

## INSTRUCTIONS FOR THE VISTING SCHOLARS AND ARTIST PROGRAM 2022-23

*Please carefully review all instructions.*

1. **Page 2 of the Application Form.** Fill in all blanks. The signature of the department/unit chair/program director is required.
2. **Cover Letter.**
  - a) Briefly highlight specific accomplishments of the proposed visitor that make him or her a distinguished scholar/artist in the field.
  - b) Briefly describe the proposed activities and assess the appeal and impact they would have. Priority will be given to visitors that are of interest to more than one department/unit.
3. **Biographical Sketch.** Please strive to make this paragraph informative for the potential audience. The committee will not rewrite the sketch to meet the 125-word limitation. Failure to include this sketch will cause the application to be returned without action. Avoid typos and grammatical errors.
  - a) Use the attached form on page 3 to submit a brief biographical and academic sketch of no more than 125 words (typed). It should also include information about the type of events and the dates and locations as available.
  - b) If your application is funded, you will need to submit an UPDATED electronic version (Word or PDF) of the biographical sketch by **Friday, June 24, 2022** to [tonya.dean@wmich.edu](mailto:tonya.dean@wmich.edu); please use “VSAP 2022” in the subject line.
4. **Schedule.** Submit a schedule that outlines the proposed activities and include locations, times, and anticipated audiences.
5. **Budget.** Submit an itemized budget with justification. The primary purpose of a VSAP award is to cover travel expenses and (part of) an honorarium. The budget may include *reasonable spending* for refreshments/catering. Indicate how much support is requested from VSAP. Specify the sources of other funds that support this visit. The visitors’ honorarium should be reasonable and not exceed \$500 per day or \$2200 total (from all sources). Provide a justification if your guest will receive a larger honorarium.
6. **Contact with VSAP Scholar/Artist.** Attach a copy of the letter or email in which the guest agrees to visit WMU.
7. **Curriculum Vitae.** Attach *curriculum vitae* (in English) for the proposed scholar/artist. This should be different from the “biographical sketch” mentioned above and should contain detailed information about the academic background and creative work of the visitor.
8. **Checklist.** Fill out the attached checklist, and submit it along with your application materials in order given in the checklist.

### IMPORTANT:

Please submit your complete application electronically by **5 pm on Friday, April 8** see page 4, entry 9.

# VISITING SCHOLARS AND ARTISTS PROGRAM 2022 - 2023

*(Please carefully review the instructions given on page 1.)*

## APPLICATION FORM

The committee of the Visiting Scholars and Artists Program (VSAP) allocates funds through the Office of the Provost for departments and academic programs to bring distinguished scholars and artists to WMU's campus. Visitors meet with faculty and students, present seminars or forums, conduct displays of work and address gatherings that are open to the public. The VSAP began in 1960 and was designed to contribute to the intellectual life of the entire university.

**Please submit pages 2-4 of this application form and the required attachments, as outlined on page 1, no later than 5 pm, Friday, Friday, April 8, to Dr. Elke Schoffers and cc Tonya Dean electronically by email at [Elke.Schoffers@wmich.edu](mailto:Elke.Schoffers@wmich.edu) and [Tonya.Dean@wmich.edu](mailto:Tonya.Dean@wmich.edu).**

### Sponsoring Department(s)/Unit(s)

(clearly identify each sponsoring department and/or academic unit; priority will be given to applications, that involve two or more departments/units)

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### VSAP Host Coordinator

Salutation \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mail stop \_\_\_\_\_ Department \_\_\_\_\_

### Name of Proposed Scholar/Artist

Salutation \_\_\_\_\_ Name \_\_\_\_\_

Expected date(s) of visit \_\_\_\_\_

Current occupation of scholar/artist \_\_\_\_\_

Institution of scholar/artist \_\_\_\_\_

Date of when first email contact was made \_\_\_\_\_

Date of when invitation was confirmed (a copy, in English, should be attached) \_\_\_\_\_

**Amount of requested VSAP Funds \$** \_\_\_\_\_

**Signature (department chair/director)** \_\_\_\_\_ **Date:** \_\_\_\_\_

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  
LATE APPLICATIONS WILL NOT BE ACCEPTED.

VISITING SCHOLARS AND ARTISTS PROGRAM 2022 - 2023

**BRIEF BIOGRAPHICAL AND ACADEMIC SKETCH**

*(Please limit to 125 words or fewer; typed)*

**Name of scholar/artist:**

**Sponsor(s):**

**Abstract (125 words):**

*This text should provide potential audiences with background information about the guest and the planned activities (lectures, workshops, performances, dates, locations, etc.) and should help advertise the event(s).*

**This portion is required at the time of submission.**

**If VSAP funding is approved, an UPDATED Word version must be submitted by **Friday, June 24, 2022** via email to [tonya.dean@wmich.edu](mailto:tonya.dean@wmich.edu), using the subject line "VSAP 2022".**

**VSAP Date(s):**

**VSAP Host:**

**VSAP Host Email:**

Signature of the VSAP Host \_\_\_\_\_

## VISITING SCHOLARS AND ARTISTS PROGRAM 2022 - 2023

### APPLICATION CHECKLIST

*(Submit this form with your application and assemble items in the order of this checklist.)*

Name of Proposed Scholar/Artist: \_\_\_\_\_

#### **FOLLOW THIS ORDER to assemble your application.**

1. [ ] Fill in page 2 of the application form and include the signature of the department/unit chair/director.
2. [ ] Submit a cover letter describing the visitor's distinguished record and the impact of the proposed activities on WMU's campus.
3. [ ] Biographical sketch no longer than 125 words:  
Type in on page 3 (in case of funding, an UPDATED version must be submitted via email to [tonya.dean@wmich.edu](mailto:tonya.dean@wmich.edu) by **Friday, June 24, 2022**).
4. [ ] Draft a schedule of activities with tentative locations, dates, times, and anticipated audiences.
5. [ ] Provide an itemized budget that ...
  - a) lists how much VSAP support is requested
  - b) describes how funds will be spent
  - c) indicates the source(s) of additional funds in support of this visit
6. [ ] Confirmation of contact with visiting scholar/artist (attach email communication in English or with English translation)
7. [ ] *Curriculum Vitae* for visiting scholar/artist (in English, please).
8. [ ] Submit this application checklist.
9. [ ] Submission:  
By 5 p.m. electronically submit the complete application as a pdf file **Friday, April 8** via email to [Elke.Schoffers@wmich.edu](mailto:Elke.Schoffers@wmich.edu) and [Tonya.Dean@wmich.edu](mailto:Tonya.Dean@wmich.edu).