



2025 Research Fellowship Program Guidelines for Application

Applications to the Research Fellowship Program at the CCA must be made on the designated online application portal in either English or French. The online application should be complete at the time of submission and include the following:

- **Online Application Form**
- **Research Proposal (approximately 750–1 000 words):** In addition to a description of the research project, the proposal should include a title and an outline of the state of research on the topic, a discussion of how it relates to the CCA, and a paragraph on the expected output (a publication, a practical or curatorial work, etc.).
- **Abstract of the research proposal (approximately 250 words)**
- **Project Schedule (approximately 300 words):** The schedule should demonstrate the feasibility of the research project for a residency period of one to two months at the CCA.
- **Curriculum Vitae (max 3 pages):** The CV should highlight current and past affiliations and occupations, as well as research and projects relevant to the application. Publications should be divided by type and listed chronologically. Projects should mention all authors and their roles.
- **Short biography (approximately 80-100 words):** The biography should highlight how the proposed project relates to the applicant's past work.
- **Publications or Portfolios (max 5 MB):** one sample of written work (books or essays) or a project (design, curatorial) that the applicant considers the most representative of their work.
- **Names of 2 Potential Referees:** These referees should be able to assess the applicant's past and current research project. Letters of reference are not required at the time of application.

The complete application should be uploaded on the CCA application portal no later than **Friday 20 September 2024**. Documents faxed, mailed, or sent electronically will not be accepted. Only applications submitted online through the CCA application portal will be accepted. Results will be communicated in November 2024.



2025 Research Fellowship Program Terms of Residency

Purpose of Program

The Research Fellowship Program is intended to provide a space and resources for innovative and advanced research and a forum for dialogue and exchange. Research Fellows at a postdoctoral level and beyond, or with equivalent work experience, pursue individual research supported by the CCA Library and Collection holdings. To further explore the intersection between architecture, urbanism, landscape and design disciplines and the humanities, the CCA has opened its programs to accommodate scholars, practitioners, and cultural producers at various stages of their careers and coming from diverse disciplinary backgrounds related to the built environment.

Commitments

Research Fellows are asked to present their research-in-progress at a public event and invited to engage with other summer activities organized at the CCA (discussions, seminars, workshops). At the end of their stay, Research Fellows will be asked to submit a brief written report on their residency.

Other Activities

The Research Fellowship is granted for full-time independent research on the proposal submitted by the Research Fellows. Other activities inconsistent with full-time research during residency at the CCA should not be undertaken.

Selection Process

Candidates are selected by a consultative committee which reviews each application. Selection criteria focus on the quality, originality, and relevance of the project, especially its expected intellectual contribution to the field. The length of the research period will be determined by its feasibility, as well as available resources in the CCA Library and Collection.

Residency

The program accommodates Research Fellows residencies at the CCA for one to two months. The 2025 residency period is officially from 16 June to 29 August 2025. In the event of a conflict with academic calendars, applicants may propose alternative arrival dates. Research Fellows are expected to be in residence at the CCA during most of their tenure and to actively participate in the summer events at the CCA.

Stipends

Research Fellows will receive a monthly stipend of CAD 5,000. Research stipends are allocated to cover board and lodging expenses and are appropriate to the cost of living in Montréal.



Taxation

The CCA must comply with tax regulations under Canadian and Québec law. Research Fellows should note that, in some cases, research stipends may be subject to withholding tax. Canada has signed tax treaties with several countries. Payment of income tax either in Canada and Québec and/or in the Research Fellow's country of legal residence will depend on the conditions stipulated by those treaties. Research Fellows who are residents of Canada must comply with Canadian tax regulations and the tax regulations of their province of residence.

Housing

Research Fellows are expected to pay their accommodation costs from their research stipends. Suggestions of suitable housing will be provided before arrival.

Relocation

The CCA will pay for one round-trip airline ticket to Montréal in economy class for the Research Fellow. Alternatively, the CCA will pay for ground transportation to Montréal up to the cost of an equivalent economy-class round-trip flight based on mileage.

Additional Baggage

The CCA will reimburse expenses for shipping necessary scholarly materials and personal items by surface or air freight to and from Montréal.

Medical Insurance

The CCA does not pay for medical insurance. However, Research Fellows and members of their families should be covered by medical insurance while in Montréal. The CCA can provide information regarding local insurance providers upon request.

Work Permit

Research Fellows who are not Canadian citizens are responsible for obtaining all visas or work permits that are legally required according to their citizenship, country of residence, and the duration of their contract. Foreign citizens who already hold or will hold a work permit in Canada at the time of their application or when they plan to be in residence are responsible for checking how to obtain a legal status with the CCA. The CCA will provide assistance in applying for a visa or work permit from Immigration and Citizenship Canada.

Facilities

Research Fellows will be provided with a private office. Research Fellows should bring their own laptops.

Renewal



CCA Research Fellowships are not renewable.

This document, albeit accurate at the time of writing, is not legally binding. Research Fellows will be offered a contract in accordance with the laws of the Province of Québec and the laws of Canada that are in force at the time of signing.

For further information please contact the CCA Research Division at studium@cca.gc.ca