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## Visiting Scientist ECRM Application Guidelines

The **Visiting Scientist Exchange Early Career Mobilization (VSX-ECRM) Program** is a cost-reimbursement program for pre-tenure faculty researchers in astroparticle physics supporting a suite of in-bound and out-bound collaboration and recruiting trips over a 24-month period, up to a maximum reimbursement value of \$70,000 CDN. The goal of the program is providing a stable base of support for early career researchers in Canada for the purpose of accelerating their groups' research-productive engagements with international colleagues, as well as to encourage recruitment of highly qualified personnel as graduate students in the applicant's group.

The maximum award is \$70,000 CDN<sup>1</sup>. The Institute has budgeted support for two full awards in each budget year, and the program will accept applications until all program allocations have been expended, or two years prior to the conclusion of its base funding. Reimbursements only cover travel, accommodation, and subsistence expenses defined by the "Expenses Eligibility and Reimbursement Guidelines" and "Budget Estimate Form" documents.

### **Eligibility:**

The Applicant must either hold a pre-tenure faculty appointment at a Canadian university, or have a minimum three-year appointment as a research adjunct professor at a Canadian university and also hold a staff scientist appointment at a Canadian research facility obtained no earlier than three years prior to the date of application. The proposed suite of research visits/exchanges must also be aligned with the objectives of the McDonald Institute.

Award letters will be made only to pre-tenured faculty with Tri-Council eligible research accounts at a Canadian postsecondary institution. Awards will reimburse eligible costs of the approved exchange visits of the Awardee, and also in-bound visits hosted or co-hosted by the Awardee, and also out-bound visits of students and postdoctoral fellows supervised by the Awardee. Both the Awardee and relevant visit/exchange Participants (students, fellows, colleagues supported by the award) will be required to sign a Schedule 12 VSX-ECRM prior to engaging in any travel to be reimbursed (See "Post-Award Process" below).

The Awardee will be responsible for monitoring of all compliance with program guidelines.

<sup>1</sup>The total number and value of the awards each year will be determined by demand and the funds available.

### **Application Process:**

Eligible Applicants are required to fill out a single VSX-ECRM application form, indicating the desired visits/exchanges to be supported (up to a max. value of \$70,000) during a 24 month period. Applications should indicate as much known detail of visits as possible (dates, purposes, host institutions, and participant identities). However, it is acceptable to submit an application with unknown details of participant identities and dates.

**VSX-ECRM applications must include a completed application form, the Applicant's curriculum vitae, a budget estimation form, and a letter of support from the Head of the Applicant's department indicating their agreement to host all proposed in-bound visits.** Please send all documents in a single email to the Research Personnel and Event Coordinator at [admin@mcdonaldinstitute.ca](mailto:admin@mcdonaldinstitute.ca) with "Visiting Scientist ECRM – [LAST NAME]" as the subject line. The applications will be reviewed internally and forwarded to a referee panel for final review. Notices of decision will be released within 6-8 weeks of receipt.

### **Post Award Process:**

The post-award in-progress reporting process captures the precise details of Awardee's and Participants' individual visits/exchanges as they occur.

- Participant' acknowledgement signatures and Awardee countersignature acknowledgements must be submitted to the McDonald Institute in a one-page form (Schedule 12 VSX-ECRM). These individual-visit schedules must be received by the McDonald Institute prior to the actual dates of travel to ensure eligibility for reimbursement.
- Each Schedule 12 VSX-ECRM for an out-bound visit must also be accompanied by a copy of written acknowledgement/approval from the host facility/department's Chair or Manager (email with signature line is sufficient).
- Schedule 12 VSX-ECRM forms submitted for all post-Ph.D. Participants should be accompanied by the Participant's curriculum vitae.

### **Expectations of Awardees, Participants and Hosts:**

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

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.

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