



CIRMMT Inter-centre Research Exchange Application Form

Please read carefully!

Before applying, we strongly encourage you to review the award webpage (<https://www.cirmmt.org/en/funding/inter-centre-research-exchange-funding>) for complete information on:

- eligibility overview
- attendance requirements
- available funding
- application process

IMPORTANT NOTES:

1. This form has up to 30 questions: **You cannot save your progress while completing this form unless you log in with your Microsoft account!** Please ensure to save your responses elsewhere to be sure your data is not lost. A PDF copy of the complete form is available on the CIRMMT Inter-centre Research Exchange funding page to help you.
2. CIRMMT values concepts of equity, diversity and inclusion (EDI) and therefore **strongly encourages applicants** to consider and reflect upon such concepts when preparing their application for this award. When appropriate, CIRMMT recommends that applicants incorporate these concepts directly into their application text. While CIRMMT will not specifically define EDI, if applicants require some guidance, it is suggested to review the statement and also the past CIRMMT sponsored research & presentations linked to EDI topics, both found on the CIRMMT EDI webpage (<https://www.cirmmt.org/en/about/edi>).
3. Once you have submitted this application, please make sure to PDF-print a copy of the completed application form and combine it with the additional documentation in **ONE DOCUMENT** and email it to jacqueline.bednar [AT] mcgill.ca by the appropriate deadline. The additional documentation must include the:
 1. proof of extenuating circumstances for non-attendance at events (lectures, concerts etc.), if applicable.
 2. a letter from the CIRMMT sponsor
 3. a letter (template available on the website) from the host institution on official letterhead
 4. email from the host sponsor, *if this is a different person than for sub-point 3 above*
 5. CV
4. **Late or incomplete applications will not be considered.**
5. Recipients of Inter-centre Exchange funding must provide a report within one month after their exchange has ended.

* Required

APPLICANT INFORMATION

1. Your name (first/last) *

2. Your email address *

3. Your institution *

- ☐ McGill University
- ☐ Université de Montréal
- ☐ Université de Sherbrooke
- ☐ ÉTS
- ☐ UQAM
- ☐ Concordia University
- ☐ Université Laval
- ☐ Other

4. McGill student ID# *

5. Faculty & Department in your institution *

6. Academic status (e.g. PhD2, MA3) *

7. Name of CIRMMT supervisor *

8. Email of CIRMMT supervisor *

9. Have you previously received an Inter-centre Research Exchange award from CIRMMT? *

☐ Yes☐ No

10. Please indicate the amount and year for which funding was received *

E.g., 2023-24 \$4000

11. Have you complied with attendance requirements in the 12 months prior to this application? *

Please check the website to review the requirements: <https://www.cirmmt.org/en/funding/inter-centre-research-exchange-funding>☐ Yes☐ No / Don't know

12. **Please list (DD/MM/YY) the lectures you attended.** A CIRMMT workshop co-organized by the applicant can replace one of the four required lectures, as can one live@CIRMMT concert (indicate these including dates). (Additional details on a separate document if necessary): *

13. **As you answered NO/DON'T KNOW, please briefly explain why** and describe how you have contributed to CIRMMT activities as a volunteer, organizer or participant, attaching evidence if possible. The jury will take this explanation into account when assessing your application. Reasons may include, but are not limited to, the following:

- organization of workshops or events
- participation as coordinator or student representative
- extenuating circumstances are also taken into account, e.g. care of children

*

Proof of extenuating circumstances can be provided as an additional document as detailed in section 4 of this application form

14. Planned internship start date. *

15. Planned internship end date. *

Please note that your internship must be *at least* for one month.

