**Principal’s Development Fund for Visiting Scholars** • 2020

Faculty of Health Sciences • Application Form

The**Principal’s Development Fund for Visiting Scholars** is taking applications for funds, for visits occurring between **September 2020 and March 2021**. The objective of this fund is to strengthen inter-university and international contacts through the financial support of visiting scholars. The fund supports academic visits by women, visible minorities, aboriginal peoples and people with disabilities.

If your department would like to apply for funds for a visiting scholar, please forward this application (in Word document format) and the speaker’s CV **by e-mail to** Carolyn Scott Lee: carolyn.scott.lee@queensu.ca no later than **Monday August 17, 2020.**

The Faculty of Health Sciences Selection Committee may consider the following when reviewing applications:

* Meeting the criteria and satisfying the objective of the Fund
* A fair distribution of funds among departments (i.e. how recently an application from a particular department was successful)
* The extent to which a speaker would be of interest to a broader audience
* The visit takes place between the 2020/2021 academic year

The Principal’s Office provides notification of the successful applications in September. Our office will notify you of the results as soon as we receive them. **The transfer of funds will be made early in April 2021 and only upon receipt of a detailed summary of expenses incurred related to approved visits.**

Please note that in some cases, approved visits may only receive partial funding of their proposed budgets. Please do not hesitate to contact carolyn.scott.lee@queensu.ca if you have questions.

**Please note that in-person visits must adhere to all COVID-19 guidelines and protocols mandated by the government and supported by Queen’s.**

**Please complete the following:**

1. Department:
2. Department Head/Faculty Supporter:
3. Administrative Contact Name:
4. Proposed Speaker Information:
	1. Name:
	2. Credentials:
	3. Title/Position:
	4. Your speaker must meet one of the following fund criteria **(you must select at least one)**:

[ ]  Woman

[ ]  Visible Minority

[ ]  Aboriginal Person

[ ]  Person with a disability

1. Proposed Date of the Visit:
2. Please provide an outline of the program planned for your faculty visit and why it would be of interest to a broad audience:
3. Proposed Itinerary:
4. Proposed Budget (CAD):

*For Example*

Travel $

Hotel $

Meals $

Venue Rental $

Honorarium $

**TOTAL $**

1. Please attach a copy of the proposed speaker’s CV
2. **For in-person visits only: Please outline your department’s plan for COVID-19 safety measures as mandated by the government and supported by Queen’s.**

Please email this application (in Word document format) and the speaker’s CV **to**

Carolyn Scott Lee: carolyn.scott.lee@queensu.ca no later than **Monday August 17, 2020.**