Visiting Scholar Guidelines and Instructions

Instructions for preparation of a Visiting Scholar proposal:

Each application for a Visiting Scholar must include one scanned signature copy in one application package to include the following:

(a) a one-page Summary Sheet

(b) Budget requests

(c) Curriculum Vita of the Visiting Scholar

Incomplete proposal packages will not be considered by the Committee.

**A. Summary Sheet**

Complete a one-page summary sheet including each item listed below in numbered order.

1. Name(s) of the sponsoring department(s) and contact person(s). Indicate the individual that will be the primary contact person for the proposal.

2. Name, permanent home address, title, affiliation, and brief summary of scholarly activities of the proposed Scholar. (Please be aware the Independent contract will require the social security number of the Visiting Scholar in order to be paid).

3. Brief description of planned activities (how the Scholar's time on campus will be used with classes, groups, and the public). Be specific about how student classes or groups, as well as the community at large, will be formally involved in the scholar’s visit.

4. Status of preliminary negotiations (contacts made, Scholar's availability confirmed, proposed dates for the visit).

5. Title(s) of talks, lectures, and presentations with corresponding target audience(s).

6. Publicity plans for the proposed visit.

7. Provide appropriate signatures of Department Head(s) and Dean of the College(s).

**B. Budget Request**

Complete and attach the one-page budget request form.

**C. Curriculum Vita**

Attach a curriculum vita of the Visiting Scholar. This must include (1) educational background; and (2) listing of published works, or other evidence of scholarly activity and professional achievements.

\*Please note that if the proposed Scholar will be coming from outside the U.S., it is imperative to ascertain in advance that the individual will be entering the country with a valid work visa.

Visiting Scholar Budget Request

1. Honorarium \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Travel Expense \_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare \_\_\_\_\_\_\_\_\_\_\_\_\_

Ground Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_

Miscellaneous \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Accommodations (not to exceed current in-state rate)

$\_\_\_\_\_ Rate \_\_\_\_\_ # Nights \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Accommodation Expenses**: \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Meals (In-state current per diem rates)

Rate \_\_\_\_\_ # Days \_\_\_\_\_

Total Meal Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Funds Required** \_\_\_\_\_\_\_\_\_\_\_\_\_

Less any departmental or college support

(Do not include in the amounts above) - **−\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL FUNDS REQUESTED FROM**

**VISITING SCHOLAR COMMITTEE = \_\_\_\_\_\_\_\_\_\_\_\_\_**

NOTE: Expenses must be itemized. The Visiting Scholar Program is not responsible for any amounts other than honoraria, travel, meals, and lodging expenses.