

**APPLICATION TO DISTINGUISHED VISITORS FUND**

|  |
| --- |
| **APPLICANT INFORMATION** |
| **Applicant’s Name:** | **Proposal ID: RES** |
| **Applicant’s Address (incl. email and phone number):** | **Faculty:** |
| **Department:** |
| **Position Held at the University of Alberta:** |
|  |
| **DISTINGUISHED VISITOR INFORMATION** |
| **Visitor’s Name:** | **Faculty Ranking:** |
| **Visitor’s Address:** | **Faculty:** |
| **Department:** |
| **Name of Departmental Host:** |
| **Visitor’s first visit to University of Alberta (yes or no)?** | **Proposed Dates of Visit:** | **Visit Duration (in days):** |
| **If no, give details of previous visits:** |
|  |
| **BUDGET** |
| **Estimated Costs:** |  |  |  |  |  |  |  |
| **Travel:** | **$**  |  |  |  |  |  |
| **Per Diem (Meals):** | **$**  | **(** |  **Days @ $**  | **) [Maximum $60.00/day]** |
| **Accommodation:** | **$**  | **(** |  **Days @ $**  | **)** |  |
| **Honourarium:** | **$**  | **(** |  **Working days @ $**  | **) [Maximum $500/day up to 2 weeks]** |
| **Proposed Source(s) of Funds:** |
| **Distinguished Visitors Fund:** | **$**  |  |  |  |  |  |
| **Other Source(s):** | **$**  | **Specify Source(s)** | **:**  |
| **TOTAL BUDGET:** | **$**  |  |  |  |  |  |
| ***Note: Please ensure that the total budget includes the Town & Gown costs, if applicable*** |
|  |
| **TOWN & GOWN COMPONENT ESTIMATED COSTS (optional)** |
| The Town and Gown program was set up to offer public lectures to a wider, more general audience. These lectures may be held on campus, and additional costs (**up to $1,000**) may be included as part of the total budget. The costs may include items such as additional advertising, venue rental, and light refreshments. |
| **Planned Activity** | **Benefit to the University and Community** |
| **Advertising:** | **$**  |  | **Other (please itemize costs):**  |
| **Venue Rental:** | **$**  |  |  |
| **Refreshments:** | **$**  |  |  |
| **TOTAL TOWN & GOWN:** | **$**  |  |  |

|  |
| --- |
| **ON CAMPUS LECTURES/SEMINARS** |
| Normally, distinguished visitors staying two weeks or less give two to five lectures/seminars for the campus community. Please provide the details for each lecture below. |
|  |
| **LECTURE/SEMINAR #1** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **LECTURE/SEMINAR #2** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **LECTURE/SEMINAR #3** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **LECTURE/SEMINAR #4** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **LECTURE/SEMINAR #5** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |

|  |
| --- |
| **ON CAMPUS INTERACTIONS** |
| Visitors are expected to interact with university staff and graduate students. Interactions can take the form of tutorials, informal work time, presentations, laboratory exercises, demonstrations, office hours, etc. Please provide the following specifics of these interactions. |
|  |
| **INTERACTION #1** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **INTERACTION #2** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **INTERACTION #3** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **INTERACTION #4** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |
|  |
| **INTERACTION #5** |
| **Title** |
| **Date** | **Time** | **Location** |
| **Undergraduate Students** | **Graduate Students** | **University Staff** | **Others** | **Total Numbers Expected** |
| **Additional Notes** |