

Queen's University Principal's Development Fund (PDF) 2020 – 2021

Terms of Reference

Category 1 - \$25,000 - International Visiting Scholars (Open Competition including Matariki Network of University partners*)

The purpose of this fund is to enrich the international environment at Queen's University. Funds are intended to assist all faculty members in Departments, Faculties and Schools in bringing to campus outstanding scholars from outside of Canada, including from within the Matariki Network of Universities (MNU), to further international scholarly activity or the student learning experience.

Criteria

- All Queen's faculty members are eligible to apply.
- Visits must be of no less than three days. The Fund is designed to support international travel, accommodation, and meals (according to Queen's travel policy) for visits of up to two weeks. Longer visits are encouraged where funds are available from other sources.
- Visits must have clearly defined objectives and demonstrably further excellence in research, academic pursuit, or the student learning experience.
- Visits must include significant interaction with students. This could include guest lectures, mentoring sessions, etc.
- Applications should involve plans for continuing interaction and collaboration with the scholar beyond the visit.
- Applications will be considered for visits that will occur between July 1, 2020 and April 30, 2021.
- Special consideration will be given to applications that enhance the internationalization objectives of the wider department, faculty or university.
- Special consideration will be given to applications between more than one academic unit.
- Special consideration will be given to activities aimed at furthering 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.

Funding

- Applicants can apply for funding of up to \$3,000.
- Allowable expenses for visitors include: lowest economy airfare, accommodation and meals not to exceed those specified in Queen's travel and subsistence guidelines. PDF funding cannot be used for an honorarium.
- To cover the full costs of the visit, additional funds from other sources may be required. A plan for obtaining such funds should be included in the application.

Application Guidelines

- The application form (which includes the budget form) is available [here](#).
- Applications are due in the Dean's Office of the relevant Faculty or School by **April 24, 2020**.

- Applications will be reviewed by the applicant's Dean, and then forwarded to the Associate Vice-Principal (International) for final review by a committee convened for the purpose.
- Funding decisions will be announced at the end of May. All unused funds must be returned.
- After the completion of the visit, each host will be asked to submit a brief summary of the trip outcomes to the Office of the Associate Vice-Principal (International).

Category 2 - \$15,000 - Queen's Visitors to Partner Institutions in the Matariki Network of Universities*

This fund supports initiatives that enhance Queen's partnerships with institutions in the Matariki Network of Universities (listed below). The Program provides funding for travel and subsistence for the purposes of initiating or deepening a research, academic, or administrative collaboration; attending a workshop, colloquium or forum, or any other activity intended to enhance scholarly activity or the student learning experience.

Criteria

- Queen's faculty members and members of staff are eligible to apply.
- Activity must have clearly defined objectives and further excellence in research, academic pursuit or the student learning experience.
- Activity should include plans for continuing interaction and collaboration beyond the visit.
- Activity should enhance the objectives of the applicant's wider department, faculty, or university.
- Applications will be considered for visits that will occur during the upcoming academic year.
- Special consideration will be given to activities aimed at furthering 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.

Funding

- Applicants can apply for a grant of up to \$3,000.
- Allowable expenses include: lowest economy airfare, accommodation and meals not to exceed those specified in Queen's travel and subsistence guidelines. Funding cannot be used for an honorarium.
- To cover the full costs of the visit, additional funds from other sources may be required. A plan for obtaining such funds should be included in the application.
- All funds must be used by April 30, 2021.
- Direct and indirect costs of research are not eligible.

Application Guidelines

- The application form (including budget form) is available at the following link: [CREATE QUALTRICS SITE](#).
- Applications are invited on a **rolling basis**.
- Applications for outgoing travel should be received at least three months prior to travel. All applications must have Department Head signature approval prior to submission.
- Applications are to be submitted to the Office of the Associate Vice-Principal (International) at vp.international@queensu.ca in a single document.
- Applications will be reviewed by a committee convened for the purpose. Funding decisions will be announced one month after the application submission. Applicants may only submit one application per academic year.

- After the completion of the visit, each host will be asked to submit a brief summary of the trip outcomes to the Office of the Associate Vice-Principal (International).

Matariki Network of Universities

- 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