

## Documentation Form

# School of Graduate Studies Future Departmental Baseline Commitments to External Grant Applications

### **Guidelines:**

Some HSS departments have a policy of allowing faculty members to request approval for future commitments from SGS departmental baseline budgets to support graduate student stipend expenditures as part of external funding applications. These amounts may be used as **cash commitments** in the funding proposal budgets.

Departmental Baselines are awarded by SGS to individual departments to support their graduate programs. The policies and procedures regarding the allocation of these baselines vary by department, including with respect to potential commitments towards grant proposals.

Any funds committed to individual grant proposals are drawn from each department's allocated baseline.

Graduate students supported under externally funded projects must meet the Guidelines for the Awarding of SGS Fellowships and Graduate Student Support ([http://www.mun.ca/sgs/support\\_guidelines.pdf](http://www.mun.ca/sgs/support_guidelines.pdf)).

The purpose of this form is two-fold:

1. to document a future commitment from a departmental baseline at the time of grant proposal submission - this documentation is required by HSS and RGCS for administrative and compliance reviews;
2. to assist the faculty member and their department with the future tracking of grant and departmental baseline budget and planning.

### **Steps in documenting a baseline commitment for a grant proposal**

- 1) As researchers begin to design their proposal's budget, they should discuss with their Department Head and/or Graduate Officer the departmental policies and procedures with respect to future baseline commitments towards grant proposals. If such commitments are possible, they should also discuss the possibility of securing such support for their particular grant proposal.
- 2) Once a commitment has been confirmed by the Head and/or Graduate Officer, the faculty member should fill out the following chart and obtain the Head's signature (below).
  - a. Please be sure to fill out the chart below based on academic years. These totals may then need to be adjusted to be incorporated into your proposal depending on your proposal's budget dates.
- 3) After obtaining the Head's signature, scan and e-mail this document to Carol Sullivan, Manager of Fellowships and Awards, SGS ([carol@mun.ca](mailto:carol@mun.ca)), cc'ing your Department Head and/or Graduate Office and the HSS Grants Facilitator.

### **Post-Award**

By requesting this support, the faculty member agrees, post-award, to confirm with their Department and Carol Sullivan in SGS, if the grant has been approved. The researcher also agrees to communicate with their Department's Administrative Staff when they expect the grant to begin so the Department can anticipate the pre-committed funds and track expenditures.

## 1. Applicant

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**Name:**

**Department:**

**Telephone:**

**Email:**

**Project Role:** Principal Investigator

Co-Applicant

*If you are a Co-Applicant, provide the PI and their affiliation below:*

**Principal Investigator:**

**Memorial Department/Faculty or External Institution:**

## 2. Proposed Project Summary

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**Project Title:**

**Start Date (MM/YYYY):**

**End Date (MM/YYYY):**

**Funding Agency:**

**Grant/Program Name (please provide web link if available):**

**Total Amount Requested from Funding Agency:**

## 3. Baseline Confirmation per Academic Year

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If additional students are needed, please complete a second document

	Year 1	Year 2	Year 3	Year 4	Year 5	Total/ Student
<b>Academic Year</b> (e.g. 2018-19)						
<b>MA1 Total Baseline Support</b> (per year)						
<b>MA2 Total Baseline Support</b> (per year)						
<b>MA3 Total Baseline Support</b> (per year)						
<b>PhD1 Total Baseline Support</b> (per year)						
<b>PhD2 Total Baseline Support</b> (per year)						
<b>PhD3 Total Baseline Support</b> (per year)						
<b>TOTAL FUNDING</b> committed to project (per year)						

#### 4. Effects on Existing Student Funding

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**\*\*For Department Head/Graduate Officer:** If you have any questions regarding your Department’s baseline funding, please contact Carol Sullivan ([carol@mun.ca](mailto:carol@mun.ca), 864-3425). Before approving this commitment, please describe how baseline funding would be affected for the above MA and PhD students who receive major external scholarships including, but not limited to, Tri-Council scholarships/fellowships. Please tick which option your department will use for each student and, if applicable, explain details:

MA Students

The department will:

*(please check as needed, explain multiple selections in comments box below)*

remove baseline altogether.

allow the student(s) to keep the full baseline funding.

keep a portion of the baseline up to the amount, as explained below.

Comments:

PhD Students

The department will:

*(please check as needed, explain multiple selections in comments box below)*

remove baseline altogether.

allow the student(s) to keep the full baseline funding.

keep a portion of the baseline up to the amount, as explained below.

Comments:

#### 5. Signatures

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**Applicant:**

**Date:**

**Department Head:**

**Date:**

**SGS Officer:**

**Date:**