**Global Ambassador Program (Incoming)**

**A Travel Grant for International Experts and Faculty**

Application Deadline: December 2, 2024

This Global Ambassador Program (Incoming) is an initiative of, and funded by the International Blueprint for Action – A vision for a globally significant university: <https://plan.usask.ca/international/index.php>

1. **Objectives:**
	1. These grants will sponsor incoming international experts and faculty aligned with the University of Saskatchewan’s (USask) existing and emerging areas of strength and/or are members of innovative partnerships. The international expert will travel to the USask to engage with USask researchers, staff and students.
	2. International experts and faculty may lead and/or jointly organize activities including, but not limited to: research, scholarly and artistic collaborations, short-term research training programs, field schools, short courses, workshops, and/or forums. Such activities should demonstrate not just individual cooperation and benefits, but a contribution to initiating/enhancing the partnership at a department, college or institutional level.
	3. Funds are awarded to nominations that:
2. Demonstrate a strong commitment to intensive, novel, and meaningful institutional engagement throughout the proposed itinerary;
3. Emphasize the value of the collaboration to international academic engagement and to internationalization at the USask and must address how the nominee’s unique characteristics are intrinsic to this value;
4. Support engagement of incoming international experts and faculty with USask students are encouraged, but not required;
5. Support collaborative strategic research, scholarly and artistic work, and/or relationships with leading and emerging global institutions while benefiting USask students, staff and faculty.
	1. Examples of activities which can be supported by these funds may include, but are not limited to:
6. A faculty or staff member from an international institution, traveling to the USask to initiate or strengthen a collaboration in research, scholarly and artistic work. (e.g., developing a collaborative research project, working toward or strengthening a research exchange or academic programming opportunity, etc.);
7. A faculty or staff member from an international institution traveling to the USask to engage with administrative or research staff in capacity building for research, scholarly and artistic work;
8. A faculty or staff member from an international institution traveling to the USask to engage with students and/or staff in the delivery of a short program;
9. A faculty or staff-led trip to the USask involving trainees from an international institution to engage in research, scholarly and artistic work or short-term academic pursuits at the USask.
10. **Funding Available:**
	1. Approximately three (3) awards of up to $5,000 each[[1]](#footnote-1).
11. **Eligibility:**
	1. Nominations will be accepted from USask faculty and staff members (ASPA, CUPE 1975, CUPE 3287, or exempt staff) for nominees that are reasonably defined as experts in their fields and/or are faculty or staff members of accredited academic organizations.
	2. The nominator must be a current USask faculty or staff member, and the nominator with a term appointment must have a minimum of two years remaining in his/her current employment contract at the start of the Global Ambassador Program (Incoming) grant. Full-time faculty members of St. Thomas More College may apply for the Global Ambassador Program through their USask affiliation. In the case where St. Thomas More College faculty members do not hold a cross-appointment at USask, the applications can be deemed eligible if the proposed activities involve USask faculty, staff and/or students and demonstrate significant benefits to USask.
	3. Eligibility is limited to one Global Ambassador Program (Incoming) grant per nominator, per fiscal year. A successful nomination does not preclude the nominator’s eligibility as an applicant for other travel grants administered by the International Office (such as Global Ambassador Program Outgoing, International Travel Fund, and Internationalization Fund).
12. **Requirements:**
	1. The agenda must include a minimum of eight (8) days/56 hours of in-person engagement activity, excluding travel time.
	2. The start date of travel awards can be as early as March 1, 2025; and all awardees must utilize their award by January 31, 2027. If the fund needs to be set-up sooner than March 1, 2025, please contact the International Office at international.office@usask.ca to discuss this option.
	3. The nominator is responsible for engaging with the nominee’s institution, complying with public health orders, and arranging the travel and activities, in conjunction with available supports at the university and with support of the nominator’s unit supervisor.
	4. The nominator is required to complete a report that will be required by January 31, 2027, which must consist of:
13. **Timesheet:** to demonstrate dates and number of hours attributed to each activity;
14. **Narrative Report**: to summarize activities, outcomes and next steps;
15. **Photos:** a few meaningful photos (ideally with high resolutions).

