



## **2019 Research Fellowship Program Guidelines for Application**

Applications to the Research Fellowship Program at the CCA must be made on the designated online application form. Submissions should be made in either English or French. The online application should be complete at the time of submission and include all of the following:

- **Online Application Form**
- **Project Proposal (approximately 1,000 words):** In addition to a description of the research project, the proposal should include a title and an outline of the state of research on the topic, a discussion of how it relates to the CCA and a paragraph on the expected output (be it a publication, a practical or curatorial work, etc.).
- **Project Schedule (approximately 500 words):** The schedule should demonstrate the feasibility of the research project for a residency period of 1 to 3 months at the CCA.
- **Curriculum Vitae (max 3 pages):** The CV should highlight current and past affiliations and occupations, as well as research and projects relevant for the application. Publications should be divided by type and listed chronologically. Projects should mention all authors and own role.
- **Short biography (approximately 150 words):** The biography should highlight how the proposed project relates to the applicant's past work.
- **Publications or Portfolios (max 10 MB):** one sample of written work (books, or essays) or of a project (design, curatorial) that the applicant considers the most representative of his or her work.
- **Names of 3 Potential Referees:** These persons should be able to assess the applicant's past and current research project. Letters of reference are not required at the time of application.

The CCA will answer to questions from candidates in order to assist them in the preparation of their application.

The complete application should be uploaded on the CCA application portal no later than **Sunday 16 September 2018 by 5 pm** (Eastern Standard Time). Documents faxed, mailed or sent electronically will not be accepted. Only applications submitted online through the CCA application portal will be accepted.

Notification date: November 2018.



## **2019 Research Fellowship Program Terms of Residency and Stipends**

### **Purpose of Program**

The Research Fellowship Program is intended to provide space and resources for innovative and advanced research and a forum for dialogue and exchange. Research Fellows at a postdoctoral level and beyond, or with an equivalent work experience pursue individual research supported by the holdings of the CCA Library and Collection. In an attempt to further explore the intersection between architecture, urbanism, landscape and design disciplines and the humanities, the CCA has opened up its programs to accommodate scholars, practitioners and cultural producers at various stages of their careers, coming from diverse disciplinary backgrounds related to the built environment.

### **Commitments**

Research Fellows are requested to present their research in progress in a public event, and are invited to engage in other summer activities organized at the CCA (discussion, seminars, workshops). At the end of their stay, Research Fellows are asked to submit a brief written report on their residency.

### **Other Activities**

The Research Fellowship is granted for full-time independent research on the proposal submitted by the Research Fellows. Other activities inconsistent with full-time research during residency at the CCA should not be undertaken.

### **Selection Process**

Research Fellows are selected in a twofold selection process, a pre-selection by the Consultative Committee and an interview by CCA's Curatorial Committee. Selection criteria include the quality, originality and relevance of the project, especially the expected intellectual contribution to the field. The length of the research period will be determined on the basis of its feasibility, also given the resources of the CCA Library and Collection.

### **Residency**

The program accommodates Research Fellows to be in residence for one to three months. The residency period for 2019 is officially from 1 June to 31 August 2019. In the event of a conflict with academic calendars, applicants may propose alternative dates of arrival. Research Fellows are expected to be in residence at the CCA during most of their tenure and to be active participants in the summer events at the CCA.

### **Stipends**

Research Fellows will receive a monthly stipend of \$5,000 CDN, independent of career level. Payments will be made at the beginning of each month of residency. Research stipends are allocated to cover board and lodging expenses and are appropriate to the cost of living in Montréal (see also Housing below).

**Taxation**

The CCA must comply with tax regulations under Canadian and Québec law. Research Fellows should note that in some cases research stipends may be subject to a withholding tax. Canada has signed tax treaties with several countries. Payment of income tax either in Canada and Québec and/or in the Research Fellow's country of legal residence will depend on the conditions stipulated by those treaties. Research Fellows that are residents of Canada must comply with Canadian tax regulations and the tax regulations of their province of residence.

**Housing**

Research Fellows are expected to pay the cost of their accommodation from the research stipend they receive. Help will be provided in finding suitable housing in advance of the Research Fellow's arrival. As a term of comparison, applicants should note that (at the time of writing, in May 2018), comfortable, fully furnished flats of different sizes and styles, rented by scholars in the proximity of the CCA or in the greater Montréal area, cost between \$1,300 and \$1,800 CDN per month, including heating costs and condominium fees.

**Relocation**

The CCA will pay for one round-trip airline ticket to Montréal in economy class for the Research Fellow. Alternatively, the CCA will pay for ground transportation to Montréal, based on mileage, up to the cost of an equivalent economy-class round-trip flight.

**Additional Baggage**

The CCA will reimburse expenses for the shipping of necessary scholarly materials and personal items by surface or air freight to and from Montréal.

**Medical Insurance**

The CCA does not pay for medical insurance. However, Research Fellows and members of their families should be covered by medical insurance while in Montréal. The CCA will provide information regarding local insurance providers.

**Work Permit**

Research Fellows who are not Canadian citizens are responsible for obtaining all visas or work permits that are legally required according to their citizenship, country of residence, and the duration of their contract. Foreign citizens who already hold or will hold a work permit in Canada at the time of their application or when they plan to be in residence are responsible for checking how to obtain a legal status with the CCA. The CCA will provide assistance to request a visa or work permit to their nearest High Commission of Canada.

**Facilities**

Research Fellows will be provided with a private office. A telephone will be provided for business use with a monthly allowance of up to \$50 CDN for long-distance charges. Research Fellows will have reasonable access to photocopy and fax machines and regular mail service for research purposes. Research Fellows should bring their own laptop.

**Renewal**

CCA Research Fellowships are not renewable.

*This document, albeit accurate at the time of writing, is not legally binding. Research Fellows will be offered a contract in accordance with the laws of the Province of Québec and the laws of Canada that are in force at the time of signing.*

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