

## INFORMATION REGARDING THE INTER-CENTRE RESEARCH EXCHANGE APPLICATION PROCESS

All travel is contingent upon the guidelines listed on McGill's Travel Services website: <https://www.mcgill.ca/travelservices/regulation-and-procedures/travel-regulation>

### ELIGIBILITY OVERVIEW:

- Graduate student members of CIRMMT are eligible to apply for inter-centre exchange funding to conduct research within the Centre's mandate at a recognized institution.
- Post-doctoral members and visiting students are **not** eligible for this funding. Preference in the selection process will be given to doctoral researchers.
- **N.B.** To be eligible, students must be enrolled during the full period of the award funding.
- 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.

### ATTENDANCE REQUIREMENTS FOR STUDENT FUNDING ELIGIBILITY:

- In order 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.
- All attendance will be tracked via sign-up sheet for in-person events.
- Event attendance requirements are instated to demonstrate the applicant's active involvement in CIRMMT activities. If the applicant does not meet these requirements, ***extenuating circumstances will be reviewed, and proof must be provided.***
- Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt from fulfilling the in-person event requirements but are encouraged to attend when possible.

### AWARD:

- CIRMMT will 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.

### APPLICATION PROCESS:

- **DEADLINE: March 1<sup>st</sup> 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 ([info@cirmmt.org](mailto:info@cirmmt.org)) 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.**
  - ⇒ **An unofficial transcript** (a downloaded version is acceptable).

### PLEASE NOTE:

- **Late or incomplete applications will not be considered.**
- Recipients of this funding **must** provide a report and brief summary within one month after their exchange has ended.
- *Recipients of this funding at non-McGill institutions need to be aware that there are often delays in receiving this award.*



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?		<b>Yes</b>	<b>No</b>
Name of sponsoring CIRMMT Regular member		Sponsoring member's email address	
<p>Have you complied with attendance requirements in the 12 months prior to this application? Please check the website to review the requirements: <a href="https://www.cirmmt.org/en/funding/inter-centre-research-exchange-funding">https://www.cirmmt.org/en/funding/inter-centre-research-exchange-funding</a></p>			
<p><b>Yes:</b> 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 <i>live@CIRMMT</i> concert (indicate these including dates). (Additional details on a separate document if necessary):</p>			
<p><b>No / I don't know:</b> If you answer <b>NO</b>, please briefly explain why and attach proof, if possible. <b>In addition</b>, you may also list the dates and event type of any other CIRMMT event you have participated in (workshops as a participant, seminars, etc.). These event attendances may be used by the evaluation committee to your active involvement in other CIRMMT activities.</p>			
Have you previously received research exchange funding from CIRMMT?		<b>Yes:</b> please indicate year for which funding was received and amount:	
		<b>No</b>	
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:			
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):**

	<b>WEEKLY COST</b>	<b>TOTAL COST</b>	<b>CIRMMT CONTRIBUTION</b>
<b>1. TRAVEL</b> (economy class)			
a. Airfare			
b. Rail fare/Bus fare/Car rental/Mileage			
<b>2. LIVING EXPENSES</b>			
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]