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**Application form for the Graduate Student Exchange Program**

Please refer to the Graduate Student Exchange Program Guideline document for more information.

**Personal Information:**

|  |  |
| --- | --- |
| Name: |  |
| Mailing Address: |  |
| Email: |  |
| Phone number: |  |
| Position Type (Master’s, PhD.) |  |
| Home Insititution: |  |
| Home institution address: |  |
| Home institution phone: |  |
| Current Research Program & Role (e.g. PICO Dark Matter Experiment, Analysis Coordinator): |  |

**Exchange Information:**

|  |  |
| --- | --- |
| Date and Length of Intended Exchange: |  |
| Host Institution: |  |
| Host institution address: |  |
| Host institution phone number: |  |
| Collaborator(s) at Host Institution with whom you have arranged to work: |  |
| Principle Investigator supervising collaborator(s), if not same as above |  |

**Brief Description of Exchange Purposes and Potential Research Benefits**

Title of the Research Project:

Brief Statement of Research Objectives to be advanced by visit (200 words):

Activities planned during the visit (research work, skills exchange(s), presentations, etc.) in 50-100 words:

Anticipated benefits of the visit to the applicant (e.g. filling an expertise gap, novel experience/skill/technique development, partnership development, etc.) in 50-100 words:

Anticipated benefits of the visit to the host institution (e.g. sharing expertise, creating novel experience/ skill/technique development for the host institution) (50-100 words):

What is the next tangible step in the visitor and hosts’ partnership after the conclusion of the exchange (50-100 words):

Anticipated benefits to the McDonald Institute’s objectives as stated at [www.mcdonaldinstitute.ca/about/strategic-goals/](http://www.mcdonaldinstitute.ca/about/strategic-goals/) :

**STATEMENT OF ACCURACY**

I will adhere to my home and host institutional policies and procedures regarding off-campus safety and other relevant institutional guidelines. I am responsible to obtain any required permits, visas, health coverage, insurances, etc. I am aware that only pre-approved expenses will be covered by the McDonald Institute and any additional expenses are my responsibility.

I hereby affirm that all the above stated information provided by me is true and correct.

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Signature of applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print name of applicant:

**STATEMENT OF SUPPORT**

I support      (name of applicant) to participate in a Graduate Student Exchange at       (host institution) for       (length of time) under the supervision of      (host supervisor).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Home Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print name of Home Supervisor:

E-mail of Home Supervisor:

**Checklist:**

Full Application Form (this document)

Budget Estimate Form

Current Curriculum Vitae

Letter of support from the head of the host department (or equivalent)

**Submission:**

Please send completed application forms as a combined PDF to: [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with the subject line: Graduate Student Exchange Application- {Last Name}

**Review Matrix for Graduate Student Exchange Program**

|  |  |  |
| --- | --- | --- |
| **Graduate Student Exchange Competition In- House Review Matrix** | | |
| Reviewer Name: |  | |
| Application Number: |  | |
| Applicant Name: |  | |
| Funding type: |  |  |
| Criteria | Score (0 – 5) | Notes |
|  |
| **Expected Impact:** | | |  |
| The degree to which the subject of research aligns with Canada's astroparticle physics research priorities. |  |  |  |
| The degree to which the researcher and/or the exchange has the potential for impact within the McDonald Institute's goals, objectives and strategies listed at https://mcdonaldinstitute.ca/about/strategic-goals/ |  |  |  |
| **Strength of the Researcher (Applicant)** | | |  |
| Suitability of visitor's interests, experiences and preparation to the collaborative aims of the exchange |  |  |  |
| The likelihood the exchange will create follow-up opportunities for further collaboration between visitor and host |  |  |  |
| **Strength of the Host Institution** | | |  |
| The degree to which the host department is able to provide resources for the success of the exchange (space, equipment, consumables…). Refer to letter of support. |  |  |  |
| The likelihood the exchange will create novel experience/skill/technique development for the researcher (applicant). |  |  |  |
| **Reasonable Budget and Realistic Timeline** | | |  |
| The potential for the goals of the exchange to be successful as outlined under the benefits of the applicant, host and the McDonald Institute. |  |  |  |
| Clarity of objectives of the exchange |  |  |  |
| **Total Score** | 0 | Overall Comments |  |
|  |
|  | /40 |  |  |
| Criteria |  |  |  |
| 0        did not address the criteria |  |  |  |
| 1        provided partial information, but it was minimal and the case being made was weak. |  |  |  |
| 2        Provided adequate information, but the case being made was weak. |  |  |  |
| 3        Provided partial information, but the case being made seems strong. |  |  |  |
| 4        Provided adequate information and the case being made is strong |  |  |  |
| 5        Provided adequate information and the case being made is excellent. |  |  |  |