



## Visiting Scholar Program 2018 Guidelines for Application

Applications to the Visiting Scholars Program 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). It should include a title and reference to the state of knowledge in the field, the relation of the project to the applicant's past and future study, and the feasibility of the project given the resources of the CCA.
- **Curriculum Vitae**. Please note that publications should be divided by kind and listed chronologically.
- **Short biography**: (approximately 150 words)
- **Publications or Manuscripts** Consisting of one to three samples of written work (books, articles, or essays) that the candidate considers the most representative of his or her research.
- **Letters of Recommendation** from three persons able to assess the candidate's research project. Letters should be emailed directly to [studium@cca.qc.ca](mailto:studium@cca.qc.ca) by the referees before the application deadline.

The CCA will answer queries from candidates in order to assist them in the preparation of their application. The complete application should be sent through the CCA online application portal no later than **Friday 31 March 2017 by 5 pm** (Eastern Standard Time). Documents faxed, mailed or sent electronically will not be accepted. Only documents submitted through the CCA online application portal will be accepted.

Notification date: late spring 2017.



## **Visiting Scholar Program 2018 Terms of Residency and Stipends**

### **Residencies**

The 2018 Visiting Scholar Program residency terms are officially from 1 May to 31 October 2018. In the event of a conflict with academic calendars, applicants may propose alternative dates of arrival. Scholars are expected to be in residence at the CCA during most of their tenure and to be active participants in the Scholars Seminars.

### **Purpose of Program**

The Visiting Scholar Program is intended to provide a forum for scholarly exchange. Visiting Scholars are in residence at the CCA to pursue individual research supported by the holdings of the CCA Collection. In an attempt to further explore the intersection between the design disciplines and the humanities, the CCA has opened up its programs to accommodate scholars and researchers with varying levels of experience, with diverse backgrounds related to architecture and planning. Scholars are requested to present their research in progress in a public lecture, are invited to participate in CCA seminar activities and to contribute to the content published on the CCA website. At the end of their stay, Scholars 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 Visiting Scholar. Other activities inconsistent with full-time research during residency at the CCA should not be undertaken.

### **Selection Process**

Selection criteria include the quality and originality of the project, the intellectual contribution of the candidate, and the feasibility of the project given the resources of the CCA Library and Collection.

### **Stipends**

Monthly research stipends range from \$3,500 to \$5,000 CDN, depending upon the candidate's current professional status. Once agreed upon in the contract, the amount of the research stipend cannot be altered, whether due to currency fluctuations or for any other reason. Payments will be made at the beginning of each month of residency. Research stipends are allocated to cover living and accommodation 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. Scholars 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 Visiting Scholar's country of legal residence will depend on the conditions stipulated by those treaties. Scholars that are residents of Canada must comply with Canadian tax regulations and the tax regulations of their province of residence.

### **Housing**

Visiting Scholars 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 Visiting Scholar's arrival. As a term of comparison, applicants should note that (at the time of writing, in December 2016), 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 Visiting Scholar. 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, Visiting Scholars 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**

Visiting Scholars 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. The CCA will provide assistance to request a visa or work permit to their nearest High Commission of Canada.

### **Facilities**

Each Visiting Scholar will be provided with a working space, equipped with wireless Internet access. A telephone will be provided for business use with a monthly allowance of up to \$50 CDN for long-distance charges. Visiting Scholars will have reasonable access to photocopy and fax machines and regular mail service for research purposes. Visiting Scholars 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. Visiting Scholars 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:

Canadian Centre for Architecture

Research Department

1920, rue Baile

Montréal, Québec

Canada H3H 2S6

Telephone 514 939 7001

[studium@cca.qc.ca](mailto:studium@cca.qc.ca)