



2024-2025 Faculty of Education International Research Visiting Fellowship (IRVF) Instructions and Application Form

PROGRAM OBJECTIVES

The Faculty of Education at The University of British Columbia is pleased to receive nominations for International Research Visiting Fellowships (IRVFs) for 2024-2025. Visiting fellows are expected to spend a **minimum of two weeks** between April 1, 2024 and August 30, 2025 engaged in high quality **collaborative** and **innovative research** with researchers in the Faculty of Education at UBC. It is expected that fellows will be internationally acclaimed scholars in their respective fields, as evident through track-records of research, scholarly publications, knowledge mobilization, major recognitions, and grant funding. It is also expected that the funds will act as a catalyst for subsequent collaborative research with UBC researchers beyond the time of their stay at UBC.

Funds will be awarded to the UBC principal nominator and administered by the relevant Faculty department or school. Host departments/schools will be responsible for providing Fellows with office space within the Faculty of Education, as needed.

AWARD VALUE

The maximum IRVF award is \$8,000. Three awards (with a maximum of up to 8,000/fellow) will be made available within the program timeline (April 1, 2024 – August 30, 2025).

ELIGIBLE EXPENSES

- Funds may be used towards travel, accommodation, [per diem expenses](#), honoraria, and research/meeting costs.
- Honoraria are capped at \$500.
- Budgets should be carefully thought out and funds must be used for the requested expenses, particularly with regard to accommodation. Nominators should be particularly mindful of their overall budget as if their intention is to personally host the international researcher, as booked accommodation expenses can make up a significant portion of a budget.
- Budgets may be reduced post-award if significant changes in the plan result in eliminated or significantly reduced expenses.
- [UBC business expense rules apply](#).
- Funds may not be used to purchase computers or equipment.

NOMINATOR ELIGIBILITY

- Nominations will be accepted from Education faculty in the research stream professoriate at the UBC-V campus.
- A Faculty of Education Co-Nominator must be identified and listed in the application form.
- Previously funded nominators must have submitted both an interim and a final report by the nomination deadline.

NOMINEE ELIGIBILITY

- The same visitor cannot be nominated more than once through this program.
- Visitors must be from a university outside Canada.
- The nominee must be an outstanding researcher as assessed through their track-record of research, publications, knowledge mobilization, major recognitions, and grant funding.
- As a condition of the award, it is expected that visiting fellows will give **at least one** research talk (open to members of the University **and** the general public).
- Nominators are advised to consult with their department/school administrative manager regarding requisite travel documentation, including visas, social insurance numbers, etc.

REPORTING

The International Research Visiting Fellowship program has a two-stage reporting process. Successful principal nominators must provide an **Interim Report** within one month of the departure of the International Visitor. The Interim Report should provide a detailed description of both the activities and immediate outcomes resulting from the visit, as well as the anticipated medium-to-long term outcomes emerging from the visit.

A **Final Report** is required within eight months of the departure of the international visitor. The Final Report must include details on the outcomes of external grant applications, a description of how the collaboration/visit achieved key objectives in each of the [Faculty of Education's strategic plan](#) and the [University's strategic plan](#), and a brief description on how the budget was ultimately used (e.g., whether and how it deviated from the original budget).

Both reports should be submitted to the Faculty's Office of Research in Education (ORE). Failure to submit final reports may prevent principal nominators from being eligible for future internal funding.

NOMINATION INSTRUCTIONS & DEADLINE

Each department/school may submit up to two nominations for adjudication.

Please submit **two** separate PDF documents to educ.ore@ubc.ca by **Monday, January 15, 2024**.

A) A single PDF of the nomination, consisting of the following documents, in the order noted below, using the file convention: nominatorlastname_2024 IRVF.pdf

1) The International Research Visiting Fellowship Application Form

Details to be provided include a statement of the proposed work being conducted at UBC, the nature of the collaboration(s) to be pursued, expected outcomes, budget, and plans for knowledge exchange.

2) The nominee's (International Visitor's) short CV. The CV must consist of 5 pages maximum noting all grants and publications over the past 5 years and an additional 1 page maximum noting the top 5 publications relevant to the proposed collaboration/visit.

B) A completed and signed [UBC Research Project Information Form \(RPIF\)](#).

