



Graduate Student Exchange Program Application Guidelines

The **Graduate Student Exchange Program** is a cost-reimbursement program for Canadian based postgraduate students visit a host academic institution or industrial research facility for collaborative work with a new research group for a duration ranging anywhere from 1 to 12 weeks. The program aims to mobilize Canadian research talent to international research organizations/institutions.

The maximum award is \$8,000 CDN¹. The Institute has budgeted to provide three maximum awards in each budget year, and the program will accept applications until program budgets have been expended. Funding only covers travel, accommodation, and subsistence expenses defined by the “Expenses Eligibility and Reimbursement Guidelines” and “Budget Estimate Form” documents.

Eligibility:

Applicants must be enrolled in a postgraduate program at a Tri-Council eligible Canadian institution for the duration of the visit. Their supervising faculty member must act as the lead applicant and sign the completed application form prior to submission. Award letters will be made only to faculty or staff scientists with Tri-Council eligible research accounts at a Canadian postsecondary institution.

Application Process:

The host institution is responsible for providing resources required for the postgraduate visitor to complete research work (e.g. office/lab space, equipment, consumables, etc.) and adhere to institutional regulations (e.g. health and safety training, orientation, etc.).

The proposed visitor can apply with a completed application form, a budget estimation form, and a letter of support from the Head of the host department, or industrial research site manager indicating their commitment to the visitor. Please send all documents in a single email to the Research Personnel and Event Coordinator at admin@mcdonaldinstitute.ca with “Graduate Student Exchange – [LAST NAME]” as the subject line. The applications will be reviewed internally and a notice of decision will be released within four weeks of receipt.

¹The number and value of the awards each year will be determined by demand and the funds available.

Following the completion of their research visit, successful applicants are required to provide a summary of outcomes of their research visit. The McDonald Institute encourages a variety of methods 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 research visit. Submissions may be used for promotional purposes of the McDonald Institute, the supervisor's lab, and the Visiting Scientist Program.