Queen's University and Queen's University Faculty Association

Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts)
Application Form (2025-26)

Guidelines

Follow the submission instructions carefully. Applications and supporting documents must be submitted electronically in **one (1) PDF file** to: FRO@queensu.ca. Any questions regarding this process should be directed to this email.

If you click on the link to the fillable pdf application form through the website to complete the form, it will not save the information. You must open the form and download it, or save to your computer, then complete and save and attach to your email to FRO.

Applications deadlines and deadlines for submission of receipts are:

Period*	***Application Deadline***	***Deadline for Submission of Receipts***
Spring/Summer Session (May 1 – August 30, 2025)	June 2, 2025	April 30, 2026
Fall Term (September 1 – December 31, 2025)	October 6, 2025	August 31, 2026
Winter Term (January 1 – April 30, 2026)	February 2, 2026	December31,2026

While applicants do not need to be teaching in the term in which they apply for the Adjunct Scholarly Fund, they **do need to hold an active QUFA bargaining unit Adjunct appointment for a period during the term that correlates with their application.*

Applications will only be accepted from Adjunct Members who are eligible, defined as follows ("eligible Adjunct Members"): as per Article 36.2.1 of the Collective Agreement, an applicant must be a member of the QUFA bargaining unit who holds a current appointment as a Term Adjunct or Continuing Adjunct; and, in accordance with Article 36.2.8, a Postdoctoral Fellow is not eligible to apply for funds while holding an appointment as a Postdoctoral Fellow at Queen's University**.**

The Adjunct Fund "provides support for scholarly and/or creative work and/or professional development undertaken by eligible Adjunct Members" (Article 36.2.1). The fund is administered by a sub-committee of the JCAA, the Adjunct Scholarly Research Fund Sub-Committee ("the Sub-Committee").

As per Articles 36.2.4 and 36.2.5, the Adjunct Fund shall be administered by the Sub-Committee to support as many deserving applications as possible received from eligible Adjunct Members, and the Sub-Committee shall give consideration to the relative merits of proposed applications and projects, and whether other sources of funding are available to applicants.

This fund is intended for Adjunct Faculty at Queen's who do not hold a tenured or tenure-track position at another university. Regarding other sources of funding, the Sub-Committee may prioritize applicants whose primary source of income is from Term and Continuing Adjunct appointments at Queen's University. . To be considered for an award, applicants who are eligible Adjunct Members, but whose primary source of income is not from Term or Continuing Adjunct appointments at Queen's University, they are invited to provide context and explain why they are applying for support from the Adjunct Fund when completing the Application Form.

This Fund does not support an applicant's pursuit of an academic qualification (e.g., a degree) or curriculum development activities.

Please note that, when funds requested exceed funds available, the Sub-Committee will give priority to applicants who will be presenting at a conference over those applicants that will simply attend a conference. It is important to describe your project and to clarify in your application what your role will be, as well as when and where the conference will occur.

Please submit only one (1) application, even if the request is for more than one project. If the project is a collaborative project and funding is sought for more than one eligible Adjunct Member, include a separate cover sheet for each applicant, clearly outline the role each collaborator will have and ensure that the budget estimate is linked to this role.

If there are extenuating circumstances such that an eligible Adjunct Member's project that receives an award from the Sub-Committee cannot be completed as described in their application and the recipient wishes to use the funds for a modified or a different project, they must submit a new proposal to request the Sub-committee's authorization for the change. Failure to request a project change prior to using the funds for a new proposal may result in disqualification from future applications.

Best efforts will be made to notify applicants of the JCAA Sub-committee's decision to award within one month following the application deadline.

Section 1: General Information

Complete all fields and check the appropriate boxes in the Application Form as they apply to you in order for the Sub-Committee members to consider your application.. Please ensure that you double check your application before submitting as it will not be checked by the Sub-Committee for completion following submission. Incomplete applications will not be considered.

Section 2 – Description of Project

Provide a brief description of your scholarly research and/or creative work and/or professional development project(s) to be undertaken. Box 2 is the applicant's opportunity to "sell" their application. Please ensure that your project relates to your teaching and/or research at Queen's University and that your application for funding is not in support of curriculum development activities.

If you are seeking funding to attend a conference, please make sure your description clarifies its name, date, and venue, and whether you intend to present (i.e. deliver a paper) at the venue or will simply attend the conference. Please indicate if you intend to undertake professional development by participating in a workshop.

