**HARRISON McCAIN FOUNDATION
*Visiting Professorship and Visitorship* Awards *2023***

 ***Deadline for Submission: Tuesday, 23 May 2023***

**Email a completed application (1 file, PDF format with filename HMF\_VPV\_2022\_Applicant Name.pdf) and an up-to-date curriculum vitae of the person visiting to** **researchoffice@acadiau.ca**

**Two award categories (select only one in the table below):**

***Harrison McCain Visitorship***awards provide funding for Acadia faculty in full-time, ongoing appointments to visit other institutions, special facilities, libraries or archives for research purposes and/or scholarly collaborations. Eligible expenses include but are not limited to travel for network-building and collaboration, travel for resource consultation, and travel for the purposes of data collection/research creation. Award value: up to **$10,000** (1 or 2-year award). Prior awardees who have not yet completed their Visitorship are not eligible for this competition. Priority may be given to 1st time applicants. A final report will be required.

***Harrison McCain Visiting Professorship*** awards provide support to internationally recognized scholars to visit and collaborate with faculty and students at Acadia. Use of these funds can range from covering brief, intense visits for collaboration on specific research and pedagogical issues, to covering partial costs of longer visits. Preference will be given to applicants visiting for at least 3 weeks in duration and who will engage in research and scholarly activities with students and faculty at Acadia. All applicants require a sponsoring academic unit. Priority may be given to 1st time academic unit (Dept/School) applicants. Award value: up to **$10,000** (1 or 2-year award). A final report will be required.

|  |  |
| --- | --- |
| Name of Acadia faculty applicant (Visitor or Host):  | Acadia Department/School: |
| Current Academic Rank: | Award date of prior Visitorship or Visiting Professor, if any: |
| Is this for a Visitorship? Yes or No | Institution(s) to be visited: |
| Is this for a Visiting Professor? Yes or No | Name and affiliation of proposed visiting professor to Acadia: |

**A. Visitorship Application Format**

1. Name of host institution(s) and location(s). Attach associated invitation letter(s) that describes the access offered (e.g., office space/facilities) during the Visitorship, and who will serve as your host.
2. Proposed dates of travel to the host institution(s).
3. Describe how this Visitorship will be of significance and value to your scholarly/research program, and to Acadia more broadly.
4. Describe the activities to be undertaken during the visit(s). Activities may include but are not limited to travel for network-building and collaboration, travel for resource consultation, and travel for the purposes of data collection/research creation.
5. Include any considerations of equity, diversity and inclusion (EDI) in the Visitorship. If your project involves or engages with Indigenous communities, ensure you review and follow the national guidelinesonrespectful research with Indigenous peoples, [Tri-Council Policy Statement: Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html)
6. Describe how the outcomes of the Visitorship will be communicated to the Acadia community (i.e., post-visit dissemination / presentation / knowledge transfer).
7. Detailed budget and justification. Based on limited funds and/or budget justification, amounts awarded may be less than requested. In some cases, an award may not fully fund a proposed project. Please identify any other sources of funding (applied for or received) associated with your travel.

**B. Visiting Professor Application Format**

1. Name of distinguished visitor to Acadia and their affiliation. Provide a short bio (~200 words) and attach an up-to-date CV of the proposed visitor.
2. Name the Dept/School serving as host of the Visiting Professor. A letter of support from the academic unit head or faculty dean is required.
3. Proposed dates of travel to Acadia.
4. How will this visiting professor be accommodated (e.g., living arrangements, office space, other access)?
5. Describe the visitor’s proposed scholarly/research activities with faculty and students during the visit to Acadia.
6. Describe how the visiting professor will add value to faculty scholarly/research programs, to students at Acadia, and to the broader community. Include any considerations of equity, diversity and inclusion.
7. If your project involves or engages with Indigenous communities, ensure you review and follow the national guidelinesonrespectful research with Indigenous peoples, [Tri-Council Policy Statement: Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html)
8. Describe how the visit will be communicated and promoted to the Acadia community before and during the visit.
9. What are the anticipated scholarly outcomes during and following the visit (i.e., dissemination / presentations / knowledge transfer)?
10. Detailed budget and justification. Based on limited funds and/or budget justification, amounts awarded may be less than requested. In some cases, an award may not fully fund a proposed project. Please identify any other sources of funding (applied for or received) associated with this visit.

**Budget Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budgetary Items** | **Details / Brief Description** | **Funding Requested ($)** | **Other Funding ($) and source** |
| Air travel of visiting professor |  |  |  |
| Vehicle* Taxi
* Rental
* Gas
* Mileage ($0.40/km)
 |  |  |  |
| Accommodations |  |  |  |
| Meals (not per diem rate if accommodations include kitchen or kitchen access) |  |  |  |
| Materials, if required |  |  |  |
| Knowledge mobilization, presentations, etc. (during the visit) |  |  |  |
| Other (specify) |  |  |  |
| **Total requested (max: $10,000)** |  |  |  |

\* Acadia’s travel policy and procedures must be followed at all times (see reverse side of University Travel Expense Claim Form, available electronically at [https://financial-services.acadiau.ca/forms-policies.html](http://financial-services.acadiau.ca/forms-policies.html) ). Air travel costs may not exceed economy rates.

**Budget Justification [~1 page]**

Please provide details and rationale / justification for the funds requested. Each expense item must be clearly justified (i.e., why needed).

1. Travel and accommodations
* Justify the travel-related expenses proposed and the duration of the visit
* Describe any contingency plans in the event of restricted travel and impacts on the proposed activities.
1. Materials / supplies / consumables
* Justify need
1. Dissemination / presentation activities and knowledge mobilization
* Describe activities planned and associated costs, if any
1. Other Expenses:
* Describe the purpose of these expenses and relevance to the visit

**Application Evaluation Criteria**

* Sufficient information is provided to evaluate the proposal
* Proposal is well-written with a clear and realistic program of activities over the duration of the visit
* Budget items are well justified
* Proposal presents clear and measurable research/scholarly outcomes and dissemination activities
* Extent to which the proposal incorporates faculty, student, public engagement (Visitorship only)
* Benefits to Acadia faculty, student(s), the university, and the wider community

For more information on this funding program, please contact the Manager of Research Grants & Programs, Peter Ludlow, at peter.ludlow@acadiau.ca

**Notice to applicants on the results of proposal reviews will normally be within ~4 weeks of the due date.**