VISITING LECTURERS FUND

GUIDELINES FOR APPLICANTS

Deadline: May 1st

The Visiting Lecturers' Fund is available to assist departments and/or colleges to bring visitors from other universities and institutions to Saskatoon to facilitate ***new*** collaborations by spending time with faculty and students for the exchange of knowledge and ideas. Those visitors with existing collaborations (e.g. grant proposals) with the applicant or the applicant's department/college will not be considered. Persons supported from the fund normally spend two or more days visiting the department or college and giving lectures or seminars to interested groups. Public lectures are not expected but may be arranged at the discretion of the department or college. The lecturer must be contacted prior to submitting the application.

AMOUNT OF AWARD

The maximum award will not exceed $1,500 for Visiting Lectureship and $4,000 for the Special Lectureship. The term of the award is 18 months. **No extensions will be allowed.**

ALLOWABLE EXPENDITURES

Grants are expected to cover travel costs and to provide a modest honourarium.

- Honourarium cannot exceed $1,000, as per University Guidelines.
- The fund will support University of Saskatchewan per diem rates of meals for the Visiting Lecturer **only**. Current per diem rates for the University of Saskatchewan can be found at http://www.usask.ca/fsd/colleges_depts_research/travel.php .
- Advertising costs are only eligible for the Special Lectureship.

INELIGIBLE EXPENDITURES

- Expenditures for entertainment, alcoholic beverages, departmental luncheons, publicity, telephone calls and the like are not considered appropriate charges and such costs should be met from departmental or other sources.
- The fund will not support traveling companions and/or assistants of the proposed lecturer.
- The fund will not support visitors who have already presented prior to May 15 of the current year.

- Supporting conferences and workshops is not the mandate of the Fund. Expenditures associated with conferences and workshops, such as supplementing honorariums for conference speakers, travel costs for a workshop presenter, et cetera are not eligible.

Over expenditures of grants are not permitted and will become the recipient's personal liability.

APPLICATION AND DEADLINE

All requests must be made by completing the appropriate pdf-fillable form. Text must not exceed the maximum space identified for each section. The pdf form must be opened and completed in Adobe Acrobat Reader. Mac users will have trouble viewing and saving the pdf in Mac Preview. To download the application form please goes to:
http://www.usask.ca/research/research_services/internal_funding_opps.php#VisitingLecturersFund

Competition is held once a year on **May 1st** (*or the next working day when these dates occur on a weekend or holiday*). Late applications will not be considered.

The Committee will not review applications that are not submitted in the required format and do not contain sufficient information on the proposed visit such as the expertise of the visitor, or proposed budget information. Please note that other sources of funding **must** be mentioned in the budget if applicable. Normally, departments are only allowed to submit one application. However, the committee would be willing to consider more than one application if sufficient funds are available.

The application must be signed by the applicant and approved by the applicant's Department Head and Associate Dean (*Research*). The completed application form with signatures (*1 original*) must be submitted by the deadline to:

Visiting Lecturers Committee
c/o Research Services
110 Gymnasium Place
966-8370 (phone); 966-8597 (FAX)

SPECIAL LECTURESHIP

The maximum special lectureship will not exceed **$4,000** and is intended to cover lecturer's expenses and to provide an honorarium. Honourarium cannot exceed $1,000, as per University Guidelines. Advertising costs are only an eligible expense for the Special Lectureship. Its purpose is intended to bring scholars with a national/international reputation, general and widespread interest, with a multi-disciplinary and/or cross-cultural topic. Special lecturers should meet with department of specialty. **A public lecture is mandatory.**

PLEASE NOTE: SPECIAL LECTURESHIPS ARE AWARDED ONLY IF SUFFICIENT FUNDING IS AVAILABLE.

ANNOUNCEMENT OF AWARDS

Applicants will be advised of results within 4 to 6 weeks after the deadline. If awarded, funds will be available following the award and the establishment of a research fund with a start date of May 1, and an end date of Oct 31.

Acknowledgement of support from the Fund should be given in any advertising and resulting publications.