



2023 Research Fellowship Program Guidelines for Application

Applications to the Research Fellowship Program at the CCA must be made on 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 (750-1,000 words) addressing how the research project relates to key lines of investigation at the CCA. 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.
- An abstract of the proposal in English or French (250 words).
- A brief project schedule (300 words) describing key milestones. The schedule should demonstrate the feasibility of the research project for a residency period of one to two months.
- Curriculum Vitae: 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.
- One representative publication (article or book chapter) or equivalent (max 10 MB)
- 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 and will only be requested in the case of short-listed applicants.

The complete application should be uploaded on the CCA application portal no later than 25 September 2022 at midnight (HNE). Documents faxed, mailed or sent electronically will not be accepted. Only applications submitted online through the CCA application portal will be accepted.

Results will be communicated in November 2022.



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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 two months. The residency period for 2023 is officially from 1 June to 31 August 2023. 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. Payments will be



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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. 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.

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, if needed.

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.



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Facilities

Research Fellows will be provided with a private office. 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. 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