Lunch and Learn
Faculty Sabbaticals
and other Leaves

Bev Seibel
Office of the Vice-President Academic & Provost
AGENDA

- Types of Leaves

- Forms
  i. Request for Leave of Absence
  ii. Request for a Sabbatical Leave to be Taken Early

- Sabbatical Salary Enhancement Table

- The Approval Process and Information

- The Distribution Process

- Cancellations and Changes

- Sample Calculation
TYPE OF LEAVES

There are 6 types of leaves:

1. **Regular Sabbatical Leave** – 6 months after 6 years of full-time service @100% salary

2. **Regular Sabbatical Leave** – 12 months after 6 years of full-time service @85% salary
   - Can be topped up with remaining service credit or administrative credit using the sabbatical salary enhancement table.

3. **Special Early Sabbatical Leave** – 6 months after 3 years of full-time service @100% salary
   - Only for probationary appointments
   - This is a one-time only leave meant to be used to prepare for tenure.

4. **Early Sabbatical Leave** – 6 months after 3 years of full-time service @85% salary
   - This sabbatical can only be topped up with administrative credit using the sabbatical salary table.
   - If a faculty member has enough service credit for a regular sabbatical, they should choose option 1 or 2 above.

5. **Administrative Leave** – 4 months after 4 years administrative service @100% salary
   - This can only be taken once in a faculty member’s career.
   - Administrative credit is earned by only those in administrative roles of Chair and above.

6. **Unpaid Leave** – Per Policy 3, Section 4 – “Requests from faculty members for periods of up to one year will be considered on an individual basis”
   - Not reported to Board
   - After the Provost approves the Unpaid Leave, a letter is generated. Two copies are sent to the candidate, the bottom portion of the letter includes a statement regarding the travel accident insurance. This portion must be completed and one of the letters returned to the Provost office by the faculty member as soon as possible.
   - In exceptional cases, a leave without pay may be renewed for a second year.
• All leaves must start on the 1st of the Month, (e.g. May 1).

• Sabbatical and Administrative Leaves must be reported and receive final approval by the Board of Governors.

• Applications should reach the Vice-President Academic & Provost office four months prior to expected commencement date of the leave.

• Service credit can be borrowed from a future sabbatical, but only a maximum of 2 months is allowed. A request for Sabbatical Leave to be Taken Early form must be filled out and submitted with the sabbatical application.

• Per Policy 3, Note 2: “Although only those in professorial ranks are eligible to apply for sabbatical leave, in determining eligibility and service credit, the calculation should normally include one-half the regular credit for up to four years of service as a full-time UW Lecturer. Such credit is to be applied to an individual’s first sabbatical leave only.”

• A maximum of 3 years’ service credit can be carried forward for a future leave.

• If sabbatical credit is given at time of first appointment, it must be used towards their first sabbatical. Maximum credit is 2 years and only for senior hires.
REQUEST FOR LEAVE OF ABSENCE - NOTES

1. Name of Applicant
2. Department or School
3. Current Rank
4. Current Appointment Type
5. Rank when first appointed at the University of Waterloo
6. Start date of first appointment – refer to actual signed offer letter in case of changes
7. List all past leaves taken, if this is a first leave request, leave blank
   - Maternity and/or sick leaves do not need to be recorded as service credit continues to accrue while on these leaves.
   - If not a first sabbatical leave, the provost office will use the letter generated after the Board approved their previous sabbatical. From here we will confirm the last service dates, service credit and/or administrative credit.
8. Current request for leave (Refer to page 2 for Types of Leaves). start and end dates (e.g. May 1, 2014) and salary arrangements.
   - Salary arrangement will be 85%, 100% or varies depending upon salary or administrative top-up. (refer to Page 4 – Sabbatical Salary Enhancement Table)
   - Must refer to their area of research
10. Accrued Administration credit – If administrative credit has been accrued due to administrative appointment of chair or above and the applicant will be using some or all of this credit to enhance their salary, please include details of the appointment and the dates of the appointment.
11. Service and administrative credit remaining after completion of current sabbatical requested.
12. Signatures of applicant, department chair or school director and faculty dean must be obtained prior to being sent to the provost office.
   - Incomplete forms will be returned to the Dean’s office.

