INSTRUCTIONS FOR THE VISITING SCHOLARS AND ARTISTS PROGRAM

Please review all instructions carefully before submitting your application.

1. **Application Form (Page 2).**
   Complete all fields on Page 2 of the application form. A signature from the department/unit chair or program director is required.

2. **Cover Letter.**
   a) Provide a brief summary of the proposed visitor's specific accomplishments that establish their distinction as a scholar or artist in their field.
   b) Describe the proposed activities and evaluate their potential appeal and impact. Priority will be given to visitors whose work engages multiple departments or units.

3. **Biographical Sketch.**
   Provide a concise, informative paragraph intended for the potential audience. The committee will not edit the biographical sketch to meet the word limit, and submissions exceeding the limit will be returned without review. Proofread carefully to avoid typos or grammatical errors.
   a) Use the form provided on Page 3 to submit a biographical and academic sketch of no more than 125 words (typed). Include information about the planned events, dates, and locations, if known.
   b) If your application is funded, submit an updated electronic version (Word or PDF) of the biographical sketch by Friday, June 19, 2026, to tonya.dean@wmich.edu with "VSAP 2026" in the subject line.

4. **Schedule**.
   Provide a schedule outlining all <u>proposed activities</u>, including <u>locations</u>, <u>times</u>, and <u>anticipated audiences</u>.

5. **Budget**.
   Submit an itemized budget with justification. VSAP awards primarily cover travel expenses and a portion of the honorarium. Budgets may include reasonable expenses for refreshments or catering. Indicate the total support requested from VSAP and list all additional funding sources. The honorarium should not exceed $500 per day or $2,200 total (from all sources) unless a detailed justification is provided.

6. **Contact with VSAP Scholar/Artist**.
   Include a copy of the letter or email confirming that the guest agrees to visit WMU.

7. *Curriculum Vitae*.
   Attach a curriculum vitae (in English) for the proposed scholar or artist. This should differ from the biographical sketch and provide detailed information about the individual's academic background and creative work.

8. **Checklist**.
   Complete the attached checklist and <u>submit it along with all application materials, following the order provided in the checklist</u>.

IMPORTANT:
Submit your complete application electronically. Deadlines for Visiting Scholars and Artists Program nominations are April 1 and September 30 by 5:00 p.m. If the deadline falls on a weekend, applications are due by 5:00 p.m. the following Monday (see Page 4, Item 9).

VISITING SCHOLARS AND ARTISTS PROGRAM 2026–2027

(Please review the instructions on Page 1 before completing this form.)

APPLICATION FORM

The Visiting Scholars and Artists Program (VSAP) Committee, through the Office of the Provost, allocates funds for departments and academic programs to invite distinguished scholars and artists to Western Michigan University's campus. Visitors may meet with faculty and students, present seminars or forums, showcase their work, and participate in public events.

Please submit Pages 2–4 of this application form along with all required attachments as outlined on Page 1.

Deadline: Nominations are due **April 1** and **September 30** by 5:00 p.m. If a deadline falls on a weekend, applications are due by 5:00 p.m. on the following Monday.

Submit completed applications electronically to:
Tonya Dean (tonya.dean@wmich.edu)
Cc: Dr. Elke Schoffers (elke.schoffers@wmich.edu)

Sponsoring Department(s)/Unit(s):
(Clearly identify all sponsoring departments and/or academic units. Priority will be given to applications involving two or more departments/units.)
_____

_____

VSAP Host Coordinator:

Salutation: _____ Name: _____

Phone: _____ Email: _____

Mail Stop: _____ Department: _____

Proposed Scholar/Artist:

Salutation: _____ Name: _____

Expected Date(s) of Visit: _____

Current Occupation: _____

Institution: _____

Date of Initial Email Contact: _____

Date Invitation Was Confirmed *(Attach confirmation in English.)*: _____

Amount of Requested VSAP Funds: $_____

Signature of Department Chair/Director: _____ Date: _____

Incomplete or Late Applications will not be considered.

VISITING SCHOLARS AND ARTISTS PROGRAM 2026–2027

BRIEF BIOGRAPHICAL AND ACADEMIC SKETCH
(Please limit to 125 words or fewer; typed.)

Brief Biographical and Academic Sketch: Abstract (125 words max)
This abstract will appear in the printed Visiting Scholars and Artists Program (VSAP) brochure and should briefly introduce the visiting scholar or artist to the campus and broader community. It should highlight your academic background, area(s) of expertise, and the nature of your planned visit—including lectures, workshops, performances, or other events (including dates and locations, if known). Please write this in third person, using clear and engaging language that is accessible to a general audience. This is your opportunity to showcase your visit and generate interest in your events.

If VSAP funding is approved, an updated Word document version of this abstract must be submitted by **Friday, June 19, 2026**, via email to **tonya.dean@wmich.edu** with the subject line: **"VSAP 2026"**.

Name of scholar/artist:_____

Sponsor(s): _____

_____

VSAP Date(s):_____

VSAP Host:_____

VSAP Host Email:_____

Signature of VSAP Host: _____ Date: _____

APPLICATION CHECKLIST

(Submit this form with your application and assemble materials in the order listed below.)

Name of Proposed Scholar/Artist: _____

FOLLOW THIS ORDER TO ASSEMBLE YOUR APPLICATION:

☐ 1. Completed Application Form (Page 2).
    Include the signature of the department/unit chair or program director.

☐ 2. Cover Letter.
    Describe the visitor's distinguished record and the anticipated impact of the proposed activities on WMU's campus.

☐ 3. Biographical Sketch (Page 3).
    Provide a typed biographical sketch no longer than 125 words.
    If your application is funded, an updated version must be submitted via email to tonya.dean@wmich.edu by Friday, June 19, 2026.

☐ 4. Schedule of Activities.
    Include tentative locations, dates, times, and anticipated audiences.

☐ 5. Itemized Budget.
    a) Indicate the amount of VSAP support requested.
    b) Provide a detailed breakdown of how funds will be spent.
    c) List all additional funding sources supporting this visit.

☐ 6. Confirmation of Contact with Visiting Scholar/Artist.
    Attach email communication confirming the visit (in English or with an English translation).

☐ 7. Curriculum Vitae.
    Provide a CV (in English) for the proposed scholar/artist.

☐ 8. Application Checklist (Page 4).
    Submit this checklist as part of your completed application packet.

☐ 9. Submission.
    Applications are due **April 1** and **September 30** by 5:00 p.m. If the deadline falls on a weekend, submit by 5:00 p.m. the following Monday.
    Email applications to:
    Tonya.Dean@wmich.edu
    cc: Elke.Schoffers@wmich.edu