



**Walter Mackenzie Visiting Speaker Fund**

Application Form

One typed original application must be submitted as a combined PDF emailed to [vdradmin@ualberta.ca](mailto:vdradmin@ualberta.ca) by the 1<sup>st</sup> of each month.

**1. Host**

Host's Name:		
Surname	Given Name(s)	
E-mail:		Telephone:
Department:	Faculty:	

**2. Visiting Speaker**

Speakers Name:		
Surname	Given Name(s)	
Position/Title:	Dates of planned visit to the University of Alberta: from                      to	
Address:		
Specialty and Research:		
Has this person visited in the past 5 years? (A reason for a repeat visit within one year must be outlined in #5)		
No	Yes	Dates of previous visit(s) to and name(s) of host(s):
		from                      to
		Dates                      Host Name(s)
External Examiner?	No	Yes
To your knowledge, is this speaker in an equity deserving group (i.e. female, non-white, LGBTIQ+A)	No	Yes
<b>3. Signatures. I agree to hold this project/grant as described in the terms of reference.</b>		
Host:		Date:
Print Name	Signature	

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of general administration. Direct any questions about this collection to: The Office of Research, Faculty of Medicine & Dentistry, telephone (780) 492-9723.

**4. Budget Requested (\$CDN)**

Airfare: ▶For complex itineraries, enter the FULL amount of airfare, then enter the contribution for other parts of the trip in the cost sharing field below . Attach a travel itinerary with proposed airfare costs shown.	\$
Airport parking/transportation in visiting speaker home city: (maximum \$150)	\$
Transportation to and from airport in Edmonton: (maximum \$120)	\$
Living allowance: (hotel maximum \$170/ per day; meals that are not hosted to max. \$70 per day.)	\$
Honorarium: \$250 for Canadian visitors; \$300 for international visitors	\$
Hosting allowance, maximum \$150 per day to a total maximum of \$300.	\$
Other costs (details must be stated in host letter)	\$
Cost sharing. Host contribution must be shown, if the costs exceed the grant limit. Other funding applied for or received in support of the visit must be outlined in the host letter. In addition, evidence that hosts have attempted to acquire other funding must be stated in the host letter.	\$
<b>AMOUNT REQUESTED (Maximums - \$2,500 within North America; \$3,000 from off-continent)</b>	<b>\$</b>

**5. Description of Seminars/Lectures**

Please indicate the specific occasion for the visit (Research Day, Retreat, Conference, Endowed or Named Lectureship, etc.)

**6. Planned activities and meetings with faculty members and trainees.**

Please include a description of all planned activities with faculty members and trainees (which are requirements for support, Refer to the Terms of Reference). Include the visit length, number of meals and meetings, and the rough number of faculty members that the speaker will meet with and how trainees will be incorporated into the visit. NOTE: An itinerary will be required by the day of the event to ensure trainees are included.

**7. Caliber of the invited speaker and impact of the visit (min. 100 words, max. 300 words)**

Please comment on the caliber of the invited speaker and the impact that the visit will have (i.e who is going to benefit from the visit and why).

**8. Attachments**

1. The Visiting Speaker's curriculum vitae including currently held research grants and a list of publications from the last five years.
2. Requests for External Examiner Visiting Speaker funding must include a copy of the "Request for Funds for External Examiner Travel" Form that was submitted to FGSR.

**Note:** A **poster** of the seminar announcement that includes the following statement: "This visit has been funded in part by the Walter Mackenzie Visiting Speaker Fund, Faculty of Medicine & Dentistry" and an **itinerary** of the visit will need to be sent to the Office of Research (vdradmin@ualberta.ca) **two weeks** before the visit so that it can be advertised.

**9. Deadlines and Application Instructions**

1. Applications will be reviewed monthly by the Visiting Speaker Committee. Complete applications, including attachments, must be submitted by the first of each month (or the first business day if the first falls on the weekend or is a formal holiday). The Committee will not consider applications for visits occurring before the application deadline or in the same month as the application.
2. Applications must be submitted to a funding competition that is at least one month in advance of the scheduled talk for consideration for funding. Applications for talks scheduled to occur in the same month will not be considered. **Example:** to apply to support a speaker in July, the application must be received on or prior to the deadline for the June competition (June 1st).