IMPORTANT NOTE: Sabbaticals are conditional upon approval from the Board of Governors.
Plan for Sabbatical Leave - planned scholarly activities

- Full description of sabbatical plans
- You can attach a separate document if you wish

Declaration of outside employment or fellowship

- One of these boxes must be checked off or it will be returned to the Dean’s office.
- Signature of the applicant is required.

Report on previous sabbatical

- Additional pages submitted from the applicant can be attached.

Graduate Student Supervision – Applicant’s Department or School

- This section need only be completed if applicant has students that will require continued supervision while the applicant is on sabbatical leave.
- Please note that the Provost Office is not responsible for this portion of the application, nor for the distribution of signed copies. However, the form must be included in the sabbatical application package.

Applicant’s Name

Sabbatical start and end dates

Student’s Name

Faculty Member delegated to supervise student in applicant’s absence.

Signature of delegated supervisor

Remarks if any.

Signature of applicant’s supervisor.

Signature of the Department Graduate Officer

NOTE: Page 4-10 refers to the Research Grants Program. If applying for a research grant it must be submitted with the sabbatical application. Page 4-6 are for information only.

Complete pages 7-9 per instructions

Signatures are required from the Department Chair or School Director and the Faculty Dean.

If applying for a Non-Leave Research Grant, a signature is required by the Research Committee.
REQUEST FOR A SABBATICAL LEAVE TO BE TAKEN EARLY - NOTES

1. Name of Applicant
2. Faculty
3. Department or School
4. Date of proposed sabbatical – Sabbatical start date and end date
5. # of months they wish to borrow
6. # of months they wish to borrow from future full-time service
   - When a faculty member returns from sabbatical they will not accrue service credit until the borrowed time has been made up.
7. Signed and dated by Faculty Member, Chair/Director and Dean.

This form must be included with the Sabbatical application when submitted.
## SABBATICAL SALARY ENHANCEMENT TABLE

### Regular Sabbatical Leaves (12 months)

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<th>12</th>
<th>Monthly/Years</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>85 6 years</td>
</tr>
<tr>
<td>85.7</td>
<td>86.4</td>
<td>87.1</td>
<td>87.8</td>
<td>88.5</td>
<td>89.2</td>
<td>89.9</td>
<td>90.6</td>
<td>91.3</td>
<td>91.9</td>
<td>92.6</td>
<td>93.3</td>
<td>7 years</td>
<td></td>
</tr>
<tr>
<td>94.0</td>
<td>94.7</td>
<td>95.4</td>
<td>96.1</td>
<td>96.8</td>
<td>97.5</td>
<td>98.2</td>
<td>98.9</td>
<td>99.6</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td>7 years 10 months</td>
</tr>
</tbody>
</table>

**NOTE:** 1 year, 10 months credit ([service or admin](#)) required to enhance salary to 100% for 12 month leave.

### Early Sabbatical Leave (6 months)

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<th>5</th>
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<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Monthly/Years</th>
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<td></td>
<td>85</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>86.4</td>
<td>87.8</td>
<td>89.2</td>
<td>90.6</td>
<td>91.9</td>
<td>93.3</td>
<td>94.7</td>
<td>96.1</td>
<td>97.5</td>
<td>98.9</td>
<td>100</td>
<td></td>
<td></td>
<td>3 years 11 months</td>
</tr>
</tbody>
</table>

**NOTE:** 11 months credit ([admin](#)) required to enhance salary to 100% for “early” (6 month) leave.

Any remaining service credit (up to a maximum of 3 years), and/or administrative credit (no limit) will be carried forward to be used on a future sabbatical.
Applications for leave must be made in writing to the Department Chair and approved by the Faculty Dean and the Vice-President, Academic & Provost.

Applications should reach the Provost at least **four months** prior to the expected commencement date of the leave. (See Policy 3).

All Sabbatical and Administrative Leaves require the approval of the Board of Governors and are part of the President’s Report to the Board.

