

## Request and Documentation Form

# School of Graduate Studies Future Departmental Baseline & PDSIF Commitments to External Grant Applications

### **When to use this form:**

- To request and document Memorial's support for a cash commitment of departmental School of Graduate Studies (SGS) baseline funding and the President's Doctoral Student Investment Fund (PDSIF) funding for HSS-based graduate students towards research grant applications, contracts or agreements.

### **Additional information:**

- Some HSS departments have a policy of allowing faculty members to request approval for future commitments from SGS departmental baseline budgets to support HSS-based graduate student stipend expenditures as part of external funding applications. These amounts may be used as confirmed cash commitments in funding proposal budgets.
  - o Note: Departmental Baselines are awarded by SGS to individual departments to support their graduate programs. The policies and procedures regarding the allocation of these baselines vary by department.
  - o Any funds committed to individual grant proposals are drawn from each department's allocated baseline.
  - o Graduate students supported under externally funded projects must meet the Guidelines for the Awarding of SGS Fellowships and Graduate Student Support ([http://www.mun.ca/sgs/support\\_guidelines.pdf](http://www.mun.ca/sgs/support_guidelines.pdf)).
  - o The President's Doctoral Student Investment Fund (PDSIF) ([https://www.mun.ca/sgs/go/PDSIF\\_web.pdf](https://www.mun.ca/sgs/go/PDSIF_web.pdf)) is available to support doctoral student stipends in projects lead by tenure-track faculty members in the first three years of their appointment.
  - o HSS Grant Facilitation Officers (GFO) have created a Budget Help document with addition information and guidance: [https://www.mun.ca/hss/faculty\\_staff/research\\_support\\_services/resources/documents/Budget\\_Help\\_baseline\\_FINAL.pdf](https://www.mun.ca/hss/faculty_staff/research_support_services/resources/documents/Budget_Help_baseline_FINAL.pdf).
- The purpose of this form is therefore three-fold:
  1. To request a baseline and / or PDSIF commitment towards a research grant application for HSS-based graduate students;
  2. to document a future commitment from a departmental baseline at the time of grant proposal submission;
  3. to assist the faculty member and their department with the future tracking of grant and baseline budget and planning.

### **Who completes this form:**

- HSS Applicants or Co-applicants only.
- HSS Approvers/Signatories for this form are Department Heads or delegates and the SGS Manager of Fellowships and Awards.

### **Submission procedure for this form:**

1. As researchers begin to design their proposal's budget, they should discuss with their Department Head and/or Graduate Officer the departmental policies and procedures with respect to future baseline commitments towards grant proposals. If such commitments are possible, they should also discuss the possibility of securing such support for their particular proposal.
2. Once a commitment has been confirmed by the Head and/or Graduate Officer, the faculty member should fill out the following form and obtain the Head's signature.
  - o Please be sure to fill out the chart below based on academic years. These totals may then need to be adjusted to be incorporated into your proposal depending on your proposal's budget dates.
3. After obtaining the Head's signature, e-mail this document to Elizabeth Simms, Manager, Planning and Strategic Operations, SGS ([elizabeth.simms@mun.ca](mailto:elizabeth.simms@mun.ca)) to request signature, cc'ing your Department Head and/or Graduate Officer and the HSS GFO handling your file: Heather C. O'Brien at [HSSResearchAdmin@mun.ca](mailto:HSSResearchAdmin@mun.ca) (864-8603) or Matthew Milner at [HSSResearchGrants@mun.ca](mailto:HSSResearchGrants@mun.ca) (864-8050).
4. Once the request is approved and signed by the Department Head and SGS, attach it to the Principal Applicant's Memorial Researcher Portal (RP) file. If the grant proposal is not going through the RP, submit this completed form to HSS Research Support Services by emailing the GFO handling your file.
5. The above submission procedure must be completed by the HSS internal deadline for the opportunity as posted in [HSS's Research Funding Tracker](#).

## 1. Applicant

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**Name:**

**Department:**

**Telephone:**

**Email:**



## 4. Effects on Existing Student Funding

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*\*\*For Department Head/Graduate Officer: If you have any questions regarding your Department's baseline funding or PDSIF, please contact Elizabeth Simms (elizabeth.simms@mun.ca). Before approving this commitment, please describe how baseline funding would be affected for the above MA and PhD students who receive major external scholarships including, but not limited to, Tri-Council scholarships/fellowships. Please tick which option your department will use for each student and, if applicable, explain details.*

### MA Students

The department will:

*please check as needed; explain multiple selections in comments box below*  
remove baseline altogether.

allow the student(s) to keep the full baseline funding.

keep a portion of the baseline up to the amount, as explained below.

Comments:

### PhD Students

The department will:

*please check as needed; explain multiple selections in comments box below*

remove baseline altogether.

allow the student(s) to keep the full baseline funding.

keep a portion of the baseline up to the amount, as explained below.

follow the plan as explained below if PDSIF is awarded

Comments:

## 5. Declaration and Signatures

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By requesting this support, the faculty member agrees, post-award, to confirm with their Department, the SGS and the HSS GFO if the grant has been approved. The researcher also agrees to communicate with their Department's Administrative Staff when they expect the grant to begin so they can anticipate the pre-committed funds and track expenditures.

**Applicant:**

**Date:**

Department

*Heads or delegates: please review within the context of your department. Questions can be addressed to either the SGS Officer or an HSS GFO as required.*

**Head or delegate:**

**Date:**

School of Graduate Studies

**Officer:**

**Date:**