



## WCVM VISITING LECTURER AND VISITORSHIP PROGRAM

### APPLICATION FORM

- Email the application and attachments to: [jackie.bahnmann@usask.ca](mailto:jackie.bahnmann@usask.ca)
- **Deadline:** March 15, 2019
- Late or Incomplete Applications will NOT be considered

<b>APPLICANT:</b>			
<b>EMAIL:</b>		<b>TELEPHONE:</b>	
<b>DEPARTMENT:</b>			
<b>NAME OF CO-APPLICANT IF APPLICABLE:</b>			
<b>DEPARTMENT:</b>			
<b>TOTAL AMOUNT REQUESTED:</b>			
<b>PLEASE INDICATE THE PROGRAM(S) FOR WHICH YOUR NOMINEE SHOULD BE CONSIDERED:</b>			
<input type="checkbox"/> D.L.T. SMITH LECTURE <input type="checkbox"/> D.L.T. SMITH SHORT TERM VISITORSHIP <input type="checkbox"/> D.L.T. SMITH LONG TERM VISITORSHIP <input type="checkbox"/> ROBERT & VIRGINIA RAUSCH VISITING PROFESSORSHIP <input type="checkbox"/> MICHAEL MOXON KAYE MEMORIAL LECTURE – NOT APPLICABLE FOR 2019-2020 <input type="checkbox"/> JOHN GUNION RUTHERFORD MEMORIAL LECTURE – NOT APPLICABLE FOR 2019-2020 <input type="checkbox"/> J. G. O'DONOGHUE MEMORIAL LECTURE - NOT APPLICABLE FOR 2019-2020			
<b>NOMINEE INFORMATION:</b>			
<b>NAME OF NOMINEE</b>			
<b>ADDRESS (INCLUDE POSTAL/ZIP CODE)</b>			
<b>EMAIL</b>			
<b>PHONE NUMBER</b>			
<b>AREA OF SPECIALIZATION</b>			
<b>IS THERE A PREFERRED MONTH OF VISIT? IF YES, LIST</b>			
<b>ARE THERE ANY SPECIAL CIRCUMSTANCES TO BE CONSIDERED?</b>			
<b>CAN YOU VOUCH FOR HIS/HER ABILITIES AS A SPEAKER?</b>			

1. **GUIDELINES:** Review the document "*Guidelines for hosting WCVM Visiting Lecturers and Professors*" that is posted on the WCVM website to ensure you understand and follow correct guidelines:  
[http://www.usask.ca/wcvm/news\\_events/events/visiting\\_lecturer\\_programs.php](http://www.usask.ca/wcvm/news_events/events/visiting_lecturer_programs.php)

**ADDITIONAL NOTES:**

- In the event your nominee is selected, you will be responsible for organizing his/her itinerary.
  - Adjunct Professors, Clinical Associates, WCVM Alumni and Students must name a WCVM faculty sponsor.
  - Typically, faculty members make only ONE nomination. If more than one nomination is made, please rank. Selection will be at the discretion of the LCC.
2. **CURRICULUM VITAE:** Please attach an abbreviated CV of the nominee (maximum 2 pages) providing the following information:
    - Academic and professional training
    - Academic and professional appointments
    - Total number of publications
    - Full citations for 5 most significant publications
    - Awards and Honours (Research, Clinical Work and Teaching)

**PLEASE ANSWER THE FOLLOWING QUESTIONS (MAXIMUM 2 PAGES).**

***Please respond to questions 3, 4 and 5 in a Word file and send along with this PDF.***

- Text must be single-spaced
  - Font Arial 11 cpi.
  - Explain all acronyms fully
3. **EXPERTISE:** Describe how the expertise of the candidate will enrich the academic and/or research work of the department/college.
  4. **VISIT:** Describe the proposed visit, including the length of visit, proposed lectures/seminars that will be given, the anticipated audience (number of attendees, target audience), and any small group meetings with students or faculty.
  5. **OTHER FUNDING:** Describe any other funding sources, either internal or external, that are available to help fund the lectureship? Please attach confirmation letter.
  6. **BUDGET AND JUSTIFICATION:** Provide a clear, detailed budget for the proposed project including estimates of all anticipated expenditures by type and amount. Expenditures must be warranted in the context of the visit outlined in the application.

**DESCRIPTION OF ALLOWABLE EXPENDITURES:**

**HONORARIUM:** For Short Term Visitors and Lecturers, the LCC recommends \$300 per working day to a maximum of \$900 per visit. Therefore, for a 2-3 day visit, \$600-\$900 would be appropriate.

For Long Term Visitorships, a larger honorarium can be requested, but must be justified based on the number and types of events planned. The LCC reserves the right to disapprove visits, if the level of honorarium is deemed inappropriate.

**TRAVEL:** Airfare - Attach a copy of the flight quote from the airline website choosing dates to time of year that visit may be undertaken.  
Car – Attach a km quote.

**ACCOMMODATION:** Visiting Speakers are housed at the Delta Bessborough Hotel unless the host requests an alternate choice of accommodation which must be explained.

**ENTERTAINMENT:** ONE restaurant dinner for 4-6 people. Allow \$57.00/person.  
Daily luncheons for 3-4 people. Allow \$42.00/person.  
Daily Breakfasts for 3-4 people. Allow \$24.00/person.  
The allowable per person amount would include food, alcohol, taxes and gratuity. Please stay within your budget.

**OTHER EXPENSES:** Meal per diem, if not entertained: Breakfast \$8, Lunch \$14, Dinner \$19

If the applicant needs any help, please call Jackie at 966-7108 or email her at [jackie.bahnmann@usask.ca](mailto:jackie.bahnmann@usask.ca)

EXPENDITURE		AMOUNT
HONORARIUM		
AIRFARE (CHECK ONLINE TO GET AN ACTUAL COST OF A FLIGHT)		
ACCOMMODATION (DELTA BESSBOROUGH - \$200.00 PER NIGHT)	# NIGHTS: _____	
ENTERTAINMENT		
OTHER EXPENSES ( <i>MEAL PER DIEM, TAXI, AIRPORT PARKING, ETC...</i> )		
SUBTOTAL		
OTHER FUNDS AVAILABLE TO OFFSET COSTS (SHARED VISIT WITH OTHER GROUPS)		
<b>TOTAL FUNDS REQUESTED OF WCVM</b>		

**JUSTIFICATION:** PROVIDE A BRIEF DESCRIPTION OF EXPENSES IN EACH CATEGORY.