



**UNIVERSITY OF  
SASKATCHEWAN**

## VISITING LECTURERS FUND APPLICATION

- Submit ONE completed, signed original (*preferably double sided*) to: **Research Services at 110 Gymnasium Place, NRC-PBI Building**
- Email a pdf version of the application to: [research.services@usask.ca](mailto:research.services@usask.ca)
- **Deadline:** May 1st
- Late or Incomplete Applications will NOT be considered

<b>NAME:</b>			
<b>EMAIL:</b>		<b>TELEPHONE:</b>	
<b>DEPT/COLLEGE:</b>			
<b>NAME OF CO-APPLICANT IF APPLICABLE:</b>			
<b>DEPT/COLLEGE:</b>			
<b>TOTAL AMOUNT REQUESTED:</b>			
<b>PLEASE CHECK THE CATEGORY OF ASSISTANCE REQUIRED:</b>			
<input type="checkbox"/> <b>A. VISITING LECTURESHIP (MAXIMUM \$1,500)</b>			
<input type="checkbox"/> <b>B. SPECIAL LECTURESHIP (MAXIMUM \$4,000)</b>			
<b>REQUIRED SIGNATURES (MUST BE OBTAINED PRIOR TO SUBMISSION):</b>			
<b>APPLICANT</b>		<b>DATE</b>	
<b>DEPT HEAD</b>		<b>DATE</b>	
<b>DEAN</b>		<b>DATE</b>	
<b>CO-APPLICANT</b>		<b>DATE</b>	
<b>DEPT HEAD</b>		<b>DATE</b>	
<b>DEAN</b>		<b>DATE</b>	

**INSTRUCTIONS:**

- PLEASE COMPLETE THE FOLLOWING QUESTIONS ENSURING YOU HAVE FOLLOWED THE GUIDELINES.
- HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.
- TEXT MUST BE SINGLE-SPACED; FONT SHOULD NOT BE SMALLER THAN 10 POINT.
- AVOID USING ACRONYMS AND ABBREVIATIONS OR EXPLAIN THEM FULLY.
- FAILURE TO PROVIDE THE REQUIRED INFORMATION COULD RENDER YOUR APPLICATION INELIGIBLE.

1. Attach a short biography or abbreviated curriculum vitae of the candidate (maximum 3 pages).
2. Include an explanation of how the expertise of the candidate will complement or improve the academic and/or research work of the department/college (maximum one page).
3. Include a description of the proposed visit, including the proposed lectures/seminars and the anticipated audience (maximum 2 pages).
4. Provide a clear, detailed budget for the proposed project including estimates of all anticipated expenditures by type and amount.

EXPENDITURE	AMOUNT
HONOURARIUM	
AIRFARE	
ACCOMMODATION	
PER DIEM	
OTHER ( <i>PLEASE SPECIFY</i> )	
<b>TOTAL FUNDS REQUESTED</b>	

**ALLOWABLE EXPENDITURES:** The maximum award will not exceed \$1,500 for Visiting Lectureship and \$4,000 for the Special Lectureship. Grants are expected to cover travel costs and to provide a modest honourarium. Honourarium must be a maximum of \$1,000, as per University Guidelines. 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 support University of Saskatchewan per diem rates of meals for the Visiting Lecturer only. 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.

5. **BUDGET JUSTIFICATION (*maximum one page attached*):** Please explain the above budget items in detail and fully justify the proposed expenditures. Expenditures must be warranted in the context of the visit outlined in the application.
6. Do you have any other sources either internally or externally to fund the lectureship? If yes, please explain. If no, have you sought other funding opportunities to fund this lectureship? Please explain.
7. Have you received funding from the Visiting Lecture's Fund previously? If yes, please indicate the date of the award. Please briefly describe the benefit of the funding.
8. **Applicable to Special Lectureships only:** 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. Briefly explain (one page maximum) how this lectureship fulfills these requirements. Please attach a letter of recommendation from either your Department Head or Dean.