

Northern Canada Staff Exchange Proposal Guideline:

Describe your exchange proposal in detail: [Max of 1000 words]

Within your proposal, be sure to cover the following criteria:

- Introduce yourself and tell us what your connection to the north is.
- Be sure to explain:
 - how this exchange will help to create greater opportunities for students in your program or at your institution.
 - if your exchange is related to a research program, how this exchange will support the research project/agenda.
 - if your position is not one that interacts with students, how this exchange will support your institution and your role in the institution.
- What will you incorporate in your role/program/research from this exchange?
- How do you plan to share what you have learned with others (i.e. students, staff, etc.)?
- Identify which institution you intend to visit.
 - What you intend to do there?
 - Why are you choosing this institution?
 - If your first choice of institution is not able to host you, what alternative institution do you have in mind?
- Describe the research and planning you have done in preparation for this exchange.
 - What program/department/etc. at the host institution will you meet with?
 - Have you identified key people at the host institution that you plan to meet with? If so, identify who those individuals are.
- Provide an estimated budget for your exchange.
 - Travel costs within Canada from home to nearest hub city (point of international departure).
 - Travel costs from hub city to exchange host city.
 - Accommodation expenses (enroute and at host city).
 - Do not include food expenses at this stage.
- Identify any additional sources of funding to contribute to the cost of this exchange.
 - Identify the amounts available, if any.

Note: Successful applicants will be conditionally approved for funding pending submission of the signed **Participant Agreement** and **Host Institution/Supervisor Approval**. These must be submitted within two months of conditional approval.