

# Visiting Scholar Program



## Application Form Items

The Visiting Scholar Program is a Royal College initiative that aims to advance scholarship and research in specialty medical education or related health policy by connecting external scholars and scientists with Royal College staff, programs and initiatives. Through the Program, we want to welcome talented researchers and scholars from across Canada to leverage relevant knowledge and co-produce research in ways that will benefit specialty medical education in Canada.

### **Who can apply?**

A Visiting Scholar could be a Fellow, graduate student or a professor on sabbatical that is pursuing research/scholarship in specialty medical education or related health policy. A visit to the College, to engage staff and others would be beneficial to advancing your ideas, research or its implementation. Visiting Scholars are self-initiated and self-funded.

Applications for Visiting Scholars will be accepted beginning in March 2018 and must be received a minimum of 3 months prior to a proposed visit. The application needs to be approved prior to making any final arrangements.

### What to Expect as a Visiting Scholar

For the duration of your visit, you will be provided with access to work space and support in working with Royal College staff, program developers, and others to access useful knowledge and information. Please note that all travel and accommodation costs are the responsibility of the visiting scholar. Once approved, all onsite logistics including meetings, on-boarding and off-boarding, etc. will be coordinated by RC staff. Support with travel and accommodation logistics may be available (subject to availability and on a case-by-case basis). Visiting Scholars visit durations cannot exceed 90 days.

### **Application instructions**

**Use this document to plan your application. When you are ready to apply, please click the submission link below application.**

The following documents are required as part of your application. It is the applicant's responsibility to ensure submission of a complete application; incomplete submissions may experience significant delays with processing:

1. Visiting Scholar Application Form ([PDF](#))
2. Application Cover Letter: A cover letter that outlines the objectives and length of your visit, the research or scholarship you plan to undertake, how the Royal College could

benefit the work you're engaged with and any expectations related to engagement with staff or data.

3. Two Letters of Recommendation (PDF)

- One should be from your research collaborator/mentor, who may or may not be affiliated with your institution. The other should be from your program chair, associate/assistant dean, research program director, or other program supervisor. Both letters should provide the reviewer's name, position and relationship to your work.

4. Research Ethics Board submission (as applicable) - Append a full REB-approved proposal describing the research project. If project does not require REB approval, please upload written confirmation.

5. Curriculum Vitae (Most recent information; limited to 15 pages)

Please use the following file naming convention for documents [Last Name, First Name\_File Name (e.g. Smith, John\_Letter of Reference 1)]

**Progress cannot be saved within the submission site, so please compile all relevant material before beginning the submission process.**

**Questions?**

E-mail: [researchunit@royalcollege.ca](mailto:researchunit@royalcollege.ca)

**[Click to access the submission to start the process](#)**

**(Note, if you do not have an account, you will be required to create one)**