*The Vice-President Academic and Provost does not have final approval.*

<table>
<thead>
<tr>
<th>2017 Board of Governors Meetings</th>
<th>February 7</th>
<th>April 4</th>
<th>June 6</th>
<th>October 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Board of Governors Meetings</td>
<td>February 6</td>
<td>April 3</td>
<td>June 5</td>
<td>October 30</td>
</tr>
<tr>
<td>2019 Board of Governors Meetings</td>
<td>February 5</td>
<td>April 2</td>
<td>June 4</td>
<td>October 29</td>
</tr>
<tr>
<td>2020 Board of Governors Meetings</td>
<td>February 4</td>
<td>April 7</td>
<td>June 2</td>
<td>October 27</td>
</tr>
</tbody>
</table>
**THE DISTRIBUTION PROCESS**

The Provost office distributes the approved Request for Leave of Absence form as follows:

<table>
<thead>
<tr>
<th></th>
<th>Applicant</th>
<th>HR/Payroll (original)</th>
<th>Office of Research</th>
<th>Graduate Studies Office</th>
<th>Dean</th>
<th>Chair</th>
<th>Provost Faculty File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Page 2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Page 3</td>
<td>Distributed by the departments to the Department and Faculty Graduate offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

After Board approval, a letter from the Provost is sent to the Applicant confirming their request for leave, with e-mail copies sent to Human Resources and the Faculty Dean. A copy of the letter and the original sabbatical application will be returned to the Department. An electronic copy is kept for the Provost Office Files.

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**University of Waterloo Research Grant Program**

<table>
<thead>
<tr>
<th>Page 4 - 6</th>
<th>These pages are for information only; do not submit with the application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 7</td>
<td>Yes</td>
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<tr>
<td>Page 8</td>
<td>Yes</td>
</tr>
<tr>
<td>Page 9</td>
<td>Yes</td>
</tr>
<tr>
<td>Page 10</td>
<td>Yes</td>
</tr>
</tbody>
</table>
CANCELLATIONS AND CHANGES

From time to time sabbaticals are cancelled or delayed affecting the dates and service credit calculations. All cancellations and changes must go to the Board for approval.

- When a sabbatical is cancelled, you must take a copy of the first page of the original sabbatical and using a red pen mark CANCELLED across the page.

- When a sabbatical is changed, you must take a copy of the first page of the original sabbatical and indicate REVISED at the top and the changed dates. The sabbatical will need to be recalculated for service and administration credits as well.

- The form will need to be signed or initialed again by the applicant, chair, faculty dean and provost.

- Changes to previously approved sabbaticals will be submitted on the next report to Board for re-approval.

- Please keep in mind that the application will need to be redistributed to everyone as per the distribution process. It is important to note that if the individual is receiving less than 100% of their salary during this time-frame (ex. 85%), Human Resources will need to make adjustments as soon as possible.

- Once approval is received from the Board we will re-issue a letter confirming the changes.

- The provost office must receive the form requesting the changes before the start date of an individuals requested leave.
IMPORTANT WEBSITES

Policy 3 – Sabbatical and Other Leaves for Faculty Members

http://waterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-3

Lunch and Learn Website

http://uwaterloo.ca/provost/staff-lunch-learn-sessions

Future Lunch and Learn sessions will be posted on our website when the dates have been finalized.

Forms

http://uwaterloo.ca/provost/forms-templates
# REQUEST FOR LEAVE OF ABSENCE
IN ACCORDANCE WITH POLICY #3 ON LEAVES OF ABSENCE FOR FACULTY MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Bradley Cooper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Psychology</td>
</tr>
<tr>
<td>Rank</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>X Tenured [ ] Probationary [ ] Definite Term</td>
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</table>

First Appointed at University of Waterloo:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Assistant Professor</th>
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<tbody>
<tr>
<td>Date</td>
<td>August 1, 2000</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Type</th>
<th>From</th>
<th>To</th>
<th>Salary Arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sabbatical</td>
<td>August 1, 2009</td>
<td>July 31, 2010</td>
<td>85%</td>
</tr>
</tbody>
</table>

Current Request for Leave: (if leave is to be combined with non-teaching terms, specify non-teaching term dates below as well as leave dates.)

<table>
<thead>
<tr>
<th>Type</th>
<th>From</th>
<th>To</th>
<th>Salary Arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sabbatical</td>
<td>August 1, 2015</td>
<td>July 31, 2016</td>
<td>85%</td>
</tr>
</tbody>
</table>

Outline of Leave for inclusion on the report to Board of Governors and Daily Bulletin highlighting your area of research (60 words max.)

