
Walter Mackenzie Visiting Speaker Fund, Faculty of Medicine & Dentistry
Terms of Reference

Overview

The Walter Mackenzie Visiting Speaker Fund, Faculty of Medicine & Dentistry is sponsored by the Walter Mackenzie Visiting Professorship Endowment. This fund will support costs associated with selected visits to the University of Alberta by Visiting Speakers in the biomedical and health research areas.

Guidelines:

1. A candidate Visiting Speaker must be nominated by a Faculty member who will act as Host. The Host must have a full time, continuing primary appointment in the FoMD. Student groups wishing to sponsor a Visiting Speaker should identify a Faculty member to act as a Host for the purposes of the application. Individuals wishing to visit the FoMD may not apply themselves.
2. The Visiting Speaker must be an established scientist with an excellent record in the field of biomedical, health, or medical education research, commensurate with their years of experience. The primary functions of the Visiting Speaker are to give a research lecture that is advertised and easily accessible to all interested persons on campus and to meet with FoMD staff and research trainees.
3. Co-funding of visits is strongly encouraged. The Host must declare funding for the visit that has or will be sought from other sources. When the proposed budget exceeds the maximum amount available from Visiting Speaker Fund, the Host must state the source of the funds for the remaining expenses.
4. Visiting Speakers may have special purposes during their visit, such as External Examiner for a Ph.D. defense, participation in a student-, group-, or Department organized Research Day, or may be visiting other institutions during the same trip. Additional requirements for some of these circumstances are outlined below. The Host letter must outline the activities in which the Visiting Speaker will participate.
5. For Visiting Speakers who are also External Examiners, a copy of the “Request for Funds for External Examiner Travel” application to FGSR must be attached to the application. If the FGSR application is successful, the Host must notify the FoMD and the amount awarded by FGSR will be subtracted from the FoMD award.
6. For Visiting Speakers who are participating in an organized Research Day and/or participating in named lectureships, actual or expected co-funding from the event, including conference funding, should be clearly documented in the Host letter and budget request. Co-funding and/or evidence of application for co-funding must be attached, and should be proportional to the amount of time taken up by these activities during the visit.
7. For Visiting Speakers who are visiting the FoMD as part of a complex trip, the part of the budget requested for the FoMD portion of the travel and the Visiting Speaker’s itinerary should be clearly documented in the Host letter.
8. The Host letter should also include a description of activities and details about complex itineraries. Every effort should be made to secure co-funding for the visit, and details of actual

or proposed co-funding must be included in the Host letter. The Host letter should also include statements about the stature of the Visiting Speaker in the research community (commensurate with years of experience), the impact that the visit will have and the interest that exists within the FoMD, and the interactions that the Visiting Speaker will have with FoMD trainees. These factors will be considered in the adjudication of applications by the Visiting Speaker Committee.

9. Funds for this program are limited and not all qualified Visiting Speakers will receive funding for their visits. Decisions of the Visiting Speaker Committee are final.

Maximum Award: \$2000 (travel within North America) or \$2600 (travel from off-continent). The visit must be completed and all claims submitted within 6 months from the award date.

Eligible Costs: University of Alberta guidelines apply with respect to expenditures. In particular, receipts must be provided for all expenses including Visiting Speaker meals, and alcoholic beverages cannot be purchased using these funds.

Transportation: Hosts must make every effort to minimize costs, including purchase of economy class tickets. A copy of the flight details including the estimated cost (e.g. from the Air Canada web site or other travel site) must be provided.

Airport parking and transportation to/from airport: Actual cost in Speaker's home city (maximum \$150), maximum \$120 in Edmonton.

Living Allowance: Accommodation and meals at actual cost, with receipts, to a daily maximum of \$195. This amount is based on hotel costs near the University and the University of Alberta meal allowance per diem (\$45), for a maximum of four days. Hosted meals should not be included in the Living Allowance, but meals during travel should be included.

Honorarium: An honorarium can be offered at \$200 Cdn for visitors from Canada; \$240 Cdn for international visitors.

Hosting Allowance: Maximum \$150 per day to a total maximum of \$300, dependent on itinerary and length of stay. Luncheon/dinner meetings are meant to allow the Speaker to meet with faculty members and other interested persons, not only with the Host. The itinerary must include the names of individuals who will be present at hosted meetings, and the proposed venues.

Reimbursement procedure: Successful applicants will be notified of the amount of the award and an account from which to claim expenses related to the visit. All claims must be supported by original receipts. Expense Reimbursement and Visiting Speaker Honorarium forms are available from the Human Resource Services office.

Deadlines and Application instructions: Applications will be reviewed monthly by the Visiting Speaker Committee. Complete applications, including attachments, must be submitted by the first Monday of each month (or the following day if Monday is a formal holiday). The Committee will not consider applications for visits occurring before the application deadline or in the same month as the application.

Submit one **typed** original application with attachments to: Office of Research, Faculty of Medicine and Dentistry, 2J2.11 WMC. For more information contact vera.missen@ualberta.ca