# INTERNATIONAL VISITING SCHOLARS Request Form (research only)

Office of the **Vice-President (Research, Innovation and International)**

**Carleton University**

## A

☐ **Visiting Professor** (Holds rank at another university)

☐ **Visiting Scholar** (Holds a permanent position at another institution)

☐ **Visiting Student Researcher** (Enrolled at another institution) **Attach confirmation**

## B Appointee Information:

**Attach a current CV/Resume**

Type of Visit: ☐ In Person ☐ Virtual

Full Name *(per passport)* _____

Address _____

_____

City _____ Province _____

Postal code _____ Country _____

Telephone _____

Email _____

Home University/Institution _____

Home Faculty/Department _____

Date of birth (DD/MM/YY): _____

### Immigration Information

Currently legally eligible to work in Canada ◯ Yes ◯ No

Country of Citizenship _____

Any current status in Canada (ex. Study Permit, Visitor Visa, Work Permit) _____

**Previous Canadian appointments,visits** (institution, position, dates) _____

## C Appointment information:

Start date _____ End date _____

Academic Unit _____ Faculty _____

**Faculty host(s):**

Name _____ Dept/Academic unit _____

Name _____ Dept/Academic unit _____

## D Funding or Remuneration:

**Attach copy of notice of award/funding if externally funded**

**How will the visit be funded?** List all internal and external funding sources and amounts. List any monetary assistance, salaries, equipment, coverage of travel costs, accommodation, and/or any other specific arrangements made to support this appointment:

All Carleton sourced payments must be declared **before** appointment.

Check as applicable: ☐ Research space available ☐ Campus card required

## E Method of Payment/Funding:

☐ No payment from Carleton University

☐ Carleton research funding; payment is made from a research account*

☐ External funding (e.g. agencies, grants, personal funds, describe in section D)

☐ Other (describe in section D)

**Attach confirmation by email that funds are available and are an eligible expense from fund administrator in Research Financial Services*

*Please forward this completed form with attached supporting documents to yvonne.clevers@carleton.ca*

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**F** **Research Activities:**

While at Carleton University, will the appointee conduct research in a Sensitive Technology Research Area? Yes ☐ No ☐

Does the appointee work in affiliation or collaboration* with, or is in receipt of funding or in-kind support from, any entity on the federal government's list of Named Research Organizations or the Consolidated Canadian Autonomous Sanctions List? Yes ☐ No ☐

**(In this case, collaboration refers to scientific collaboration, including but not limited to partnerships involving co-authorship, co-publication, joint research, or joint funding recipients)*

Project Title

Brief description of research activities

Brief description of other academic activities to be undertaken while at Carleton

**G** **Requested by:**

| | | | |
|---|---|---|---|
| | Faculty Member Host (print name) | (signature) | (date) |
| | Faculty Member Host (print name) | (signature) | (date) |
| **Recommended by:** | Chair/ Director (print name) | (signature) | (date) |
| **Recommended by:** | Dean/University Librarian (print name) | (signature) | (date) |

Please include all attachments requested as applicable :
Copy of CV/Resume, Copy of notice of award/funding, Copy of proof of enrollment in home institution, Confirmation of funding from Research Financial Services

All visiting appointments must comply with the Visiting Appointments Policy.

**For appointments of Visiting Professors or Scholars conducting teaching and research:**
Please contact: **faculty.affairs@carleton.ca**

Note: *The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R. S. O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.*

*Please forward this completed form with attached supporting documents to yvonne.clevers@carleton.ca*