

INFORMATION REGARDING THE INTER-CENTRE EXCHANGE APPLICATION PROCESS

Please read carefully!

ELIGIBILITY:

- Graduate student members of CIRMMT are eligible to apply for inter-centre exchange funding to conduct research within the Centre's mandate at a partner institution, or at an institution with which CIRMMT research collaborations are being developed. Post-doctoral members and visiting students are not eligible for this funding. **N.B.** To be eligible, students must be enrolled during the full period of the award funding.
- Preference in the selection process will be given to doctoral researchers.
- **PLEASE NOTE** that to be considered eligible for CIRMMT funding, students are expected to attend:
 - **EITHER** a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
 - **OR** a minimum of 3 out of 6 Distinguished Lectures and significantly contribute to the organization of a CIRMMT workshop along with the RA co-leaders in the 12 months prior to the application deadline.
 - **NOTE:** In both situations above, **ONE** Distinguished Lecture can be replaced by attending a *live@CIRMMT* concert.
 - Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt, but are encouraged to attend when possible. CIRMMT funding applications will include a section where students will be able to indicate which Distinguished Lectures they have attended.
 - **Extenuating circumstances will be reviewed – proof must be provided.**
- CIRMMT will provide up to a maximum of \$2,500 per applicant in support for travel and living expenses.
- The minimum length of internship is one month, and there is no pre-determined monthly budget limit.
- There is no predefined list of institutions that students need to pick from. However, **Section E**, the letter from the host institution agreeing to the exchange and to provide students with access to the necessary laboratories and facilities, is **mandatory**.
- Applicants are encouraged to apply even if their application to the host institution is still pending. Any changes in application status must be communicated immediately with CIRMMT.

APPLICATION PROCESS:

- **DEADLINE: March 1st at 4pm**, for travel between April 1st and March 31st. If the deadline falls on a weekend, applications will be accepted through to the following Monday at 4pm.
- **One complete electronic copy, in a single PDF document**, of the form and all additional documents must be submitted to the Centre's Administrative Officer (reception@circmmt.mcgill.ca) by the deadline, and must include:
 - **Section A:** Applicant information
 - **Section B:** A letter of intent from the candidate outlining the purpose of the research internship, its interdisciplinary nature and relevance to CIRMMT's mission.
 - **Section C:** A budget including estimated travel costs, lodging and living expenses.
 - **Section D:** A letter from the CIRMMT sponsor outlining: 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.
 - **Section E** (template available): A letter from the host institution on official letterhead confirming access for the student to relevant research facilities and a workstation or equivalent for the research project during the internship period.
 - **An email from the host sponsor, if this is a different person than for Section E**, confirming that s/he agrees to the proposed exchange project.
 - **A complete CV.**
 - **A transcript** (a downloaded 'unofficial' version is acceptable).
- **Late or incomplete applications will not be considered.**
- Recipients of Inter-Centre Exchange funding must provide a report and brief summary within one month after their exchange has ended.
- **Please note:** Recipients of this funding at **non-McGill** institutions need to be aware that there are often some delays in receiving this award. To try and help reduce these delays, please come and see the CIRMMT Office Administrator.



