2-13 Heritage Medical Research Centre
University of Alberta
Edmonton Alberta Canada T6G 2S2
www.ualberta.ca/medicine

Walter Mackenzie Visiting Speaker Fund
Virtual Visits
Terms of Reference
March 2022

The Walter Mackenzie Visiting Speaker Fund, Faculty of Medicine & Dentistry is sponsored by the Walter Mackenzie Visiting Professorship Endowment. This fund will support honorarium costs to a maximum of $250 CAD associated with selected virtual 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 **virtual** research lecture that is advertised and easily accessible to all interested persons on campus and **to meet virtually with FoMD staff and research trainees.** Postdoctoral fellows and virtual seminars and meetings for faculty recruitment are not eligible for funding.

3. The host will organize separate virtual opportunities for interested faculty to meet one-on-one with the speaker, as well as a group session for learners (graduate students, postdocs, etc.) to meet with the speaker.

4. Visiting Speakers may have special purposes during their visit, including the External Examination of a Ph.D. thesis, participation in a student-, group-, or Departmentally-organized Research Day, or conference attendance. The Host letter must outline the activities in which the Visiting Speaker will participate. 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.

5. The application should include a description of activities and address the criteria used by the Visiting Speaker Committee to evaluate applications.
    1) The Visit will have a high impact and will be of broad interest to the FoMD.
    2) The Visiting Speaker has a strong record of research excellence commensurate with their level of experience.
    3) The Visiting Speaker will interact with graduate students and postdoctoral

fellows through scheduled, trainee-focused, virtual meetings, participation in the Department of **xxxxxx's**, publicly accessible research day, or external examination of a Ph.D. thesis.

6. Funds for this program are limited. Not all eligible applications will receive support and funding is limited to one speaker per event. Decisions of the Visiting Speaker Committee are final. However, applications may be resubmitted to subsequent competitions.

Maximum Award & Eligible Expenses: A maximum of $250 CDN for the honorarium of a Virtual Visiting Speaker. No other expenses will be eligible. The visit must be completed within six months from the award date. It is the responsibility of the host to communicate with the Visiting Speaker to confirm an honorarium is desired.

Reimbursement Procedure: Successful applicants will be notified of the award and an account from which to pay the honorarium. Visiting Speaker Honorarium forms are available on the UA Human Resource Services website.

Deadlines and Application Instructions: Applications will be reviewed monthly by the Visiting Speaker Committee. Complete applications, including attachments, must be submitted by the first of each month (or the first business day if the first falls on the weekend or 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.

Applications must be submitted to a funding competition that is at least one month in advance of the scheduled talk for consideration for funding. Applications for talks scheduled to occur in the same month will not be considered.
- Ex: to apply to support a speaker in July, the application must be received on or prior to the deadline for the June competition (June 1st).

Application deadlines can be found here.

Submit one **typed** original application with signatures and attachments combined as **one** PDF to: vdradmin@ualberta.ca.