ADJUDICATION CRITERIA

- Priority will be given to principal nominators/hosts who have previously not received funding through this program.
- The nominee must be an outstanding researcher as assessed through their track-record of research, publications, knowledge mobilization, major recognitions, and grant funding.
- The nominee must be from a university outside Canada.
- The proposal maps out a clear plan for research collaboration during their visit at UBC, involving faculty, postdocs, and students within the Faculty of Education. Evidence of the potential for the proposed work to catalyze scholarly/research initiatives within and outside of the Faculty is expected.
- Quality of the proposed research that will be conducted as part of, and following, the visit to UBC. An emphasis on the innovative nature of the proposed work should be evident within the proposal.
- The proposal must articulate a plan to engage in dissemination of research, including a minimum of one public talk. Please acknowledge the IVRF program as the source of funding for any public events.

For more information, please contact:

Robert Olaj | Director, Research Development | Office of Research in Education

robert.olaj@ubc.ca | 604-822-0580

Application form on subsequent pages.



2024-2025 Faculty of Education at the University of British Columbia INTERNATIONAL RESEARCH VISITING FELLOWSHIP (IRVF) Nomination Form

Please email an electronic version of the nomination materials (including this nomination form) and signed UBC Research Project information Form to educ.ore@ubc.ca by **4:00 PM Monday January 15, 2024**.

1. **UBC NOMINATORS/HOSTS** (Faculty members who will be primarily responsible for the visitor during their stay).

UBC Principal Nominator/Host	
Name	
Academic Rank	
Email Address	
Department	
Centre (if relevant)	

UBC Co-Nominator/Host	
Name	
Academic Rank	
Email Address	
Department	
Centre (if relevant)	

2. **INTERNATIONAL RESEARCHER**

Please provide details of the International Visitor

International Researcher	
Name	
Academic Rank	
Email Address	
University/Institution	
Faculty/Department	
City/Country	

Has this person previously visited UBC? If so, please briefly describe the circumstances.	
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Attach the visitor’s CV to the end of this document. The CV must consist of 5 pages maximum noting all grants and publications over the past 5 years and an additional 1 page maximum noting the top 5 publications relevant to the proposed collaboration/visit.

3. PROPOSED VISIT DATES:

Only one nomination per competition permitted per UBC host. Priority will be given to hosts who have previously not received funding through this program.

Arrival (no earlier than April 1, 2024)	Departure	If appropriate, please include any explanatory notes

6. DETAILS OF THE PROPOSED VISIT AND EXPECTED OUTCOMES

- a. Provide the rationale for the proposed visit, including a brief description of the proposed research collaboration(s). Please note that as part of the IRVF, the fellow will be expected to engage in **substantive collaboration**, and **innovative research**, with researchers within the Faculty of Education. If existing collaborations exist, please detail how the proposed research is new and different (maximum 1600 characters with spaces).

- b. Provide an overview of the strategic benefit of this proposal to the ongoing research initiatives within the Faculty of Education. Please indicate how the fellow (a) will bring an international perspective to research efforts and strategic priorities within the Faculty and (b) may act as a bridge/catalyst across different research groups/labs and departments/school. We encourage nominators to articulate how the proposed visit aligns with both the [Faculty of Education's strategic plan](#) and the [University's strategic plan](#) (maximum 1600 characters with spaces) and also (ideally) reflects our efforts to advance Equity, Diversity, Inclusion, and Decolonization.

- c. Describe the expected outcomes from the visit (e.g., grant preparation/submission, joint publications, student/post-doc/trainee involvement and exchanges). For grant preparation please indicate which sponsor, programme and competition and provide a web link to funding opportunity details (maximum 1600 characters with spaces).

- d. Provide details about plans for any public talks/research seminars to be held during the visitor's stay (a minimum of 1 public talk is required). Include key research topic to be presented (maximum 1600 characters with spaces) and intended audience/participants.

7. PROPOSED BUDGET & JUSTIFICATION

Note: all funds requested must be expended within the terms of the program (April 1, 2024 to August 30, 2025). Provide a narrative justification of costs for each budget item.

Budget Item	Details + Justification	Cost (\$)
<p>NB. Please see ‘call for nominations’ for details of eligible budget items/expenses. Budgets should be carefully thought out and expenses must align with UBC’s Business Expense Rules. Funds should be used for the requested expenses, particularly with regard to accommodation.</p>		<p style="text-align: right;">TOTAL</p>

List any cash support to be provided from other sources.

Cash Support (Faculty/School/Other)	Details	Cash (\$)
	TOTAL	