I plan to finish several research papers regarding the social environment and intrinsic tradition of bachelor parties, both outcomes and effects. My goal will be to show how traditional culture can lead to the need for following group behaviour.

If the current request is partially based on credit for time spent in an administrative position, please specify post and dates:

n/a

Service/Administrative Credit remaining: (for office use only)

1 year service credit

Please attach: curriculum vitae;
Please fill out page 2 or attach: a detailed outline of your planned scholarly activities for your leave; a declaration of any outside employment or fellowship to be held during a paid leave; a report on outcomes of previous sabbatical leave (if applicable);
Please complete: Graduate Student Supervision During Leave of Absence form (attached); application for Sabbatical Research Grant, if applicable (attached).

Signature of Requestor: ___________________________ Date: ___________________________

Department Chair: ___________________________ Date: ___________________________

Faculty Dean: ___________________________ Date: ___________________________

VP Academic/Provost: ___________________________ Date: ___________________________

This sabbatical is conditional upon approval from the Board of Governors

Copies: Provost, HR/Payroll, Office of Research, Dean, Chair, GSO, Applicant
April 2014
LETTER FROM PREVIOUS LEAVE

June 8, 2016

Professor Bradley Cooper
Department of Psychology
Faculty of Arts
University of Waterloo

Dear Professor Cooper,

At its meeting on June 7, 2016, the Board of Governors approved a one-year sabbatical leave for you effective August 1, 2009 to July 31, 2010, at 85% salary.

At the conclusion of your leave you will have two years of service credit remaining, which may be applied towards a future sabbatical leave.

May I take this opportunity to wish you a productive and enjoyable sabbatical.

Yours sincerely,

Ian Orchard
Vice-President Academic and Provost

Copy: Vice-President Academic and Provost
Dean
Department Records
Human Resources

Enclosure
CALCULATIONS:

Applicant – Professor Bradley Cooper

2 years’ service credit carry forward from previous sabbatical using the letter from the previous leave

August 1, 2010 to July 31, 2011
August 1, 2011 to July 31, 2012
August 1, 2012 to July 31, 2013
August 1, 2013 to July 31, 2014
August 1, 2014 to July 31, 2015

5 years + 2 years carry forward = 7 years of service credit

7 years’ service credit
- 6 years required for a regular one-year sabbatical at 85%

= 1 year of service credit remaining, which may be applied towards a future sabbatical leave, or used to enhance salary.
REQUEST FOR LEAVE OF ABSENCE  
IN ACCORDANCE WITH POLICY #3 ON LEAVES OF ABSENCE FOR FACULTY MEMBERS

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<th>Name:</th>
<th>1</th>
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<tr>
<td>Department:</td>
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<tr>
<td>Rank:</td>
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<tr>
<td>Tenured</td>
<td>□</td>
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<tr>
<td>Probationary</td>
<td>□</td>
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</table>

First Appointed at University of Waterloo:

| Rank: | 5 |
| Date: | 6 |

Record of Past Leaves:

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<thead>
<tr>
<th>Type</th>
<th>From</th>
<th>To</th>
<th>Salary Arrangement</th>
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Current Request for Leave: (if leave is to be combined with non-teaching terms, specify non-teaching term dates below as well as leave dates.)

<table>
<thead>
<tr>
<th>Type</th>
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<th>To</th>
<th>Salary Arrangement</th>
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Outline of Leave for inclusion on the report to Board of Governors and Daily Bulletin highlighting your area of research (60 words max.)

Outline of Leave

If the current request is partially based on credit for time spent in an administrative position, please specify post and dates:

Service/ Administrative Credit remaining:

Please attach: curriculum vitae;
Please fill out page 2 or attach: a detailed outline of your planned scholarly activities for your leave; a declaration of any outside employment or fellowship to be held during a paid leave; a report on outcomes of previous sabbatical leave (if applicable);
Please complete: Graduate Student Supervision During Leave of Absence form (attached); application for Sabbatical Research Grant, if applicable (attached).

