

Memorial University of Newfoundland–Research Grant and Contract Services (RGCS) Salary-Based Research Grants Program – Request Form (Researcher Self-funded Opportunity)

Deadlines: February 1, and October 1 – 5:00 p.m.

Contact your Academic Unit to confirm their internal deadlines

If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline.

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rresources.mun.ca>. Once submitted, the application will pass through the principal investigator’s department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Please Note:

- 1) Submitted Portal Application must be completed using the English language.
- 2) Complete applications packages must be submitted using the Memorial Researcher Portal and arrive at RGCS by the Program Deadline in order to be considered in the program adjudication process.

1) **General Information:**

Eligibility of Principal Investigator:

Faculty members or equivalent, and professional librarians, either full-time or part-time, who intend to perform research whether going on sabbatical leave or not, are eligible to apply. Faculty members going on sabbatical leave may, under the terms of the collective agreement, separately apply to the Office of the Vice-President (Academic) for a grant of up to 5% of basic salary. Requests should be made for a Salary-Based Research Grant only if anticipated expenses exceed the 5%.

Type of request: Non-Leave Grant Research Leave Grant

Name of Principal Investigator: _____

Department/Faculty/School: _____ Rank: _____

Contact: Telephone: _____ E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

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.

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