



## **Terms of Reference for the Queen's Faculty of Engineering Visiting Research Leaders Award**

**Objective:** Increase the number of research leaders visiting Queen's Engineering from abroad, to increase collaborations with international research leaders and to inspire our students and faculty.

**Visitor Eligibility:** A researcher with a full-time faculty appointment at a university or research institute abroad who is considered a leader in their field.

### **Program rules for visits:**

- Minimum of 2 weeks duration but preferably longer
- Visits can take place in fiscal year 2023/24 or 2024/25 (October 31, 2023- March 15, 2025). All expenses have to be submitted by April 1 of the respective fiscal year.
- The visitor has to agree to give at least two seminar presentations, including one technical presentation and one presentation suitable for a broader multi-disciplinary engineering audience.
- The visitor is expected to interact with Faculty of Engineering researchers and students during their visit and this will be the responsibility of the hosting faculty member.
- The hosting faculty member has a primary appointment in one of the five departments of the Faculty of Engineering
- The host department is able to provide a workspace and other resources the visitor requires to engage in the planned activities during their stay

**Number and value of awards:** in the fall 2023 competition, the research implementation committee expects to make one (1) award of **up to \$10,000** in eligible expenses.

The Faculty reserves the right not to make an award if no applications of sufficient merit are received.

**Eligible expenses:** Travel and accommodation expenses, compliant with [Queen's travel reimbursement policy](#). Up to \$600 of the requested amount may be budgeted for public lecture expenses like room rental, A/V rental and refreshments (included in the maximum, not in addition).

**Application process:** A full time faculty member of one of the 5 Faculty of Engineering departments will serve as lead applicant. The lead applicant coordinates the application documents and emails them to [FEAS.ResearchAdmin@queensu.ca](mailto:FEAS.ResearchAdmin@queensu.ca) by the deadline.

**Application deadline: September 29, 2023.**

**Application documents:**

- All forms can be found on the [Faculty of Engineering Research Awards webpage](#)
- Application form for the Visiting Research Leaders Program, completed and signed by the lead applicant and their department head.
- 0.5-1 page free form letter signed by the visitor, in which the visitor describes their reason to visit, their plan for the visit (including the presentations) and what they hope to accomplish.
- CV of the proposed visitor, any form or length

**Selection process:** The Engineering Awards Committee will make the selection, taking into account the stature of the visitor, the expected benefit to the students and faculty at Queen's Engineering and the expected outcomes.