**Visiting Scholar Application Form**

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| **General Information** |
| **Visit Details** |
| **Expected Duration** |  |
| **Start date** | DD/MM/YYYY | **End date** | DD/MM/YYYY |
| **Hosting Department/Center** |
| **Department/Center** | Either department or center  |
| **Host** |  |
| **Funding Source**  |  |
| **Requested Support** | **Air tickets**: ☐**Class of air travel:** Business [ ]  / Economy [ ]  (please refer to KFUPM travel policy for guidelines [Travel Policy](https://ri.kfupm.edu.sa/docs/droclibraries/internal-kfupm/guidelines/research-support/appendix-4---round-trip-tickets-and-ticket-class.pdf?sfvrsn=ec099c35_1))**Airport Transfer:**[ ] **Accommodation:** [ ] **Honorarium:** [ ]  (Please refer to [‘Benefits’ section 7](https://ri.kfupm.edu.sa/dr/policies/proposals-grants/internally-funded-research-grant-procedure/international-visiting-scholars-program-guidelines) for guidelines on honorarium)**Other:** *(please specify)* |
| **Provenance** | e.g. London – DMM - London |
| **Visiting Scholar Information** |
| **Name** |  | **Position** |  |
| **Email address** |  | **Home institution** |  |
| **Is the proposed Visiting Scholar participating in** **any active projects** | If yes please identify the project # and his position (Consultant, External Collaborator) |
| **Has the Visiting Scholar visited KFUPM before?** | [ ]  No[ ]  Yes - please provide a copy of the post-trip report(s) as part of the application |
| **Proposed Activities During Visit at KFUPM** |
| [ ]  **Research collaboration** |
| [ ]  **Seminars**  |
| [ ]  **Course material development/enhancement** |
| [ ]  **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Purpose of Visit** |
| *Provide brief description of the main purpose of the visit, and the expected benefits and contributions to the hosting department/center.* |
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| **Visitor Research focus areas** |
| State the general research areas or domains of expertise of the visitor |
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| **Visit Plan**  |
| *Outline the general plan of the visit, and brief description of main activities*  |
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| **Research Plan** |
| *In case of research activities will be carried out during the visit, provide a brief description about the research plan (e.g. objectives, research tasks/activities, significance of visit for research conducted at host unit, .. etc.)* |
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| **Collaboration** |
| *Check one or more of the following options and provide a brief description of the previous or potential collaboration activities with KFUPM if any.* |
| [ ]  | **Previous Research Collaboration with KFUPM** Brief description: |
|[ ]  **Potential Research Collaboration with KFUPM in Future**Brief description: |

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| **Expected Outcomes from the Visit**  |
| *Describe the expected outcomes of the visit and benefits/impact to KFUPM* |
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| **Supporting Document(s)** |
| [ ]  **CV** |
| [ ]  **Other (optional):** |

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| **Feedback on visit plan from Research Centre Director**  |
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| **Name:**  | **Date:** |
| **Designation:** |

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| **Feedback on visit plan from Department Chair**  |
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| **Name:**  | **Date:** |
| **Designation:** |