**Instructions**

* **Each round considers nominations for visits that fall within a specific timeframe.**

**Round one:** semester two of same year, and summer school and semester one of the following year.

**Round two:** summer school and semesters one & two of the following year.

* **Compile the nomination in this order:**
1. Nomination form
2. Letters of support from Departments
3. Curriculum Vitae
* **Email to:** we.fellowship@otago.ac.nz

|  |  |
| --- | --- |
| **Name** |  |
| **Home Institution** |  |
| **Email Address** |  |
| **Postal Address** |  |
| **Individual’s experience and expertise** |  |
| **Clear statement of goals and objectives for the visit** *(e.g. lectures, research, new developments)* |  |
| **Value to Department** |  |
| **Value to wider University (including other Departments)** |  |
| **Proposed dates of visit***(if dates do not largely fall within standard semester time or summer school please explain why)* |  |
| **Anticipated Funding***(please provide a brief breakdown of estimated costs)* |  | William Evans (max $7,500) |
|  | Other funding |
| **Host within Department** |  |
| **Administrator responsible for administering grant** |  |
|  | **APPROVAL** |
| **Head of Department Name** |  |
| **Head of Department Signature** |  | **Date:** |