

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

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

### Application Form (2019 – 2020) Spring/Summer Session

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

#### **Submission Instructions:**

- Attach the completed application form and any supporting documents in **one (1) electronic file**, and email to [allana.balesdent@queensu.ca](mailto:allana.balesdent@queensu.ca).

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

Title	First Name	Last Name

Unit / Department	Employee ID

Queen's email	TRAQ number (See guidelines)
	7-digit number

#### **Check appropriate box**

<input type="checkbox"/> I am currently a QUFA member and have a Term Adjunct appointment at Queen's University during this academic term (May 1 – April 30).
<input type="checkbox"/> I am currently a QUFA member and have a Continuing Adjunct appointment at Queen's University during this academic term (May 1 – April 30).

#### **Teaching Load in the current academic year (May 1 – April 30).**

<input type="checkbox"/> I am teaching <b>more than one full-course (1.0)</b> in total (maximum award \$5,000)
<input type="checkbox"/> I am teaching <b>one full-course (1.0) or less</b> in total (maximum award \$2,500)

#### **I hereby apply for an award from the 2019-2020 Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts).**

<input type="checkbox"/> Salary Stipend for \$_____	<input type="checkbox"/> Research Grant for \$_____
<b>Total amount requested:</b>	\$_____

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

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

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

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

**Section 3: Budget Form 1 - Application for a Grant** *(complete if applicable)*

Type of Expense	Estimated Cost (\$ CDN)	Comments / Explanation
Location:		
Transportation: (air, train, car)		
Accommodation: (# of nights)		
Registration/Conference Fees:		
Meals:		
Local transport: (taxi, bus)		

**Other Expenses:**

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

**Section 4: Budget Form 2 - Application for a Stipend** *(complete if applicable)*

Expected number of hours to complete your project times the hourly rate (Please use an hourly rate of **\$51.00**)

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\_\_\_\_\_ (# of Hours)      x      \$51.00 (hourly rate)      =      \$ \_\_\_\_\_

Provide a rationale for how the amount was determined.

## **Section 5: Curriculum Vitae**

Please include an abbreviated curriculum vitae (3 pages maximum) 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 [allana.balesdent@queensu.ca](mailto:allana.balesdent@queensu.ca) with your application or funds will be held until this REB approval letter is received.

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

Adjunct Members who receive awards from the Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) shall submit a report to the Sub-committee of the JCAA on the progress or completion of their previous scholarly or creative work, or professional development as set out in their application to the Fund.

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

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

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

**IMPORTANT:**

Applications will **NOT** be checked for completeness and applications with missing information may not be processed.

**Section 8: Signatures and Approvals**

I am applying to the Fund for Scholarly Research and Creative Work and Professional Development and confirm that the application is complete and accurate.

Member's Signature

Date: YY / MM / DD

\_\_\_\_\_

\_\_\_\_\_

**\*\*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 member and has an adjunct appointment at Queen's University during the current academic term, and that the teaching load (shown in section 1) for this academic year is correct.

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

Date: YY / MM / DD

\_\_\_\_\_

*(Please print clearly – you may be contacted by the Committee members)*

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

\_\_\_\_\_

*(Signature)*

**\*\*\*This application may require more than one signature if teaching in multiple units\*\*\***

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

Date: YY / MM / DD

\_\_\_\_\_

*(Please print clearly – you may be contacted by the Committee members)*

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

\_\_\_\_\_

*(Signature)*

Direct all application inquiries to Allana Balesdent at [allana.balesdent@queensu.ca](mailto:allana.balesdent@queensu.ca) or 613-533-6000, ext. 79532.

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