\*If available, a meaningful video and/or screenshots of related social media posts are also encouraged.

* 1. During your partnership development process, if you plan to invite visiting faculty/staff members or visiting research students, please follow steps below for:

[Visiting Professors](https://vpfaculty.usask.ca/appointments/visiting-professor.php)

[Visiting Research Students](https://grad.usask.ca/admissions/alternate-applicants/visiting-research-student.php)

* 1. Incomplete applications will not be considered.
1. **This fund supports the following eligible expenses:**
2. Project related international airfare (economy), airport taxes, visas, medical insurance, vaccination, ground transportation, local accommodation, and per-diems for meals.
3. Materials and supplies directly contributing to the partnership development project. The grant will support maximum $800 for this category of eligible expenses.
4. Hourly compensation for staff/student assistants for costs associated to support organization of the project. The grant will support maximum 40% of the total requested budget for this category of eligible expenses.
	1. **Please note:**
5. Expenses must be in accordance with the USask travel policy and per diem rates: [https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines](https://wiki.usask.ca/display/public/CPKB/Travel%2BExpense%2BGuidelines).

If the incoming global ambassador’s itinerary includes an eligible stop in a foreign country other than the United States (please obtain approval from the International Office at international.office@usask.ca prior to booking the itinerary), the university uses the foreign per diem rates as published by the [National Joint Council of Canada (NJCC)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng). The university uses the commercial accommodation (C) rate for the given city.

**For Example:** If the incoming global ambassador is approved by the International Office to allow a two-day stay in Mexico City, the individual can expense per diem meals using ‘C-Day 1-30 – Mexico City’ as outlined in the NJCC, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Breakfast: $28.55  | Lunch: $56.35 | Dinner: $72.45 | Total: $157.35 |

$157.35 x 7 day = **$1101.45 CAD per diem total**

\*Use ‘Other’ city if the location is not listed. For example, ‘C-Day 1-30 Mexico Other’ would be Breakfast: $22.84; Lunch: $45.08 and Dinner: $57.96.

1. Hourly compensation for staff/student assistants must be in accordance with the USask research compensation budget guide: [https://wiki.usask.ca/display/public/CPKB/Research+Proposal+Development+%28Pre-Award%29+Salary+and+Compensation+Budget+Guide](https://wiki.usask.ca/display/public/CPKB/Research%2BProposal%2BDevelopment%2B%28Pre-Award%29%2BSalary%2Band%2BCompensation%2BBudget%2BGuide)
2. This Fund does not cover Institutional Cost of Research (indirect costs/overhead); subcontract costs; or honoraria payment for any nominators.
3. **Selection Criteria:**

***Strengthening of international research and/or academic collaboration (25%)***

Each proposal will be assessed on the extent to which it contributes strategically to a plan of action for strengthening international research and/or academic collaboration or how they leverage emerging partner opportunities.

***Relevance of proposed activity (25%)***

Each proposal will be evaluated on the extent to which it demonstrates the relevance of the proposed research and/or academic collaboration and how this supports institutional priorities (i.e. interdisciplinary collaboration, enhancing research quality and outputs including co-publications, developing new academic programming, etc.).

***Sustainability (25%)***

The proposal should explain how this application will be sustained and what kinds of resources (academic, financial, technical) will be available to support the collaborations both at the academic/research unit level, and the institutional level.

***Robust Activity Plan and Budget (25%)***

Each proposal will be evaluated on the merit of designed / planned activity. Budgets must be **cost effective** and in alignment with the activity plan.

1. **Application Process**

**Faculty applications** must be submitted and academically approved in [UnivRS](https://univrsapp.usask.ca/converis/secure/client/login) (see detailed instructions below)by **December 2, 2024 at 4:00 pm CST**.

