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**ELAP Faculty Mobility Application Form**

**Internal deadline for applications: 9am, Monday March 9, 2020**

The University of Calgary International office is responsible for submitting ALL applications of University of Calgary faculty members.

This application form is part of the internal application process. All your answers and support documents will be uploaded to the official Faculty Mobility Program online portal by the UCalgary Authorized representative.

1. Canadian Institution

University of Calgary (UCalgary)

1. Address

2500 University Drive N.W., Calgary, Alberta, T2N 1N4

1. Candidate Information

**(All fields mandatory)**

Salutation:

 (Select Dr., Ms., Mr., Prof.)

First Name:

Last Name:

Gender:

 (Male, Female)

E-mail:

1. Proposed Host Institution:

**(All fields mandatory)**

Name of Institution:

Address:

Country:

**Contact person responsible for the program at candidate’s proposed host institution:**

**(All fields mandatory)**

Salutation:

First name:

Last name:

Job Title:

Department/Office:

Phone Number:

E-mail:

Does your home institution currently have a formal agreement (eg. An MOU, exchange agreement, or other) with the host institution? **(Mandatory)**

Yes ( ) No ( )

If yes, please give details (**max. 100 words):**

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1. Details of mobility

**(All fields mandatory)**

Expected start date of travel dd/mm/yyyy:

Expected end date of travel dd/mm/yyyy:

**Activities undertaken during the mobility period: (select one)**

Teaching ( ) Research ( ) Teaching and Research ( )

**Academic Field (select one):**

Agriculture and veterinary/ applied sciences, technology and engineering/ education, humanities and arts/ life and health sciences/ social sciences, business and law/ trades and vocations:

**Discipline:**

(e.g., visual and performing arts, wildlife sciences, urban planning, religious studies, engineering, etc.)

**Description of activities undertaken during mobility (max. 3800 characters).**

For research, describe your research project and specific activities to be undertaken during the mobility period, including any collaborative activities involving researchers and students at the host institution.

For teaching, describe the content, the level (post-secondary, undergraduate, graduate, postgraduate or equivalent, approximate number of teaching hours and students involved)

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**Alignment with the Faculty Mobility Program objectives (max 1000 characters):**

Describe how specifically your mobility will advance institutional partnership between your home and host institutions and facilitate the implementation of the [**Emerging Leaders of the Americas Program**](https://www.educanada.ca/scholarships-bourses/can/institutions/elap-pfla.aspx?lang=eng) between them.

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1. Internal Approval

(Mandatory)

Approved by:

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|  |  |  |
| **Name*****(Department Head or equivalent)*** | **Signature** | **Date** |

1. Declaration and Permission

I have checked this application and its supporting documents and certify that all statements contained within it are correct to the best of my knowledge. I will notify the scholarship administrator should there be any changes in the information provided in the application. I give the scholarship administrator permission to verify the information I have presented in these documents.

 By checking this box, I acknowledge that I have read this statement and agree to its conditions.

1. Supporting Documents – Important Notes about Documents to be uploaded

Uploaded documents must be: **Less than 5 MB.** Accepted formats jpg, gif, pdf, doc, docx, txt.

* 1. Budget form (see template attached)
	2. Curriculum Vitae
	3. Letter of invitation from the host institution (See template attached)
	4. Privacy Notice Statement (form attached)
1. Submit Application

University of Calgary applicants must submit their application package by the internal deadline of **9:00 a.m. on March 9, 2020.** No extensions allowed. It is the responsibility of the applicant to ensure that this applications form and supporting documents are received by this internal deadline. Documents, other than those requested, will not be accepted.

**Applicants should sent completed application, budget and other supporting documents by email to** **uci@ucalgary.ca** **with *“ELAP Faculty Mobility”* in the subject line. A reply will be sent to applicants to confirm that their application has been received.**