Signature of Requestor: ___________________________ Date: ___________________________

Department Chair: ___________________________ Date: ___________________________

Faculty Dean: ___________________________ Date: ___________________________

VP Academic/Provost: ___________________________ Date: ___________________________

This sabbatical is conditional upon approval from the Board of Governors

Copies: Provost, HR/Payroll, Office of Research, Dean, Chair, GSO, Applicant
June 2016
### PLAN FOR SABBATICAL LEAVE

**Planned scholarly activities:** *(who is involved; what is your research project; when will you be away; why you are performing the research; where you will do your research)*

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**Declaration of outside employment or fellowships:**

- [ ] I will not be receiving any funding from outside employment or fellowships during my sabbatical
- [ ] I will receive outside funding *(please provide a brief explanation)*

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**Report on previous sabbatical leave:** *(what research did you do; where did you do it; grants applied for and awarded; publications arising from your research)*

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</table>
GRADUATE STUDENT SUPERVISION DURING LEAVE OF ABSENCE  
FACULTY OF <include your faculty here>

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT’S NAME:</td>
<td>17</td>
</tr>
</tbody>
</table>

During my proposed leave of absence

<table>
<thead>
<tr>
<th>From:</th>
<th>18</th>
<th>To:</th>
</tr>
</thead>
</table>

I have made the following arrangements for my graduate students:

<table>
<thead>
<tr>
<th>Student’s Name: (Please print)</th>
<th>19</th>
<th>Delegated Supervisor: (Please print)</th>
<th>20</th>
</tr>
</thead>
</table>

__________________________
Signature of Delegated Supervisor

<table>
<thead>
<tr>
<th>Student’s Name: (Please print)</th>
<th>19</th>
<th>Delegated Supervisor: (Please print)</th>
</tr>
</thead>
</table>

__________________________
Signature of Delegated Supervisor

<table>
<thead>
<tr>
<th>Student’s Name: (Please print)</th>
<th>19</th>
<th>Delegated Supervisor: (Please print)</th>
</tr>
</thead>
</table>

__________________________
Signature of Delegated Supervisor

REMARKS:

__________________________
Signature of Supervisor Proceeding on Leave

APPROVED BY:

__________________________
Signature of Department Graduate Officer

Copy: Faculty Associate Dean for Graduate Studies
UNIVERSITY OF WATERLOO RESEARCH GRANTS PROGRAM

A faculty member who wishes to perform research during a designated period, including a period when on leave with pay, may be eligible for the University of Waterloo Research Grants Program. The research grants are provided in lieu of regular salary.

A faculty member applying for a Research Grant must complete 6 sets of the research grant application form and submit it with appropriate approvals to the Payroll section of Human Resources. The application will be subject to peer review and approval prior to amounts being paid.

Revenue Canada has attached conditions for determining the eligibility of a research grant application as follows:

1. Paragraph 20-23 of Interpretation Bulletin IT-75R4 produced by Revenue Canada indicates:

   "For purposes of paragraph 56(1) (0) (of the Income Tax Act), research must involve a critical or scientific inquiry having for its aim the discovery of new facts and their correct interpretation or their practical applications. It does not include research carried out for the sake of acquiring the experience or skill of conducting research, as may be the case of research carried out by undergraduate students. In order for a grant to be considered a research grant, the primary purpose of the grant is the carrying out of Research".

2. The University will benefit from the research.

3. The activity is timely and appropriate for the field of interest of the researcher.

4. The amounts requested appear reasonable and justifiable.

Approved grants will be paid with regular monthly salary payments. The grant payment will be treated as T4A income for tax purposes and will not, therefore, have income tax deducted by the University. The grant payment will qualify for University Pension, Group Life Insurance and Long Term Disability Insurance coverage but Canada Pension Plan and Unemployment Insurance coverage will be based on the salary portion only of the monthly payment. It is the responsibility of the grant holder to claim eligible research expenses as a deduction against the T4-A grant income when filing the annual tax return.

Non-leave grants after approved are sent directly to the Human Resources department. Application forms and guidelines are available from Departmental Secretary's or the Payroll section of Human Resources.

Applications for grants while on research leave are approved during the sabbatical approval process.

If you have any questions or require additional information, please contact Ljiljana Skobo, Human Resources, extension 37580.
**Program Description:**

This program permits, under certain conditions, a researcher to receive a research grant in lieu of salary, through a mechanism which includes peer review. The grant may be used for all the purposes of a grant-in-aid of research, except salary for the principal investigator. This program covers only research activities and is not intended to cover projects directed at teaching or the development of teaching related skills.

