



## Bloedel Traveling Scientist Program Guidelines

### Traveling Scientist Program

The Traveling Scientist Program was established to provide support for Bloedel research affiliates to visit other institutions for collaborative research and to learn new techniques, and to support scientists from other institutions to visit UW for collaborative research.

### Philosophy and Guidelines

An extremely important part of modern biomedical science is the sharing of ideas, methodologies and specialized resources between groups of investigators who reside in different regions. This need is partially met by national and regional scientific meetings and short visits to other laboratories. The Virginia Merrill Bloedel Hearing Research Center pioneers recognized that a program to encourage meaningful collaborations between our Affiliates and other institutions throughout the world would enhance our research efforts worldwide and facilitate progress in hearing and balance research. To this end, the Virginia Merrill Bloedel Traveling Scientist Program was developed to offer these annual awards.

### Conditions

- A. Eligibility:** All active Affiliates of the Virginia Merrill Bloedel Hearing Research Center are eligible to apply to become a Traveling Scientist or may apply to sponsor a visiting scientist from another institution for collaborative research, or to learn or to teach new techniques. Each Affiliate is limited to one travel scholarship per year. Affiliates can apply throughout the calendar year; there is no defined application period. Four times a year (February, May, August, November), Affiliates will be reminded to apply. Grants will be awarded based on availability of funds at the time of the application. Applicants are encouraged to apply early, since limited funds are available at any time.
- B. Duration and Purpose of Travel:** The purpose of the travel should be to enhance hearing and balance research worldwide by facilitating meaningful collaborations between active investigators. In this regard, funds are intended to support extended visits between laboratories, research facilities, or clinical centers for purposes such as:
- Learning new methodologies.
  - Collaborative research with investigators who reside at another institution.
  - Use of specialized facilities or instrumentation not available at the home institution.
  - Learning new clinical procedures that will allow extensions of clinical research.

In any single case, one or more of these objectives may be best met either by the Affiliate traveling to another institution, or by a scientist traveling from another institution to work with the Affiliate. It is recognized that the time of any one visit will be variable, depending on the responsibilities of the applicant, and in some cases the funds available. In many cases, the funds may be used to cover a portion of the costs when other funding is available. This will enable more Affiliates to take advantage of the program



- C. **Use of Funds:** Funding by this program is intended to cover some travel and living expenses for the Affiliate visiting another institution, or by the Visiting Scientist from another institution.

Below are guidelines for use of funds:

- a. Economy class roundtrip travel
- b. Lodging
- c. Per Diem expenses for meals (at approved Washington State rates)
- d. Necessary incidental expenses (e.g., local transportation, laundry)
- e. For extended visits, those greater than one month working with a UW collaborator, reimbursement of additional travel expenses incurred by a spouse and/or immediate family member may be approved, depending on funding availability. Reimbursement procedures will follow the University of Washington guidelines for "Spousal and Family Travel".

**For Visiting Scientists only:** In general, it is expected that the Visiting Scientist will be paid by his/her institution. However, if a salary supplement gives a Visiting Scientist the ability to carry out research with an Affiliate when other sources of salary are not sufficient (e.g., when person is only partially paid while on sabbatical leave), then the Visiting Scientist is advised to include the request in the application. A strong rationale for the necessity of a salary supplement will be required and approval will depend on available funds.

#### Restrictions

- a) These funds are not intended to cover travel to professional meetings or to support visiting lectures alone.
- b) These funds are not intended to cover salary or benefits of UW faculty while on sabbatical leave.
- c) These funds are not intended to be used for research equipment or supplies.



**Traveling Scientist Application Cover Page**

**Visitor's/Faculty information**

Name:  
Title:  
Address:  
Email:  
Telephone:

**Research**

Research Title:  
Bloedel Affiliate Collaborator/s:

**Trip details**

Other family members coming?      ( ) No      ( ) Yes , Who? \_\_\_\_\_

Begin/end dates of visit:

Estimated Costs for Scientist Expenses (in USD \$):

**Airfare**

for Scientist:	Cities: _____	Fare total	\$
for Family Member?		Fare total	\$ _____

**Housing**

# of days =	\$/day = \$	Housing total	\$
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**Per Diem**

# of days =	\$74.00/day = \$	Per diem total	\$
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**Miscellaneous**

Local Transportation	Misc total	\$
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**Total \$ requested from VMBHRC**      \$

**Supporting documents**

- ( ) CV      ( ) Abstract      ( ) Bloedel collaborator/s reference letter
- ( ) Summary of proposed research project (*Single spaced. Total length 5 pages – references excluded*).

**Application submission**

Submit applications to:  
Via email (.pdf) to Wendy Parkinson  
Subject Line: Bloedel Visiting/Traveling Scientist Program  
Email: parkiw@uw.edu

**Program inquiries:** Contact Wendy Parkinson at 206.616.4105 or email [parkiw@uw.edu](mailto:parkiw@uw.edu).



## Bloedel Traveling Scientist Program Application

**Grant Application Deadline: You may apply at any time throughout the year. There is no defined application period.**

### Instructions for preparing your application:

1. Include a signed cover letter, from the Affiliate, addressed to the "Affiliate Liaison Committee".
2. Include a signed letter addressed to the "Affiliate Liaison Committee" from:
  - a. The Visiting Scientist coming to UW to work with the hosting Bloedel Affiliate, OR
  - b. A collaborator from the host institution in support of the traveling Bloedel Affiliate
3. Traveling Scientist Application
  - a. Please use UW contract carriers of least expensive flight arrangements, so we may fund as many people as possible (only actual ticket prices will be reimbursed).
  - b. Explain any additional proposed costs over and above UW approved per diem rates.
  - c. If the application is for an international Visiting Scholar, please contact Wendy Parkinson for additional budget and visa guidance.
4. Curriculum Vitae
5. Written proposal (maximum 5-pages) to include the following:
  - a. Project Title
  - b. Name and qualifications of Visiting Scientist (if non-UW)
  - c. Name/s of Bloedel Collaborators
  - d. Abstract
  - e. Detailed description of
    - the research to be conducted or methodologies to be acquired;
    - the benefit to your research program or UW hearing research;
    - the total funds requested.
  - f. Publication list will not be included in the page count for the 5-page proposal

Please submit proposals as one single document in pdf form to:

Subject Line: Traveling Scientist Program

To: Wendy Parkinson/parkiw@uw.edu

cc: Jay Rubinstein/rubin@uw.edu

The Affiliate Liaison Committee (ALC) and the Director of the Center will review the Traveling Scientist applications as they are submitted (i.e. 'rolling' review). The ALC will vote on the merits of the applications and select the awardees. You will be emailed an approval or denial notice.

Call or email with questions to Wendy Parkinson at (206) 616.4105, or [parkiw@uw.edu](mailto:parkiw@uw.edu).