



2) **Project Information:**

Title of Research Project: \_\_\_\_\_

Location/dates of research (please be as specific as possible): \_\_\_\_\_

\*Total amount requested for Researcher's salary reallocation: \$\_\_\_\_\_

Note: 1) For those Researchers who receive the 5% grant as part of their sabbatical, the amount requested is that portion over and above their 5% sabbatical grant, (5% grant to be included in budget details -see Budget Summary- Section 4A).

2) In the case of a faculty member not on research leave, research grant awards will not exceed 40% of annual salary.

3) In the case of a faculty member on research leave, research grant awards will not exceed 40% of the leave salary of the researcher.

Calendar year(s) research to be carried out: \_\_\_\_\_

Date on which to start deductions from salary: \_\_\_\_\_

Number of Bi-weekly payroll deductions: \_\_\_\_\_

(Amount deducted must not exceed bi-weekly salary less benefits)

3) **Description of Proposed Research:**

Using up to 4 additional pages, the following aspects should be addressed in sufficient detail to allow for adjudication of the Request:

- a) scope, objective(s),
- b) research plans/methods,
- c) work already completed, in progress, and to be undertaken;
- d) if applicable, include details on the relationship of this request to funding that you have previously received for the same project.

**4) Budget and Budget Justification:**

The purpose and objectives of the proposed expenditures must be warranted in the context of the research project. Please review the program guidelines and [Canada Revenue Agency Income Tax Folio S1-F2-C3](#) for information regarding allowable expenses and restrictions on the total amount of funds which can be requested. Please note that Researchers who will be receiving the **5% sabbatical grant** are required to **justify the total amount** required to carry out their research (including the 5% sabbatical grant) in their Budget Summary.

**A) Budget Summary (all funding request amounts should be in Canadian Funds):**

- Personnel \_\_\_\_\_
- Travel and Subsistence \_\_\_\_\_
- Equipment \_\_\_\_\_
- Supplies \_\_\_\_\_
- Other Expenses \_\_\_\_\_

**Total Project Costs** \_\_\_\_\_

**Less VPA 5% sabbatical grant** \_\_\_\_\_ (if applicable)

Total amount requested for Researcher's salary reallocation (\*See Section 2) : \_\_\_\_\_

**B) Budget Justification:**

Using up to 4 additional pages, provide justification of all expenses requested, in terms of the research requirements of the project.

If purchasing books, please provide justification (including titles).

**Personnel:** Name, Position and Qualifications; Hourly Rate; Number of Hours; Fringe Benefits

**Travel and Subsistence:** Location; Duration; Mode of Travel; Fare; Subsistence  
*(Expenses for sojourning and for dependents are ineligible)*

**Equipment** Description; Unit Cost; Quantity  
*(Please list specific items)*

**Supplies:** Description; Unit Cost; Quantity  
*(Please list specific items)*

**Other Expenses** Description; Unit Cost; Quantity  
*(Please be specific)*

**5) Curriculum Vitae:**

Attach an up-to-date short curriculum vitae (maximum of six pages) for the Researcher. The CV should include work experience, academic background, funded research received in the last 6 years, research contributions (please indicate peer-reviewed publications) received in the last 6 years, HQP graduated and current in the last 6 years, and any other pertinent information.

6) **Notification of Application results:**

In the event that a grant is made, I understand that Research Grant and Contract Services will notify me, my academic unit, and Human Resources to initiate reallocation of salary for the award.

**In the submission of your application to the Salary-based Research Grant Program, the Principal Applicant herein confirms the following:**

- that they do not anticipate being reimbursed from any other source for expenses outlined in the application.  
Yes No
- that, if they are reimbursed from another source, the expenses cannot also be claimed against this research grant.  
Yes No
- that, as agreed with their Head/Dean/Vice-President, they will allocate time from their normal responsibilities to complete the research project described in the application.  
Yes No

*Access to Information and Protection of Privacy*

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), is needed for, and will be used to assess your request to the Salary-Based Research Grants Program. If you have any questions about the collection and use of this information, contact Research Grant and Contract Services, at [rgcs@mun.ca](mailto:rgcs@mun.ca).

**On the Researcher Portal, as approver of the applicant's Salary-based Research Grant application, the Head / Dean / Vice-President / Designate, person responsible for the payment of salary to the Researcher confirms the following:**

1. The University will benefit from this research activity,
2. The activity is timely and appropriate for the Researcher's field of interest,
3. The amounts requested in the budget are reasonable and justifiable,
4. In the case of a faculty member not on research leave, the amount of the research grant will be reasonably commensurate with the value of the research component of the faculty member's normal workload.
5. In the case of a faculty member not on research leave, the value of the Salary-based Research Grant request does not exceed 40% of his/her regular salary. In the case of a faculty member on research leave, the research grant award does not exceed 40% of his/her leave salary.

**7) Checklist:**

Complete Request package consists of:

PDF form fillable request- completed sections 1,2,4A,6,7.

Additional Pages - free form pages (page limitations – see applicable section)

Section 3 – Description of Proposed Project

Section 4B - Budget and Budget Justification

Curriculum Vitae: Short curriculum vitae (maximum of six pages) – Section 5