Once the research grant has been awarded, the funds are no longer considered to be salary but constitute a research grant which is subject to the regulations of the program and the research-related policies of the University.

Grants awarded under this program are considered as taxable income. However, the grant payment will be treated as T4A income for tax purposes and accordingly, no income tax will be deducted by the University. The award recipient is responsible for reporting the income to Revenue Canada and declaring against it eligible expenditures.

Faculty members either full-time or part-time, who wish to perform research during any academic year, including a year when on research leave, may be eligible.

**For Non-Leave Grants applications may be submitted directly to Human Resources.** The process of reviewing Research Grant applications and completing financial arrangements can be a lengthy one and therefore this application form should be submitted to the Payroll Supervisor, for a deadline which leaves two months between the deadline and the date on which the Grant is needed.

Research Grants for Research Leave periods (Sabbaticals) are approved during the sabbatical approval process.

Please note that according to Revenue Canada, research grant-related expenses must be incurred in the same calendar year in which the research grant is received in order to be deductible from the grant. In some cases, research expenses may be incurred in the year immediately preceding or immediately after the year in which the grant is received; please see the attached Revenue Canada Taxation Bulletin IT-75R4, paragraph 30, for further details. Applicants should bear these matters in mind when applying.

In completing the application, researchers should provide a description of the research activity which is sufficiently detailed for a determination to be made as to the reasonableness of the proposed expenditures in the context of the research to be carried out.

All applications must be approved by the Chairman of the Department and the Dean which is responsible for the payment of salary to the researcher.

Applications for Sabbatical Research Leave Grants also require approval of the Vice-President Academic and Provost.

In the case of a faculty member on research leave, the maximum grant will be determined by the leave salary of the applicant. The total grant requested should allow for at least 20% of the applicant’s regular 100% salary to be retained to be paid in the usual manner, in order to maintain University benefits coverage.
In the case of a faculty member not on research leave, the amount of the research grant should be reasonably commensurate with the value of the reduction in the non-specific research component of the faculty member’s normal responsibilities. Awards to non-leave applicants should not exceed 50% of annual salary.

The University will not make any alteration to salary payments already made to the applicant at the time of approval of the award; hence, the grant applied for may not be larger than the amount of unpaid salary less benefits remaining in the calendar year for non-leave applicants, or in the leave period for leave applicants, at the time of approval.

The researcher will be informed by letter of the result of the deliberations. Once an award is made, the documents will be forwarded to the Payroll Department for processing. The amount of the research grant will be reflected as a reduction in the researcher’s salary and will be reported on an income tax T4A slip. Thus, under this program the researcher’s total payment will be divided into two components: 1) salary and 2) research grant.

The grant will be paid in equal installments included with the regular monthly salary payment.

Travel costs will be allowable for purposes essential to the research outlined. According to Revenue Canada guidelines, researchers may claim only their own expenses of traveling between their home in Canada and the place at which they sojourn (temporarily reside) while engaged in research work provided that such travel is essential to the research. Traveling expenses of spouses and children may not be claimed. Researchers are not permitted to claim their own personal and living expenses, including meals and lodging, while sojourning (temporarily residing) in a place to engage in research.

However, researchers are entitled to claim expenses for meals and lodging, but excluding any personal living expenses, while on brief field trips in connection with their research. Personal moving expenses are not allowable under the program. Note particularly paragraphs 30-35 of the Revenue Canada Taxation Bulletin IT-75R4, attached.

Please note that although the University approves a Research Grant, 1) the question of the deductibility of expenses for income tax purposes must be in accordance with Revenue Canada regulations and such deductions should be claimed when the researcher files his or her personal income tax return; and 2) any questions with respect to the eligibility of expense deductions must be resolved between the researcher and Revenue Canada. The researcher solely is responsible for any additional income tax which may become payable as a result thereof. The researcher is not required to submit an accounting for these funds to the University; but since it is the responsibility of the researcher to support claims for deductions to Revenue Canada, researchers should keep detailed records of research expenditures. The University is not in a position to offer any more detailed tax information than that which is contained in Revenue Canada Interpretation Bulletin IT-75R4, nor will the University assist the faculty member in the presentation of a case to Revenue Canada. Any questions about taxation regulations should be referred directly to Revenue Canada or to an external Tax advisor.

