



2022 CCA-WRI Research Fellowship Program Guidelines for Application

Applications to the CCA-WRI Research Fellowship Program at the CCA must be made through the designated [online application portal](#). 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**
- **Research 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-WRI program theme and a paragraph on the expected output (be it a publication, a curatorial work, etc.).
- **Project Schedule (approximately 500 words):** The schedule should demonstrate the feasibility of the research project for a residency period of one to three months at the CCA.
- **Curriculum Vitae:** The CV should highlight current and past affiliations and positions, 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 their roles.
- **Short biography (approximately 150 words):** The biography should highlight how the proposed project relates to the applicant's past work.
- **Publication or Portfolio (max 10 MB):** one sample of written work (book chapter, article, etc.) or of a project (design, curatorial) that the applicant considers the most representative of their work.
- **Names of 3 Potential Referees:** These referees should be able to assess the applicant's past and current research projects. Letters of reference are not required at the time of application.

The complete application should be submitted through the [CCA application portal](#) no later than **Monday 6 December 2021**. Documents faxed, mailed or sent directly via email will not be accepted. Only applications submitted online through the CCA application portal will be accepted.

Results will be communicated in January 2022.



2022 CCA-WRI Research Fellowship Program Terms of Residency

Commitments

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

Other Activities

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

Selection Process

CCA-WRI Research Fellows are selected in a twofold selection process, a pre-selection by the CCA-WRI Committee and an interview by CCA's Curatorial Committee. Selection criteria include the quality, originality and relevance of the project, especially the expected critical 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 CCA-WRI Research Fellows to be in residence for one to three months. The residency period for 2022 is officially from 1 July to 31 October 2022. Research Fellows are expected to be in residence at the CCA during most of their tenure and to be active participants in the events at the CCA.

Stipends

CCA-WRI Research Fellows will receive a monthly stipend of \$5,000 CDN. 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.

Taxation

The CCA must comply with tax regulations under Canadian and Québec law. CCA-WRI 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

CCA-WRI 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.

Relocation

The CCA will pay for one round-trip airline ticket to Montréal in economy class for the CCA-WRI 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, CCA-WRI 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

CCA-WRI 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

CCA-WRI 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 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. CCA-WRI



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.

For further information please contact the CCA Research Division at studium@cca.qc.ca