**Staff nominators** please work with the International Office at international.office@usask.ca to submit the application in [UnivRS](https://univrsapp.usask.ca/converis/secure/client/login) under an eligible fund holder as per the [USask Eligibility to Apply for, Hold and Administer Research Funding Policy](https://policies.usask.ca/policies/research-and-scholarly-activities/eligibility-to-apply-for%2C-hold-and-administer-research-funding.php) or email the application as a single PDF to international.office@usask.ca by **December 2, 2024 at 4:00 pm CST.**

1. All applicants will be notified of funding decisions. Recipients must utilize their award by January 31, 2027.
2. The adjudicating committee reserves the right to reallocate applications between the different travel awards administered by the International Office.
3. For additional information on the nomination procedure, please contact international.office@usask.ca.

**8. UnivRS Application Instructions**

* 1. For details on how to create and submit your internal application in UnivRS, please review the following instructions: <https://jira.usask.ca/servicedesk/customer/kb/view/1476395462;jsessionid=9FAB88E7F0AB5E8F67FECC5170182186?q=How+do+I+create+and+submit+a+project+application+in+UnivRS%3F>
	2. UnivRS Project Application data to be entered:

**Type of Project Application:** Internally Funded

**Key Information, Title:** For Nominee (name of nominee):Title of the application

**Key Information, Start/End Dates:** March 1, 2025 – January 31, 2027

**Key Information, Agencies:** Office of the Vice-President Research (OVPR) / Office of the President / University of Saskatchewan

**Key Information, Agency Program:** Global Ambassador Program - Incoming

**Applicants:** Faculty nominator needs to be listed in the field ‘Lead Principal Investigator’ in the ‘Applicants’ section/tab. Staff applicants, please contact International Office at international.office@usask.ca to identify an eligible fund holder for UnivRS application set-up.

**Documents:** Please combine the Global Ambassador Program application form and all required supporting documentation as a single PDF to upload to the ‘Final Project Documents’ section of your UnivRS application.

\*All other data must be entered similarly to standard UnivRS project applications. Please refer to the link above listed in 8.a) for further details.

**9. Additional Resources:**

[USask Research Security Hub](https://vpresearch.usask.ca/rasi/resource-hub/safeguarding-research.php)

[Safeguarding Your Research](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97955.html)

[Government of Canada Travel Advisories](https://travel.gc.ca/travelling/advisories)

**APPLICATION FORM**

**GLOBAL AMBASSADOR PROGRAM (INCOMING)**

1. **Application Title and abstract** (maximum 200 words):
2. **Nominator and nominee** including first name, last name, academic affiliation and email:
3. **Annotated/narrative draft agenda** including details for the duration of the planned in-person activities. (maximum 500 words):
4. Explain how the proposed activity will contribute to **research and/or academic collaboration** and how this supports institutional priorities (i.e. interdisciplinary collaboration, enhancing research quality and outputs including co-publications, developing new academic programming, etc.) (maximum 250 words):
5. **Supporting Documents - Please include/attach the following documents to your application:**
* Budget – Itemized requested expenses and justification, including information on other sources of funding supporting proposed international activities (maximum 1 page).
* A signed letter of support from the nominee’s institution on letterhead (maximum 1-2 pages).
* A signed letter of support from the USask nominator’s unit supervisor on institutional letterhead (maximum 1-2 pages).
* A signed Consent to Use of Image/Recording form from both the nominator and nominee, located here: [https://usaskca1.sharepoint.com/sites/Communications/Shared Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared Documents%2FForm-photo-release%2Epdf&parent=%2Fsites%2FCommunications%2FShared Documents](https://usaskca1.sharepoint.com/sites/Communications/Shared%20Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared%20Documents%2FForm%2Dphoto%2Drelease%2Epdf&parent=%2Fsites%2FCommunications%2FShared%20Documents)

\*This consent form will only be retained for successful applicants. Forms from unsuccessful nominations will be destroyed by the International Office.

* A completed Conflict of Interest (COI) Disclosure form signed by the USask nominator:<https://internationaloffice.usask.ca/conflict-of-interest.php>
1. This is an internal opportunity, which is a form of seed funding and can be competitive, with small(er) amount of funds available. Please keep this in mind when developing your budget. If we do not use the full amount of funding allocated to a specific grant category, we will re-allocate that funding to the highest ranked applications in other grant categories. [↑](#footnote-ref-1)