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Canadian Astroparticle Physics Research Institute

### **Graduate Student Exchange Program Guidelines**

The **Graduate Student Exchange Program** allows graduate 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 students coming to a recognized Canadian academic institution. This opportunity is limited to applicants studying Astroparticle physics or a related field. Application for partnership-development visits (of no less than two weeks duration) that could potentially lead to an exchange may also be granted.

The goal of the program is to:

- provide new research experiences for graduate 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.
- support early-stage skills & knowledge partnerships among graduate students that are highly likely to enable longer-term collaboration.

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 graduate student exchange application forms, one per individual.

#### **Eligibility:**

The applicant must be:

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

This opportunity is limited to applicants studying astroparticle physics or a related field being applied to the advancement of astroparticle physics.

#### **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 graduate student 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 (where applicable) mentorship of highly qualified personnel.

The Graduate Student must provide the following:

- A completed Application form;
- A Curriculum Vitae
- A Budget Estimate form, and;
- A one-page letter of support from a research group host (i.e., PI, postdoctoral fellow, research associate or graduate student) that is signed (or co-signed) by the host research-group PI and also co-signed by the Head of the host department (or equivalent). The letter must indicate intent and willingness to host the visitor for the time period specified in the application.

The required documents outlined above should be sent in a single e-mail to: [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with “Graduate Student Exchange Program – [Applicant’s Last name]” as the subject line. Incomplete applications will not be reviewed.

### **Timelines**

Call for application opens: **June 01, 2023**

Applications will be reviewed quarterly, and notice of decision will be released thereafter (in August 2023, November 2023, February 2024). If your application is based on an exceptional opportunity that requires a shorter timeline for a response, please make a note in the body of the mail during your submission.

Incomplete applications will not be reviewed. Travel must not be completed in advance of the Graduate Student Exchange application approval by the McDonald Institute. Retroactive applications for expenses will not be accepted.

### **Eligible Spending**

Award letters will establish a maximum reimbursement available to awardees upon submission of invoices for either A) direct travel costs; or, B) per-diem costs for food and accommodations for the duration of the exchange. Only costs incurred solely for the purpose of the exchange are eligible (e.g., will not reimburse inbound flight to attend a conference immediately followed by a three-month exchange in the same city).

### **Post-Award Obligations**

Following the completion of the exchange, successful applicants are required to provide a photo of themselves engaged with the host research group or lab and also demonstrate they have mobilized skills or knowledge gained during the exchange. The mechanism of knowledge mobilization may take any form. For example, a visitor may show proof of a talk presented at the host institution or may submit to the Institute a short article for non-academic audiences describing their experience or a 3–5-minute podcast 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 Graduate Exchange Program.