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 on this campus is likely to have a significant impact both for faculty and students.

Application Information

1. Funds will be allocated twice per year. Application deadlines are: 31 May and 31 October. Faculty deadlines may be earlier.

2. Applications are for visits during the current or subsequent year.

3. Applications should be submitted to the Dean or to Associate/Vice Dean (Research), who will forward the application to the Office of the Vice-President (Research).

4. All applications must be ranked by the Faculty before submission to the Office of the Vice-President (Research).

5. Application package should include:

    - Completed application form
    - Letters of support from related departments/faculties and external community when appropriate
    - Visitor's current curriculum vitae
    - A signed request for application/proposal form created via their Researcher Home Page. Please note that Research Services Office (RSO) needs to review and sign off on these applications.

6. Honorarium is $500.00 per working day for visits up to two weeks. Honorarium for longer visits is expected to be at a lower rate.

7. 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.

8. Visits are to be for not less than five working days or more than three months, and are to take place during September to April.

9. 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.

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

11. Visitors are expected to have significant interaction with faculty, staff, and students. They are also

expected to participate in an 'open' lecture/seminar, so the wider university community can benefit from their presence on campus.

Note: For visitors participating in the 'Town and Gown' series, this lecture would be considered as the 'open' lecture.

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

13. 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.

14. 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.

15. 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: vpradmin@ualberta.ca.

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

    - http://www.hrs.ualberta.ca/HiringandManaging/Immigration.aspx

    - http://www.hrs.ualberta.ca/HiringandManaging/PayAdmin/Payments/VisitingSpeakerGuidelines.aspx

17. A summary report of all activities carried out by the visitor including the benefits of the visit to campus must be submitted to the Office of the Vice-President (Research) **no later than one month following the visit**. In the report, please include the number of people attending lectures as this information is very helpful to the Committee.

Note: Subsequent Faculty applications will not be approved unless past reporting is up to date.