

Principal's Development Fund (PDF) 2020/21

Category 2: Queen's Visitors to Partner Institutions of the Matariki Network of Universities

Application questions preview

Please do not complete this form. The application form can be found [here](#).

Category 2 of the Principal's Development Fund supports initiatives that enhance Queen's partnerships with institutions in the Matariki Network of Universities (listed below). The Program provides seed funding to help initiate or deepen a research, academic, or administrative collaboration; attend a workshop, colloquium or forum, or any other activity intended to enhance scholarly activity or the student learning experience. Direct costs of research are not eligible.

* Partner Institutions of the Matariki Network of Universities (MNU):

- Australia: University of Western Australia, Perth
- Germany: Tübingen University, Tübingen
- New Zealand: University of Otago, Dunedin
- Sweden: Uppsala University, Uppsala
- United Kingdom: Durham University, Durham
- United States: Dartmouth College, Hanover

Applications for funding of up to \$3,000 to assist Queen's faculty and staff to travel to MNU partner institutions are invited to be submitted to the Office of the Associate Vice-Principal (International) at vp.international@queensu.ca, in a single document.

Applications are invited on a rolling basis.

Applications must have Department Head signature prior to submission (see below). Applications should be submitted at least three months prior to travel, and funding decisions will be announced one month after the application submission.

All funds must be used by April 30, 2021.

General information

Applicant(s) Information	
Name(s) of Applicant(s):	
Department(s):	
Department Address(s):	
Faculty/School:	
Faculty/School Address:	
Phone (primary applicant):	
Email (primary applicant):	
Name of Administrative Assistant to primary applicant:	
Phone (admin assistant):	
Email (admin assistant):	

Site of visit	
Institutional partner:	
Academic/administrative unit:	
City:	Country:
Name of contact person:	
Proposed Arrival Date:	
Duration of Visit:	

Application Questions

Question 1

Please provide an overview of the proposed visit. What activities will you undertake while at the Matariki partner and what are the objectives of those activities? (max. 500 words)

Question 2

How will the activities contribute to excellence in the student learning experience, research and/or scholarly activity? (max. 300 words)

Question 3

How will you ensure continued interaction and collaboration with the visitor beyond the tenure of this grant? (max. 300 words)

Question 4

Please indicate how this visit will further the objectives of your department, faculty and/or Queen's University as a whole. If applicable, please also outline how this visit furthers the objectives of the Principal's Implementation Committee on Racism, Diversity and Inclusion ([PICRDI](#)) and / or the Truth and Reconciliation ([TRC](#)) Task Force Final Report. (max. 300 words)

Proposed Budget for the Visit

Allowable expenses for visitors may include: lowest economy return airfare; accommodation and meals not to exceed those specified in the Queen's travel policy and subsistence guidelines. PDF funding cannot be used for an honorarium. All unused funds must be returned. All funds must be used by April 30, 2021.

To cover the full cost of the visit, additional funds from other sources may be required. A plan for obtaining such funds should be included.

Travel cost		
Transport type:	i.e. flight	\$
Transport type:		\$
Transport type:		\$
Transport type:		\$
Transport type:		\$
Approximate total cost for duration of visit:		\$

Accommodation	
Cost per night:	\$
Number of nights:	\$
Cost per night x number of nights:	
\$	

Meals	
Breakfast:	\$
Lunch:	\$
Dinner:	\$
Approximate total cost for duration of visit:	
\$	

Total budget: <i>(may be higher than PDF Category 2 award sum)</i>	\$
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Funds from other sources (give details):	\$
Funds requested from PDF Category 2:	
\$	