

# Queen's University and Queen's University Faculty Association

## Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) ("Adjunct Fund")

### Application Form (2025-26) Winter Term (January 1 - April 30)

Please consult Article 36.2 of the *Collective Agreement for Faculty, Librarians and Archivists*, and the "Adjunct Fund Guidelines."

#### **Submission Instructions:**

**Follow the submission instructions carefully. Applications and supporting documents MUST be submitted electronically in one (1) PDF file to [fro@queensu.ca](mailto:fro@queensu.ca)**

**\*Applications will NOT be checked for completeness. Applications with missing information will not be considered. \***

#### **Section 1 – General Information**

Title

First Name

Last Name

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Unit / Department

Employee ID

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Queen's email address

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#### **Check appropriate box**

<input type="checkbox"/>	I am currently a member of the QUFA bargaining unit and have a <b>Term Adjunct</b> appointment at Queen's University during the academic term.
<input type="checkbox"/>	I am currently a member of the QUFA bargaining unit and have a <b>Continuing Adjunct</b> appointment at Queen's University during the academic term.

I confirm that my primary source of income from Queen's is Term or Continuing Adjunct teaching within the QUFA bargaining unit.

YES

NO

If you answered "no," please provide details in the section below.

If your primary source of income is not as a Term or Continuing Adjunct at Queen's University, please provide the context and clearly explain your situation in the space below.

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### Teaching Load in the current Fiscal Year (May 1 – April 30)

I am teaching **more than one full course** (1.0) in total (maximum award of \$5000) / Fiscal year

I am teaching **one full-course (1.0) or less** in total (maximum award of \$2,500) / Fiscal year

I hereby apply for an award from the 2025-26 Adjunct Fund. Please check all appropriate box(s)

<input type="checkbox"/> <b>Research Grant</b> (see budget form 1)	<input type="checkbox"/> <b>Salary Stipend</b> (see budget form 2)
<b>Total amount requested:</b>	\$ _____ <b>CDN</b>

### Section 2 – Description of Project(s)

Provide a brief description (200 words max.) of the scholarly research and/or creative work and/or professional development project(s) to be undertaken or planned. Clearly outline the objective and methodology (as applicable) and expected outcomes.

In the space below, clearly state how your application supports your own scholarly research and/or creative work and/or professional development, and how it relates to your teaching responsibilities at Queen's.

If you are applying for a Research Grant and a Salary Stipend, you must complete both budget forms below.

### Section 3: Budget Form 1 – Application for a Research Grant (complete if applicable)

Type of Expense (include relevant dates/location)	Estimated Cost	Provide additional details/explanation
Location, Venue, dates etc.		
Transportation: (Air, train, car)		
Accommodation (of nights)		
Registration/Conference fees		
Meals		
Local transportation (taxi, bus)		

#### Other Expenses:

Rental costs		
Printing costs		
Equipment purchases (itemize below)		
Supplies (itemize below)		
<b>TOTAL</b>		

### Section 4: Budget Form 2 – Application for a Salary Stipend (complete if applicable)

Expected number of hours to complete your project times the hourly rate (Please use an hourly rate of \$52.00)  
\_\_\_\_\_ (# of Hours) x \$52.00 (hourly rate) = \$ \_\_\_\_\_

Provide a brief rationale for how this amount was determined.

## **Section 5: Curriculum Vitae**

Please include an up-to-date abbreviated curriculum vitae (3 pages max.) with your application. It should include education, work experience (including courses taught), and highlights of recent publications, especially those relevant to the proposed project.

## **Section 6: Research Ethics Board (REB) Approval**

If your project requires an ethics approval or other certifications, please ensure they are active. You **must** include a copy of your REB approval letter to [fro@queensu.ca](mailto:fro@queensu.ca) with your application or funds will be held until this REB approval letter is received.

## **Section 7: Previous ward(s) (if applicable) (please check box below)**

Adjunct Members who receive awards from the Adjunct Fund in the form of salary stipends shall submit a report to the Sub-committee of the JCAA on the progress or completion of their previous, scholarly research and/or creative work and/or professional development as set out in their application to the Fund.

- I HAVE COMPLETED** my scholarly research and/or creative work and/or professional development as described in my previous application.
- I AM STILL WORKING** on my scholarly research and/or creative work and/or professional development as described in my previous application.

Indicate what percentage of your work has been completed. \_\_\_\_\_ %

**Provide a brief description of your scholarly research and/or creative work and/or professional development project(s) that has been completed. If not yet completed, indicate what remains to be done and the anticipated timelines to completion.**

## **Section 8: Signatures and Approvals**

I am applying to the Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts), the “Adjunct Fund”, and hereby confirm that the application is complete and accurate.

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*Member's Signature*

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*Date*

**\*\*Applications not signed by Department Head/Assoc Dean/Dean (or designate) will not be processed\*\***

### **Departmental Review**

I confirm that the applicant is a QUFA bargaining unit member, holds an Adjunct appointment at Queen's University during the current academic term, and that the applicant's teaching load in the current Academic Year (see section 1) is correct.

Dept. Head/Assoc. Dean/Dean (or designate) name:

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*(Please print clearly and provide your position title. You may be contacted by the Committee members)*

Dept. Head/Assoc. Dean/Dean (or designate) name:

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*(Signature)*

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*Date*

**\*\*This application may require more than one signature if the applicant is teaching in multiple Units\*\***

Dept. Head/Assoc. Dean/Dean (or designate) name:

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*(Please print clearly and provide your position title. You may be contacted by the Committee members)*

Dept. Head/Assoc. Dean/Dean (or designate) name:

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*(Signature)*

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*Date*

**Direct all Adjunct Fund inquiries to the Faculty Relations general mailbox at [fro@queensu.ca](mailto:fro@queensu.ca)**

**Direct all TRAQ related questions to: TRAQ Help Desk at 613-533-6000 ext. 78426 or email [traq@queensu.ca](mailto:traq@queensu.ca)**