

Application Form

Course Releases to Support Proposals for Major External Funding

When to use this form:

- To request in-kind course release(s) for HSS Principal Investigators (PIs) or Co-Investigators (CIs) involved in externally funded research project applications where the amount to be administered by HSS exceeds \$250,000.
- This form does *not* approve or relate to requests for: teaching remissions per Article 3.26 of the MUNFA Collective Agreement; the use of course equivalencies (i.e. banked time) in relation to the [HSS Equivalencies Policy](#); or if the funding agency allows buy-outs for teaching releases as eligible expenses. For other course release approvals, please do *not* use this form and instead speak to your Department Head.

Who completes this form:

- HSS PIs or CIs *only*.
- HSS Approvers/Signatories for this form are Department Heads or delegates and the HSS Dean or Associate Deans.

Guidelines

- Course release applications are carefully assessed by Department Heads and the Dean's Office, taking into consideration the following criteria in relation to the project:
 - o Significance or role of the faculty member to project objectives
 - o The funding allocated from a sponsor to an HSS applicant in an application budget is a minimum of \$250,000
 - o The required responsibilities and tasks of the faculty member are critical to the grant's success
 - o A strong fit with strategic research priorities of Memorial University (e.g. [Memorial's Strategic Research Themes](#), etc.)
 - o Duration of the grant; typically a minimum of two years
- This form is not the appropriate means for seeking adjustment of teaching load *following* successful research applications, or as a means of addressing research workload through aggregation of multiple successful funding awards. Such concerns should be addressed to a Department Head.
- This form provides approval for an in-kind contribution of faculty time in the form of a release from teaching duties *only*. Therefore, this contribution does not guarantee or provide cash funding to a unit to address implications of releases to program or unit course offerings (e.g. it does not confirm a replacement hire).
- The valuation of one (1) release is \$5,500 and must be noted in the grant application as a confirmed contribution on behalf of HSS.
- The timeline for releases noted here in Section 4 is prospective; if funding is awarded, actualizing any approved releases must form part of a unit's teaching plan.

Attachments:

- Current copies of: (1) the draft of the grant proposal (including description of your role if you are not the PI) and (2) draft budget and budget justification; the draft budget (or any correspondence from the PI) should outline total funds to be spent at Memorial.

Submission procedure for this form:

- Course release requests should normally be submitted well in advance (6 weeks recommended) of the HSS internal deadline for the relevant competition. The [HSS Research Funding Tracker](#) provides submission information, including HSS internal deadlines.
- Submit the completed form to HSS Research Support Services by emailing the Grants Facilitator handling your file: Heather C. O'Brien (HSSResearchAdmin@mun.ca 864-8603) or Matthew Milner (HSSResearchGrants@mun.ca 864-8050). Revisions may be requested or suggested.

1. HSS Applicant

Name:

Department:

Telephone:

Email:

Project Role: Principal Investigator

Co-Applicant

If you are a Co-Applicant, provide the PI and their affiliation below:

Principal Investigator:

Memorial Department/Faculty or External Institution:

2. Proposed Project Details

Project Title:

Start Date (MM/YYYY):

End Date (MM/YYYY):

Funding Agency:

Grant/Program Name (please provide web link if available):

Total awarded (in \$) by funding agency:

This figure should be the total that the funding agency has awarded the project NOT including cash/in-kind contributions.

Total amount (in \$) to be spent at HSS:

This includes transfers from external grants or amounts which will remain at Memorial and in HSS once funds have been transferred to other participants. Please ensure the attached budget and budget justification or correspondence clearly outline these amounts.

Total amount (in \$) of cash/in-kind contributions from Memorial (if applicable):

This figure should include all current or anticipated cash/in-kind contributions from all units within Memorial.

Team Composition:

Role	Anticipated Number
Co-applicants:	
Collaborators:	
Trainees (RAs, Students, Postdocs):	
Partner institutions/organizations/etc.:	
Other (please list role[s]):	

Project Summary (700 characters [c. 100 words]):

Link(s) between the project and Memorial’s strategic research themes (1800 characters [c. 250 words]):

In relation to this project, please outline your specific responsibilities (e.g. supervision of staff, RAs or students, budgetary responsibilities, event planning, etc.) for the requested course release semester(s) (1800 characters [c. 250 words]): *please ensure the attached proposal or correspondence clearly outlines your role and responsibilities

3. Current Banked Time and Other Forms of Course Release

Provide your current banked time balance:

If you have any other approved course releases (over the course of this project) such as 3.26, sabbatical or administrative leave, etc., please provide details (max 50 words):

Indicate how much of your current or upcoming course releases or leave will be used towards this project:

Indicate how much of your current or upcoming course releases or leave will be used towards other projects during the time-frame of this request:

If banked time, course releases or leaves will *not* be used towards this project, please provide a rationale (max 50 words):

Are buy-outs an eligible expense for this sponsor? yes no

If so, are there any funds in the project’s budget allocated to ‘buy-out’ or ‘teaching release’? yes no

If yes, provide:

- the number of courses the buy-out will cover:
- the total funding allocated in the project budget (in \$):

4. Course Release Request Details

Total # of Course Releases Requested for this Project:

Anticipated Semesters per Grant Year

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Academic Semester(s) (e.g. F2022, W2023)							
# Releases Requested per year							

5. Signatures

Applicant:

Date:

I confirm that this application signals departmental approval for the applicant to be released from the course(s) listed above. I understand that assessments of potential arrangements for replacement teaching (PCI or term appointments) will be addressed as part of the overall review of teaching plans in each relevant academic year.

Heads or delegates please review within the context of your department. Questions can be addressed to an HSS Grant Facilitator or the Associate Dean (Research), as required.

Head or delegate:

Date:

6. HSS Dean’s Office

Number of Releases Approved:

Comments or Conditions:

Dean’s Office:

Date: