

## Research Services and Ethics Office Visiting Lecturer Fund

- Purpose:** To bring visitors from other universities and institutions to Saskatoon to facilitate *new* collaborations by spending time with faculty and students for the exchange of knowledge and ideas.
- Value:** Maximum award of \$1500, depending on availability of funding.
- If there are insufficient funds to award all eligible requests, funding may be prorated across eligible applications for the current competition or a higher priority may be given to academic units who have not previously received support. Subsequent competitions may be cancelled for that fiscal year.
- Deadline:** May 1, September 1 & January 1  
*If this date lands on a weekend or holiday, the deadline will be the next working day.*
- Timeframe:** Funds must be expended within 12 months from the date of the competition.  
*Any unused funds remaining at the end of the term will be recalled. Requests for extensions are not normally granted.*
- Eligibility:** Only one application per academic unit (department, school, or non-departmentalized college) per fiscal year will be awarded. Please refer to the University of Saskatchewan's Policy, [Eligibility to Apply for, Hold and Administer Funding](#) to ensure eligibility requirements are met. Higher priority will be given to Lectures that fit into one of the University of Saskatchewan's signature areas. Lecturer must be confirmed; substitutions are not permitted.
- Procedure to apply:** Application forms can be downloaded on the Research webpage under [Internal Funding Programs](#).  
Complete application forms are to be submitted through [UnivRS](#).  
Notifications of decision will be sent by email.
- Eligible Expenditures:** Grants are expected to cover travel costs and a modest honorarium.
- Honorarium cannot exceed \$1,000, as per University Guidelines.
  - The fund will support University of Saskatchewan per diem rates for meals for the Visiting Lecturer only.
- Ineligible Expenditures:**
- Expenditures for entertainment, alcoholic beverages, departmental luncheons, publicity, telephone calls and the like are not eligible charges against this fund; therefore, such costs must be met from departmental or other sources.
  - The fund will not support traveling companions and/or assistants of the proposed lecturer.
  - The fund will not normally support lecturers whose visits have occurred prior to the date of the award.
  - Expenditures associated with conferences and workshops, such as supplementing honorariums for conference speakers, travel costs for a workshop presenter, et cetera.
- Contact:** Tonielle Pavlovic, Administrative Coordinator, Research Services and Ethics Office  
Telephone: (306) 966-2559 E-mail: [tonielle.pavlovic@usask.ca](mailto:tonielle.pavlovic@usask.ca)