If at any time during the term for which the Grant has been made, the grantee ceases to be a member of the University and his or her salary ceases, the grant arrangement will terminate and salary and the grant amount are to be reconciled between the investigator and the University.
A. BASIC INFORMATION

1. Indicate the Term of Research Leave Granted:

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<th>Starting</th>
<th>Ending</th>
<th>Number of Months</th>
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2. Title of Research Project:


3. Location of Research (Please name principal building or site where the research will be performed, for example, a college, hospital, main campus, or site in the Arctic):


4. Total Amount Requested:


Please note that T4A slips will be issued for the taxation year in which the installment payment is received, not the date on which the Payroll department receives the Research Grant Payment Form. (Installments will be included in the normal salary payments). See particularly section 30 of Revenue Canada Bulletin IT-75R4, attached for further information.
B. DESCRIPTION OF PROPOSED RESEARCH

Please give a description of the research objectives and procedures and a justification of the budget items listed under Section C and the choice of location(s), if any. Please note that the purpose and objects of the expenditures proposed must be warranted in the context of the research outlined. Applications that do not provide sufficient information will be returned.

Copies: Human Resources, Dean, Chair, Applicant
C. BUDGET

The purpose and objects of the expenditures proposed must be warranted in the context of the research proposed. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR ADDITIONAL INFORMATION.** Please refer to the Revenue Canada Bulletin IT-75R4, for information regarding allowable research expenses.

**PERSONNEL**

<table>
<thead>
<tr>
<th>Name, position, and qualifications</th>
<th>Rate Per Annum</th>
<th>Hours /Week</th>
<th>Calc. Rate</th>
<th>Fringe Benefits</th>
<th>Estimated Expenses</th>
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**TOTAL FOR PERSONNEL** $

**TRAVEL AND RELATED COSTS FOR PRINCIPAL INVESTIGATOR** essential to research program (expense for sojourning and for spouse and family are not allowable)

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<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Travel Mode</th>
<th>Related Costs</th>
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**TOTAL FOR TRAVEL** $

**EQUIPMENT** (list specific items)

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**TOTAL FOR EQUIPMENT** $

**SUPPLIES** (list specific items)

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<th>Description</th>
<th>Unit Cost</th>
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**TOTAL FOR SUPPLIES** $

**OTHER EXPENSES** (be specific)

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<th>Description</th>
<th>Unit Cost</th>
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**TOTAL FOR OTHER EXPENSES** $

**TOTAL FUNDS REQUESTED** $

(Enter this amount on page 6, item 4)

Copies: Human Resources, Dean, Chair, Applicant
D.  RECOMMENDATION OF DEPARTMENT CHAIR AND DEAN

I have reviewed this proposal and am satisfied that:

(1) The University will benefit from this research activity
(2) The activity is timely and appropriate for the field of interest of the researcher
(3) The amounts requested in the budget appear reasonable and justifiable
(4) The amount of the grant requested is equal to or less than the amount of salary less benefits left to be paid to the applicant in the calendar year/leave period; grants to faculty members on research leave, at least 20% of the applicant’s normal salary must be retained as salary in order to cover employee benefit costs.

This proposal has my support and approval.

Date  Department  Department Chair

Date  Faculty Dean

Date  V-P, Academic & Provost

Comments:

Research Committee Approval  Date

*1 Required for Sabbatical Research Leave only
*2 Required for Non-Leave Research only

Copies: Human Resources, Dean, Chair, Applicant
REQUEST FOR A SABBATICAL LEAVE TO BE TAKEN EARLY

NAME: ________________________________________________________________________________

FACULTY: ________________________________________________________________________________

DEPARTMENT/SCHOOL: _______________________________________________________________________

Date of Proposed Sabbatical: __________________________________________________________________

I understand that the above-noted leave is being granted a full _____ months prior to my being eligible to receive it, and agree that the first _____ months of service thereafter will count as service to qualify for that leave, and not as service to be counted towards any subsequent leave.

______________________________________  ________________
Applicant (Signature)                      Date

______________________________________  ________________
Chair/Director (Signature)                 Date

______________________________________  ________________
Dean (Signature)                          Date

(January 2009)