



LMU Global-Local Affairs Exchange Visitor Proposal Form

Faculty and Departments planning to sponsor a Visiting Scholar should begin the process **12 to 15 weeks ahead of the proposed program start date**. Incomplete proposals will be returned. Contact Dr. Cassidy Alvarado at cassidy.alvarado@lmu.edu with questions.

Part I: Faculty Sponsor and Host Department Information

Sponsoring department:

Example: Mechanical Engineering

Full name of faculty sponsor:

Faculty sponsor must be physically present in Los Angeles.

They cannot be on sabbatical or other leave during the entirety of the Visiting Scholar's stay.

Faculty sponsor email address:

Faculty sponsor phone number:

Block 1

Part II: Visiting Scholar Information

Full name of Visiting Scholar:

Visiting Scholar institutional affiliation:

Example: home institution, city, and country.

Visiting Scholar title:

Optional. Examples: Oral historian, professor of cinematography, etc.

Visiting Scholar pronouns:

- She/her/hers
- He/his/him
- They/them
- Other

Visiting Scholar email address:

Visiting Scholar phone number:

Estimated start and end date for proposed project and visit:

Examples: January 15 to June 8, 2025; or Fall 2024 to Spring 2025.

Brief description of project. Max 250 words.

All research is required to be completed in Los Angeles.

If proposal includes teaching responsibilities, include tentative courses and terms, e.g., INBA 4830, Fall 2025.

How will the scholarly and research activities in which the Visiting Scholar will engage benefit the sponsoring department and LMU at large? Max 250 words.

Include names of individual members of faculty and staff with whom the Visiting Scholar would likely collaborate and examples of how the host department will integrate the Visiting Scholar into our campus community.

How will the Visiting Scholar's proposal support LMU's internationalization goals? Max 250 words.

[Review the 2021 Internationalization Strategic Plan.](#)

What resources will the host department provide to support the Visiting Scholar's activities on campus? Max 250 words.

For example, designated office and/or lab space, computer and/or special library access, etc.

What financial commitment will the dean, department, or program provide to support the Visiting Scholar's activities on campus? Max 250 words.

For example, payment for taught courses, housing stipend, etc. If LMU is not providing funding, briefly indicate the funding source, e.g., Fulbright grant, Visiting Scholar's home institution, etc.

Visiting Scholar CV or resume:

Letter of reference:

One letter of reference from the Visiting Scholar's home institution is highly encouraged.

Is the Visiting Scholar seeking a letter of invitation for a Fulbright grant?

- No
 Yes

By submitting this form, I confirm I have shared this Visiting Scholar proposal with the following individuals in my unit.

Select all unless not applicable.

- Full Name of Department Chair:
- Full Name of Associate Dean:
- Full Name of Dean:
- Other:

Powered by Qualtrics