Applicants should indicate whether they have other sources of funding available for the purposes for which they seek support from the Adjunct Fund, and if so, how that funding relates to the amount requested in their application.

Section 3 – Budget Form(s) – Research Grant

Research grants that are awarded are received through a research/professional development account. Claims for transportation, accommodation, registration fees, meals, etc. (often associated with conferences and workshops) must be submitted as a research grant.

A TRAQ # is **no longer required** at the time of submission. Once your application is approved, step-by-step instructions will be outlined in your decision letter and will then follow the electronic approval process.

If you intend to employ Research Assistants ("RAs"), please indicate the number of hours and rate per hour. Please note that RAs who are students at Queen's MUST be paid through Queen's payroll and paid the appropriate hourly rate. Queen's Graduate Students who are employed as RAs are part of the PSAC 901, Unit 1 bargaining unit, and their terms and conditions of employment are set out in the University's Collective Agreement with PSAC (Unit 1). .

As of **January 1, 2022**, Staff/faculty will not be reimbursed for personal funds they've used to make payments to individuals or payments for services provided such as honorariums, speaker fees, translations, etc. through ERS or acQuire, regardless of when the expense was incurred. No exceptions. Claims requesting reimbursement for these types of payments will be returned to the claimant. It is the responsibility of the claimant to request their money back from the third-party service provider and have the third-party service provider issue an invoice to Queen's University to be entered and paid through the acQuire system.

Please note that this does not affect payments to **Research Study Participants**, payments to **Indigenous Elders**, or payments for **Research Fieldwork Services Provided in Remote Areas**.

- For instructions on issuing cash, near-cash, or non-cash items to **Research Study Participants**, please refer to the Payments to Research Study Participants Procedure.

- For instructions on issuing cash, near-cash, or non-cash items to **Indigenous Elders**, please refer to the Payments to Indigenous Elders/Participants Procedure.

- For instructions on issuing cash, near-cash, or non-cash items for **Research Fieldwork Services provided in Remote Areas**, please refer to the Payment Form for Research Fieldwork Services Provided in Remote Areas (PDF fillable form).

It is recognized that for some research projects, there may be a requirement that payments to Research Study Participants (i.e., subject payments) be referred to as "Honorariums". When submitting these subject payments, please add a note to the claim indicating the honorariums are in fact subject payments.

For instructions on how to have third-party payments paid through acQuire, please contact acquire@queensu.ca

If you are unsure about whether you will be reimbursed for an expense, please review the Travel and Expense Reimbursement Policy and contact expenses@queensu.ca prior to using personal funds to make a payment.

Members applying for a research grant must include an itemized estimate of the intended use of the funds following Queen's University Travel and Reimbursement Policy which can be found at: https://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy.
Relevant dates must be included.

"Miscellaneous" is not an eligible expense. Books, computers, or membership fees for professional societies will not be reimbursed as an expense, unless the Member successfully makes a case for this (e.g., a book is not available in the library).

Eligible Adjunct Members applying for a combined stipend and research grant must complete both Budget Forms, and indicate the proportion of funds requested for each purpose.

For example, if a Member is eligible for a $2500 award and anticipates having receiptable travel expenditures for $600 and a stipend for research time of $1900, then the Member would apply for $600 in a Research Grant. It is usually more advantageous to a Member from a tax perspective to apply for a grant if it is anticipated that direct expenses can be supported by receipts (e.g., supplies, travel costs, conference fees).

Any funds remaining in accounts after the award deadline will be returned to the fund for redistribution.

Section 4 – Budget Form - Stipend

Salary Stipend: This amount is considered taxable income and a T4 slip will be issued to the awardee. An application for a stipend is most appropriate if a Member intends to conduct scholarly research or creative work that requires the Member's time rather than direct expenses supportable by receipts.

Section 5 – Curriculum Vitae

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

Section 6 – Research Ethics Board (REB)

All research studies involving human participants, both living and deceased require human ethics approval from the appropriate Research Ethics Board prior to the start of the project. See *http://www.queensu.ca/urs/research-ethics.* Applicants must confirm that such approval has been received or will be sought prior to the start of the project. A copy of the Research Ethics Board approval letter is required. Funds will be held until the REB approval letter is received by the Faculty Relations Office.

Section 7 – Previous Award(s)

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

Please contact FRO@queensu.ca for further information.

Section 8: Signatures and Approvals

Do not leave this section until the application deadline, as it can take some time to obtain the required signatures.