/Provincial government; award – attach a copy of authorization****+****)* |
| Please provide any additional details on funding sources: Click or tap here to enter text. |

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| **CHECK LIST (X):** *(information below must be received in order for the Visiting Scholar request to be completed)* |
| Curriculum Vitae attached  Copy of award/authorization letter attached+  Research grant account #: Click or tap here to enter text. for the $230.00\* Employer Compliance Fee *(Applicable only to Other – Country of Citizenship)*  Research grant account #(s): Click or tap here to enter text. for payroll  Department Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Dean Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |