

Queen's University

University Research Grant Program for Faculty Members and Professional Librarians  
Application Form

Please refer to the [application guidelines](#) and [Revenue Canada Agency Income Tax Folio S1-F2-C3](#).

All applications must be approved by Department Head, Faculty Dean and University Research Services.

This application is for: Non-Sabbatical University Research Grant

Sabbatical University Research Grant

I. PERSONAL INFORMATION

\_\_\_\_\_  
Name Employee No. Rank

\_\_\_\_\_  
Department Faculty E-mail & Tel No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## II. PROPOSED RESEARCH

Title of Project: \_\_\_\_\_

Location(s) of Research: \_\_\_\_\_

Period of Grant: \_\_\_\_\_ Date Starting: \_\_\_\_\_ Date Ending: \_\_\_\_\_

Monthly Deductions to be effected for the Period

Date Starting: \_\_\_\_\_ Date Ending: \_\_\_\_\_

You may apply for a grant covering the current year and/or the following calendar year. Note: if the grant is requested in one lump sum payment, this amount will appear on a T4A for that calendar year. The grant will be issued by direct deposit with the monthly payroll (maximum one installment per taxation year).

Total Amount Requested by Calendar Year:

\$ \_\_\_\_\_ in (year) \_\_\_\_\_ \$ \_\_\_\_\_ in (year) \_\_\_\_\_

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Please indicate if the following are required. Attach approval forms where applicable.

Human Ethics Review:            No    Yes            If yes, status \_\_\_\_\_

Attach sheet for research involving human subjects

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Biohazards Review:            No    Yes            If yes, status            Level of Containment: \_\_\_\_\_

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Animal Care Review:            No    Yes            If yes, status            Protocol #: \_\_\_\_\_

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**For non-sabbatical applicant:** Describe the research project, indicating the nature of the inquiry and the methods of investigation you propose to use. (add maximum 2 pages)

**For sabbatical applicant:** Attach your approved program of research and budget justification.

### III. PROPOSED BUDGET

Human Resources      Research Assistants  
                                 Clerical Assistants  
                                 Others (Please Specify)

Travel                    Accommodation  
                                 Travel

Equipment

Supplies & Materials

Others (please specify)

**TOTAL REQUESTED:**

A detailed justification of the individual elements of this budget in relation to the proposed research program must be given on one appended page. Include, if known, names of personnel, period of employment, and payment rate. Add details of travel, equipment, supplies and materials, and any other research expenditures.

### IV. CERTIFICATION OF DEPARTMENT AND DEAN OF FACULTY:

**I have reviewed this proposal, and I am satisfied that:**

- a) the University will benefit from this research activity;
- b) the activity is timely and appropriate for the field of interest of the researcher;
- c) the amounts requested in the budget appear reasonable and justifiable, and
- d) amount does not exceed 40% of salary for non-sabbaticant or not exceed 80% of salary for sabbaticant

**I recommend that this grant application be approved**

_____	_____	_____
Signature of Department Head	Department	Date
_____	_____	_____
Signature of Dean	Faculty	Date

**V. CERTIFICATION OF DIRECTOR OF UNIVERSITY RESEARCH SERVICES:**

This application has been reviewed and approved by the Director of University Research Services.

\_\_\_\_\_  
\_ Director of University Research Services Signature

\_\_\_\_\_  
Date

**REPORTING:** All awardees must submit a brief progress report within 3 months of the end of the award period to University Research Services and their Faculty Dean.

The personal information collected on this form is collected under the authority of the Queen's Royal Charter of 1841, as amended. The information collected will form part of the records held at University Research Services and the appropriate Faculty Office. It will be used for the administration of this research funding program. Information used for external reports will be limited to information that is already in the public domain or as requested from Canada Customs and Revenue Agency, Income Tax Rulings Directorate. If you have any questions or concerns about the information collected please contact University Research Services, Queen's University at 613-533-6081.