



Arthur B. McDonald  
Canadian Astroparticle Physics Research Institute

## PhD Exchange Program Guidelines

The **PhD Exchange Program** allows PhD students at a recognized Canadian academic institution to travel and work with another research group for up to six months to gain experience and bring new knowledge back to their home research group. This program is also open to international PhD students coming to a recognized Canadian academic institution. This opportunity is limited to applicants studying astroparticle physics or a related field.

The goal of the program is to provide new research experiences for PhD students through the advancement of research areas that align with the objectives of the McDonald Institute and have the potential to impact the research at the host institution.

The McDonald Institute will fund up to eight applications, with a maximum value of \$10,000 CDN each<sup>1</sup>. The program does not include salary considerations and only covers 'travel related expenses' as defined by the "Expenses Eligibility and Reimbursement Guidelines" and "Budget Estimate Form" documents. If a bi-lateral exchange is desired, please fill out two PhD Exchange application forms, one per individual.

### Eligibility:

The applicant must be:

- a) A PhD student enrolled at a recognized Canadian academic institution traveling within Canada or internationally, OR
- b) An international PhD student coming to a recognized Canadian Institution

This opportunity is limited to applicants studying astroparticle physics or a related field.

### Application Process:

The host department is responsible for providing resources required to complete the research project (e.g. office/lab space, equipment, consumables, etc.) and adhere to institutional regulations (e.g. health and safety training, orientation, etc.). The PhD exchange applicant is expected to contribute to the academic and scholarly life at the host institution through collaborative work, the presentation of research at seminars, and mentorship of highly qualified personnel.

The PhD Student must provide the following:

<sup>1</sup>The number and value of the awards each year will be determined by demand and the funds available. The application can request a maximum of \$10,000 Canadian as per the Budget Estimate template.

- A completed Application form;
- A Budget Estimate form, and;
- A letter of support from the Head of the host department (or equivalent) indicating their commitment to the visitor.

The required documents outlined above should be sent in a single e-mail to: [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with “PhD Exchange Program – [LAST NAME]” as the subject line. Incomplete applications will not be reviewed. The application window closes at **4:00 pm EST January 10<sup>th</sup>, 2020** for positions, late applications will not be considered until the next fiscal year (after March 2020). The applications will be reviewed internally and notice of decision will be released by e-mail in late-January 2020.

Late or incomplete applications will not be reviewed. Travel must not be completed in advance of the PhD Exchange application approval by the McDonald Institute. Retroactive applications for expenses will not be accepted.

Following the completion of the exchange, successful applicants are required to provide a photo of themselves engaged in the research group or lab and create materials to showcase the outcomes of their research and the success of their placement. The McDonald Institute encourages a variety of mediums for knowledge mobilization. For example, the visitor may submit a short article for non-academic audiences describing their experience, a 3-5 minute video, podcast, photo essay, website, etc. focusing on research outcomes and the value of the exchange. Submissions will be used for promotional purposes of the McDonald Institute, the supervisor’s lab, and the PhD Exchange Program.