16. Internship location (city and country) *

17. Name of internship host institution *

18. Name of host sponsor *

19. Email of host sponsor *

20. Please highlight the different research disciplines involved in the research project for which you are requesting exchange funding (keywords) *

PURPOSE OF RESEARCH INTERNSHIP

21. Please outline the purpose of the research internship, its interdisciplinary nature and relevance to CIRMMT's mission (<https://www.cirmmt.org/about/mission>) in a **maximum of 500 words**. *

BUDGET

Please note that CIRMMT can provide **up to \$2,500 per month**, with a **maximum award of \$5,000 per applicant** in support for travel, lodging and living expenses. The minimum length of internship is one month, and there is no pre-determined monthly budget limit.

22. What is your total estimated internship budget? *

Please only enter a number.

The value must be a number

23. Amount requested from CIRMMT. *

Please only enter a number.

The value must be a number

24. Indicate other funding sources and amounts for this internship, if any. *

25. Please provide you budget justification (500 words maximum) *

If you wish, you can also note the cost of travel (such as economy airfare, train fare or car rental) and living expenses (such as lodging, meal per diems and daily transport to/from the institution).

ADDITIONAL DOCUMENTATION TO SUBMIT SEPARATELY

Once you have submitted this application, please make sure to **PDF-print a copy of the application form**, combine it with the additional documentation in **ONE DOCUMENT**, and email it to jacqueline.bednar [AT] mcgill.ca by the deadline. The additional documentation must include the:

1. proof of extenuating circumstances for non-attendance at events (lectures, concerts etc.), if applicable
2. letter of support from supervisor
3. letter from the host institution on official letterhead
4. an email from the host sponsor, *if this is a different person from sub-point 3 above*.
5. a complete CV

In order to PDF-print a copy of your application once you have submitted it, please either:

1. click on the 3 dots in the top right of the screen and select 'Print response', or
2. click on the 'Save my response to edit' button, sign in with your Microsoft account, and find the appropriate filled form. From there you can edit your responses as well as PDF-print the document to submit it.

26. PROOF OF EXTENUATING CIRCUMSTANCES FOR NON-ATTENDANCE AT EVENTS *

If applicable, you can attach proof of non-attendance, such as screenshots of teaching or lesson commitments that coincide with the CIRMMT Distinguished Lectures or concerts.

- ☐ Yes, I will be submitting additional documents of proof.
- ☐ No, I have no additional documents of proof to submit

27. LETTER OF SUPPORT FROM CIRMMT SUPERVISOR *

Please send this letter of support to **jacqueline.bednar [AT] mcgill.ca** along with all the other necessary documentation in **ONE DOCUMENT**.

This letter can either be a PDF of an email showing the header information (to/from/date), or a letter on official letterhead, but **must** include:

- the supervisor's name,
- the recommended student's name,
- the academic standing and research capability of the student,
- the nature of the research project to be carried out during the internship,
- the relevance of this research to CIRMMT's mandate,
- the potential of this research internship to contribute to a long-term research collaboration across institutions

- ☐ Yes, I will be submitting this letter

28. LETTER OF SUPPORT FROM HOST INSTITUTION *

Please send this letter of support on official letterhead to **jacqueline.bednar [AT] mcgill.ca** along with all the other necessary documentation in **ONE DOCUMENT**.

This letter should follow the template that is available on the CIRMMT website: <https://www.cirmmt.org/en/funding/inter-centre-research-exchange-funding>

- ☐ Yes, I will be submitting this letter

29. EMAIL OF SUPPORT FROM HOST SPONSOR IF DIFFERENT FROM PERSON COMPLETING HOST INSTITUTION SUPPORT LETTER *

Please send this email of support to **jacqueline.bednar [AT] mcgill.ca** along with all the other necessary documentation in **ONE DOCUMENT**.

This email can be a PDF-print showing the header information (to/from/date), and must include:

- the host sponsor's name,
- the recommended student's name,
- that the host sponsor confirms that they agree to the proposed exchange project.

- ☐ Yes, I will be submitting this email
- ☐ No, I will not need to submit this email as the host sponsor is the person who submitted the letter from the host institution

30. Complete CV *

- ☐ Yes, I will be submitting my CV