



# Faculty Enrichment Program (FEP)

## **GUIDELINES: For applicants from Australia and New Zealand**

### **Guidelines**

This program of support is designed to increase knowledge and understanding of Canada abroad by assisting academics in higher education institutions to develop and teach courses about Canada in their own discipline, as part of their regular teaching load. The program enables academic award holders to come to Canada and gather the necessary information and material to devise a new course on Canada, or to modify or extend significantly the Canadian component of an existing course(s). Comparative courses may be regarded as "courses on Canada" with substantial Canadian content (33% or more).

Although we welcome applications from all disciplines lending themselves most readily to Canadian Studies course development we are particularly interested in projects that have policy relevance for Canada and Canada's foreign policy. Topics that are highly relevant to Canada's foreign policy include: Democracy & Rule of Law, Economic Development, Environment, Managing Diversity, North American Partnership, Peace and Security.

(Purely scientific subjects such as physics, chemistry, medicine, engineering, etc., which would not lead to a better knowledge and understanding of Canada *per se* are usually not eligible, nor are proposals which focus exclusively on technological or methodological issues).

### **Eligibility**

Applicants must be:

1. Teaching members of the academic staff of a recognized institution of higher education or equivalent degree-granting institute in a participating country (part-time lecturers and teaching assistants are not eligible);
2. Proficient in either English or French.

In addition, while not mandatory, applicants should provide evidence of their interest in or involvement with Canada prior to the application, if such has been the case. This may be demonstrated by courses they have already given, research they have undertaken, extra-mural activities, or active membership in an association for Canadian Studies in their region or country.

Recipients of an award under this program are not eligible to apply in consecutive competitions. There will normally also be a period of 3 years between awards, unless the second course proposal is on a different topic and the course from the first award is still being taught. For example, a 2004-05 recipient cannot apply in the 2005-06 competition, but can apply in the 2006-07 competition if the new course proposal is on a different topic and the course derived from the first award is still being taught; to upgrade and update the course derived from the 2004-05 award, one will only be eligible to apply in the 2007-08 competition.

## Terms and Conditions

The International Council for Canadian Studies through a contribution of the Government of Canada and with the assistance of the appropriate Canadian Mission, will award grants to successful candidates on condition that the candidate must give a written undertaking on his/her own behalf that:

1. He/she will be employed as a teaching member of the academic staff at the institution where he/she is currently employed for at least one full academic year following the period of the award;
2. He/she will begin to teach the new course or part-courses related to the award no later than the academic year following the period of the award;
3. As much as possible, he/she will offer the course developed as a result of this award at least three times during the six academic years following the period of the award;
4. The course on Canada to be given as a result of the award will be new or a considerably modified or extended version of a course previously taught by the applicant and will treat one or more aspects of Canadian Studies in a substantive way;
5. He/she will make all arrangements relating to the visit, including:
  1. international travel arrangements;
  2. passport and visa (if needed);
  3. accommodation and travel within Canada;
  4. medical insurance while in Canada;
  5. visit plans, including *inter alia* appointments with Canadian academics and other resource persons, access to libraries and other study centres, etc.;
6. The period to which the award will apply will be used exclusively for study designed to enhance the award holder's capability to teach about Canada; the award will not be used to pursue research in conjunction with another project; and, where supplemental funding is obtained from elsewhere, the time devoted to professional development under this program will be at least proportional to the ratio of the value of this award to that of the total income received;

7. He/she will remain in Canada throughout the period to which the award relates;
8. A report detailing the professional activities undertaken during the visit to Canada including the new course outline developed as a result of the award will be sent to the appropriate Mission within 60 days of the completion of the trip or no later than March 1st of the following year. Failure to provide such documentation by that date may result in forfeiture of the final payment of the award.

## **Deadline**

The deadline for applications from Australia and New Zealand is **November 1st**.

## **Value of Awards**

The award will consist of a contribution towards international air fare of CAN \$2,600 and an allowance of CAN \$800 per complete week of stay to assist with costs of domestic travel and living expenses for a maximum of four weeks.

## **Application Procedure**

With the official endorsement of his/her institution, the applicant should submit an application to the local Canadian Mission in his/her home country or territory for which a given Canadian Mission has responsibility. Applications must be submitted **in either English or French**. An application dossier will consist of the completed application form accompanied by a concise curriculum vitae.

FEP Application forms can be obtained by contacting the local Canadian mission or downloaded from the following links:

Adobe PDF Form format: [www.iccs-ciec.ca/pages/z\\_pdfs/FEP\\_FRP/FEPEnForm.pdf](http://www.iccs-ciec.ca/pages/z_pdfs/FEP_FRP/FEPEnForm.pdf)

Microsoft Word format: [www.iccs-ciec.ca/pages/z\\_pdfs/FEP\\_FRP/FEPEnForm.doc](http://www.iccs-ciec.ca/pages/z_pdfs/FEP_FRP/FEPEnForm.doc)

Applicants from Australia/New Zealand should send five copies (the original signed application and four copies) to:

Academic Relations Officer  
Canadian High Commission  
Commonwealth Avenue  
Canberra ACT 2600  
AUSTRALIA

## **Selection and Notification**

All applicants will be peer-reviewed by a pre-selection jury established in the participating country/region by the local Canadian Mission. The jury will include representatives of the academic community in the country or region of residence of the applicant (including if possible a representative of the national or multinational association for Canadian Studies) and, when possible, Canadian academics.

Pertinent selection criteria will be:

1. Academic excellence of the proposal;
2. Relevance of the proposal to identified priorities and Canadian Studies;
3. Feasibility of the proposal.

The International Council for Canadian Studies in Ottawa will do the final selection following a review of complete applications and recommendations of the pre-selection jury.

All applicants will be notified in writing of the results of their application, normally within 90 days of the deadline for submission of applications.

## **Payment Procedure**

Successful candidates will be sent a Grant Agreement detailing the value and conditions of the award. It must be signed and returned to the local Canadian Mission within 30 days.

A first installment of 70% of the award will be paid to successful applicants upon receipt of the signed Grant Agreement by the local Canadian Mission, and normally six weeks before departure for Canada. The remaining 30% of the award will be paid upon return from Canada and upon submission to the local Canadian Mission of the visit report and new course outline, as per the terms and conditions of the award.

## **Further Information**

Academic Relations, Canadian High Commission, Canberra

Email: [prue.torrance@international.gc.ca](mailto:prue.torrance@international.gc.ca) or [tony.mckittrick@international.gc.ca](mailto:tony.mckittrick@international.gc.ca)

Phone: +61 2 6270 4051 or +61 2 6270 4050

Fax: +61 2 6270 4083

## **Related Links**

Canadian High Commission, Canberra – [www.canada.org.au](http://www.canada.org.au)

Association for Canadian Studies in Australia and New Zealand – [www.acsanz.org.au](http://www.acsanz.org.au)

International Council for Canadian Studies – [www.iccs-ciec.ca](http://www.iccs-ciec.ca)