

Terms of Reference for the Queen's Faculty of Engineering Outbound International Faculty Mobility Awards

Objective: Increase the number and intensity of international research collaborations of faculty members of the Faculty of Engineering and Applied Science.

Eligibility:

- Full-time assistant and associate faculty members with primary appointment in one of the five departments of the Faculty of Engineering, excluding emeritus and adjunct faculty members are eligible to apply.
- There is a limit of 1 application per person for this year's competition.
- Research collaboration visits to highly respected universities and research institutes outside of Canada, excluding companies.
- Trip durations of a minimum of 2 weeks, preferably longer. Multiple trips to the same group/organization over a 1-year period may be combined.
- Trips have to take place in fiscal year 2023/24 or 2024/25 (July 31, 2023- March 15, 2025) and expenses submitted by April 1 of the fiscal year in which the trip took place.

Number and amount of awards: In this year's competition, the research implementation committee will make 3 awards of **up to \$8,000** each in the form of reimbursements for eligible expenses. Awards will be paid as 2:1 match while not exceeding the difference between the total expenses and the sum of other trip funding.

Eligible expenses: Travel and accommodation expenses, compliant with [Queen's travel reimbursement policy](#).

Funding sources eligible for matching: applicant's research funds, travel grants or external funding, e.g., from the hosting institution.

Match Example 1: For trip expenses totalling \$10,000, the researcher contributes \$3,333 from other grants which are matched with a Mobility program award of \$6,667.

Match Example 2: A trip costs \$15,000 and the researcher has a \$10,000 travel grant from the host country. They can apply for the remaining \$5,000 from the Mobility program.

Application deadline: July 14, 2023.

Application process: All forms can be found on the [Faculty of Engineering Research Awards page](#). Applicants should send to FEAS.ResearchAdmin@queensu.ca an application package consisting of:

- A completed application form for the Outbound International Faculty Mobility Program

- CV in any format
- A brief written invitation/approval of the visit by the international host

Selection process: A Faculty-level committee will make the selection, taking into account the expected benefit to the applicant's research and to Queen's Engineering, research excellence of the applicant and the appropriateness of the request.

The Faculty reserves the right to make less than three awards if not enough applications of sufficient merit are received.

Faculty mobility award recipients are encouraged to give a talk about their trip at Queen's within 6 months after their return.