



APPLICATION FORM: Faculty Enrichment Program

SECTION A: PERSONAL INFORMATION

(FEP)

1. Full Name and Title:

LAST NAME, First Name (Title)

2. Gender: F M

3. Addresses:

Home

Educational Institution

Telephone:

Telephone:

E-mail:

E-mail:

Communications about an award should be sent to: Home Educational Institution

4. a) Academic Qualifications:

b) Position (e.g. Professor):

c) Discipline and/or department within institution:

5. Language Abilities\*:

English

French

Oral

Written

\* Please indicate proficiency with corresponding letters: **Excellent**, **Good**, **Fair** or **Nil**.

6. Please provide a brief statement outlining your background field(s) of specialty and particular areas of interest in Canadian Studies, and attach copies of your curriculum vitae and the list of your publications.

7. Please list any awards previously received under this program (FEP) or the Faculty Research Program (FRP).

Program (FEP or FRP) and topic:

Date of study visit in Canada (month/year):



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**SECTION C: PROPOSED ITINERARY AND FUNDING SOURCES (FEP)**

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The proposed itinerary in Canada (maximum four weeks) should include the place and dates of departure and return (or dates of termination of that portion of the trip supported by an award), and the projected visits.

Date of departure:

Date of return:

Visits in Canada:

Institution/Centre/Individual

Location

Proposed dates

Grant calculation

International airfare:

Allowance for lodging and domestic travel:

weeks x \$900.00 Cdn =

TOTAL:

Please provide information on potential and actual known sources of other funding (if any) for this trip, i.e. airfare provided by another funding agency, contribution from university, etc.

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**SECTION D: INSTITUTIONAL COMMITMENT**

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**(FEP)**

Countersignature of Department Head or individual in an appropriate position of authority at the employing institution is required to show support of the applicant.

*I confirm that the applicant's employment can be reasonably expected to continue for at least one year following his/her return from a Faculty Enrichment trip, and that, should he/she remain at this institution, he/she will be permitted to offer the new Canadian Studies course(s) prepared as a result of this award at least three times in the next six years.*

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Signature

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Position/title

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Name in print

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Date

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**SECTION E: REFERENCES**

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**(FEP)**

Names and addresses of two academics who have been asked to submit letters of recommendation on your behalf direct to the Canadian Embassy, **by the deadline set for the competition**. Letters of recommendation should contain an assessment of the applicant's ability to develop and teach a new Canadian Studies course; comment, as much as possible, on the applicant's commitment to the development and teaching of such a new Canadian Studies course; and explain the referees' professional relationship to the applicant. (Referees may be contacted by the Canadian Embassy for additional comment, if necessary).

1)

2)

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**SECTION F: ACCEPTANCE OF AND COMPLIANCE TO  
THE CONDITIONS OF AWARD**

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**(FEP)**

I confirm that I, \_\_\_\_\_, am a teaching member  
(Full Name)

of the academic staff at:

(Name of recognized degree-granting institution of higher education)

and hold the rank of:

*I will normally continue employment at this institution for at least one full academic year following the completion of the period of study in Canada. If I am granted an award for the Canadian Studies course development purposes described in this application, I agree:*

- a) to make all the necessary arrangements relating to the study visit;*
- b) to begin to teach the new course(s) or part-course(s) related to the award no later than the academic year following the period of award;*
- c) to offer, as much as possible, the new course(s) at least three times in the six years following the period of award;*
- d) to ensure the course(s) on Canada, to be given as a result of the award, will be new or a significantly modified or extended version of an existing course(s) and will treat one or more aspects of Canadian Studies in a substantive way;*
- e) to devote the entire period of time in Canada for which the award is received exclusively for study designed to enhance my capacity to teach about Canada;*
- f) that if I have supplemental funding otherwise obtained, I will devote time to professional development under this program that is at least in proportion to that part of the total funding which is derived from this award:*
- g) to provide a short report of my Faculty Enrichment trip to Canada and the new course outline(s) within 60 days of my return or not later than March 1<sup>st</sup> of the financial year (April 1 to March 31) in which the visit takes place (whichever occurs first), in order to receive the second installment of the award.*

*I understand that medical insurance coverage while in Canada is my personal responsibility.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date