Centre for Interdisciplinary Research
in Music Media and Technology

**APPLICATION FOR
INTER-CENTRE RESEARCH
EXCHANGE FUNDING**

SECTION A: APPLICANT INFORMATION

Name of student applicant (Family / Given)		Email address	
Institution		Department	
Academic status (e.g., PhD2, MA2)		McGill Student ID#	
Are you a Canadian citizen or do you have permanent resident status in Quebec?		Yes	No
Name of sponsoring CIRMMT Regular member		Sponsoring member's email address	
Have you complied with attendance requirements? (Distinguished Lectures and/or workshop co-organization)	Yes: Please list (DD/MM/YY) the lectures you attended (to be verified) and/or workshop co-organized (additional details on a separate document if necessary):		
	No: Please briefly explain why <i>and attach proof if possible</i> :		
	I don't know: Your attendance will be verified.		
Internship start date	Internship end date	Location (city and country)	
Name of internship host institution			
Name of host sponsor		Host sponsor's email address	
Total internship budget		Amount requested from CIRMMT	
Indicate other funding sources and amounts for this internship, if any:			
Have you previously received research exchange funding from CIRMMT?	Yes: please indicate year for which funding was received and amount:		
	No		
Please highlight the different research disciplines involved in the research project for which you are requesting exchange funding (keywords):			
Please confirm that you have attached the following documents by placing a check mark next to each item:			
SECTION A: Application form			
SECTION B: Purpose of the research internship, its interdisciplinary nature and relevance to CIRMMT's mandate			
SECTION C: Budget			
SECTION D: Letter from CIRMMT sponsor			
SECTION E: Letter from host institution on official letterhead confirming your access to relevant research facilities and a workstation or equivalent for the research project during the internship period (please use template provided)			
Is the host sponsor the same person writing the letter for section E?	Yes (skip to CV)	No You must provide an email from host sponsor confirming that s/he agrees to the proposed exchange project	
Complete CV			
Transcript (for current graduate program)			



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SECTION B: PURPOSE OF RESEACH INTERNSHIP

Please outline the purpose of the research internship, its interdisciplinary nature and relevance to [CIRMMT's mission](#) (1 page maximum).



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SECTION C: BUDGET

Please note that CIRMMT can provide up to a maximum of \$2,500 per applicant in support for travel and living expenses. The minimum length of internship is one month, and there is no pre-determined monthly budget limit. (1 page maximum)

BUDGET JUSTIFICATION

NUMBER OF WEEKS AT HOST INSTITUTION (minimum one month):

	WEEKLY COST	TOTAL COST	CIRMMT CONTRIBUTION
1. TRAVEL (economy class)			
a. Airfare			
b. Rail fare/Bus fare/Car rental/Mileage			
2. LIVING EXPENSES			
a. Lodging expenses			
b. Meals (Per diem max. is \$54/day within Canada, \$70/day outside Canada)			
c. Daily transportation to/from institution			

TOTAL COST OF RESEARCH INTERNSHIP:

TOTAL AMOUNT REQUESTED FROM CIRMMT:



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SECTION D: LETTER FROM CIRMMT SPONSOR

Letter from CIRMMT sponsor, outlining: 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.

NOTE: Section D must be completed and signed by the supervisor. Alternatively, an email from the supervisor (showing the email address) explaining the same categories can be submitted. For either option, it must be scanned and attached to the final PDF document submitted by the student applicant.

Academic standing and research capability

Nature of the research project to be carried out during the internship

Relevance of this research project to CIRMMT's mandate

Potential of this research internship to contribute to a long-term research collaboration across institutions

Name of sponsor

Signature of sponsor

Date



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SECTION E: LETTER FROM HOST INSTITUTION
(Please use this template on host institution letterhead)

[HOST INSTITUTION ADDRESS]

CIRMMT Director
527 Sherbrooke Street West,
Montreal, QC
H3A 1E3
Canada

Re: Inter-Centre Exchange for [STUDENT NAME]

Dear [CIRMMT DIRECTOR]

The [LAB, UNIVERSITY NAME] agrees to host [STUDENT NAME] as a visiting graduate researcher from [DATES] to [DATES].

For the duration of the exchange, [STUDENT NAME] will be supervised by [NAME(S), TITLE(S)] in [PURPOSE OF RESEARCH].

I confirm that he/she will be integrated into a research team and will be provided the necessary support to carry out his/her research at [LAB, UNIVERSITY NAME], including access to the appropriate laboratories, facilities and research resources for the duration of his/her internship.

Travel, lodging, subsistence and health insurance expenses are the responsibility of the home institution and/or the student researcher, with no financial obligation on the part of the institution that is receiving the researcher.

This residency is for research purposes only and will not be counted as course credit towards a doctoral degree.

Each institution agrees not to use the other's name or logo in publicity without written consent from the senior executive of the other institution or his/her designate.

The Intellectual Property policies in place at each institution will apply to the activities initiated and implemented by the respective researchers.

Sincerely,

[HOST INSTITUTION SIGNATURE]