



Faculty Mobility Program Call for Applications

Program Information and Internal Application Guidelines

- Competition:** Open for the 2020-2021 academic year.
- Internal deadline:** March 9, 2020 – 9:00 a.m.
- Who applies:** Full-time faculty at the University of Calgary who meet the program eligibility criteria (outlined below).
- Description:** The [ELAP Faculty Mobility Program](#)¹ provides Canadian faculty with short-term opportunities to teach or conduct research in Latin America and the Caribbean, at the college, undergraduate and graduate levels.

GUIDELINES

The Faculty Mobility Program aims to increase the number of institutional collaborations and student exchange agreements between Canadian and foreign institutions eligible under the Emerging Leaders in the Americas Program (ELAP). These agreements are created between colleges, technical or vocational institutions, and universities in Canada, Latin Americas and the Caribbean.

The Program will award grants to teach or conduct research for a short-term in countries eligible to ELAP (CARICOM countries, Central America, Latin America, Mexico).

Scholarship value and duration

Funding for the ELAP Faculty Mobility Program is made available by Global Affairs Canada through its legal title: the Department of Foreign Affairs, Trade and Development (DFATD).

The Canadian post-secondary institution will receive funding in the form of a grant from DFATD and will be responsible for disbursing the funds to its successful candidates.

The maximum grant value per project is **CAD \$7,000**. Recipients may seek additional funding from other sources (private or public). The duration of the mobility is three weeks minimum and eight weeks maximum. Successful candidates may extend their stay with funds from other sources.

All funds provided by DFATD related to the project must be spent by **March 31, 2021**. The actual project end date may extend beyond March 31, 2021.

¹ Source: https://scholarships-bourses.gc.ca/scholarships-bourses/can/institutions/elap_faculty-pfla_professeurs.aspx?lang=eng

Eligible expenses

Canadian institutions will disburse funds to the recipient to contribute to the following costs:

- Transportation (economy fare, by the most direct route);
- Lodging, meals, incidentals (according to Treasury Board guidelines);
- Insurance costs; and
- Expenditures related to securing visas or work permits.

Buying equipment (computer, tablet, phone, printer, etc.) is not an eligible expenditure. Public servants (federal, provincial/territorial, municipal, or Crown corporations) are not eligible.

Payment procedure

Subject to the terms and conditions of the Grant Agreement, funding will be disbursed by a cheque or electronic transfer issued to the Canadian public post-secondary institution upon receiving the Grant Agreement signed by both the designated authority at the Canadian institution and the designated authority at DFATD.

Funds will be disbursed to successful candidates according to the Canadian public post-secondary institution's internal processes and in conformity with the Grant Agreement concluded between DFATD and the Canadian public post-secondary institution.

Program eligibility criteria

The following conditions must be met to be eligible for a Faculty Mobility Program:

- Candidates must be full-time faculty members at Canadian public post-secondary institutions (**Part-time professors and lecturers are not eligible**);
- Host institutions must be at the college level and above;
- Host institutions will have to provide an **invitation letter expressing their support and confirming that the proposed teaching or research project will indeed take place.**

Grant recipients must teach or conduct research in the following eligible ELAP countries:

- **Caribbean:** Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Turks and Caicos;
- **Central America:** Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama;
- **North America:** Mexico; or
- **South America:** Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela.

Application process

The University of Calgary International (UCI) office is responsible for submitting **ALL** applications on behalf of UCalgary. Global Affairs Canada has implemented an online portal for this purpose.

Please download UCalgary's internal application package (application form, budget and letter of invitation templates, and privacy notice statement) from <https://www.ucalgary.ca/international/funding-and-resources>

Each application must contain the following supporting documents:

1. Completed application form;
2. Completed budget form;
3. Candidate's Curriculum Vitae
4. Letter of invitation from the host institution
5. Signed privacy notice statement

Eligible and complete applications, including the supporting documents, will be evaluated by Global Affairs Canada based on the following criteria:

- Potential for the project to advance institutional partnership between the home and host institutions of the candidate;
- Quality and feasibility of teaching or research activities undertaken;
- Accuracy of the budget;
- Qualifications of the participant.

Application deadline

University of Calgary applicants must submit their application package by the internal deadline of **9:00 a.m. on March 9, 2020**. It is the responsibility of the applicant to ensure that the applications are received by this internal deadline. Only documents requested will be accepted.

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

Post-award requirements

Within 30 days of the termination of the project, grant recipients must produce a narrative report of maximum five (5) pages, including:

- Summary of undertaken activities
- Results and number of beneficiaries
- Contribution to institutional partnership building between the host and home institutions
- Action plan to publicize the project and/or to acknowledge Global Affairs Canada support

Further information

For further details and updates, applicants are encouraged to visit the ELAP Faculty Mobility Program's website:

https://scholarships-bourses.gc.ca/scholarships-bourses/can/institutions/elap_faculty-pfla_professeurs.aspx?lang=eng

Also, please ensure that you read the additional information provided under the **FAQs tab**.

UCalgary International contact

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