

**Request and Documentation Form**

# Departmental Baseline & President's Doctoral Student Investment Fund (PDSIF) Commitments to Research Funding Proposals

*See end of form for instructions and submission procedures*

## 1. HSS Applicant

**Name:**

**Department:**

**Email:**

**Project Role:** Principal Applicant

Co-Applicant

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

**Principal Applicant:**

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

## 2. Proposed Project

**Project Title:**

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

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

**Funding Agency & Program:**

**ROMEO / Researcher Portal ID:**

**Total Amount Requested from Funding Agency:**

## 3. Amounts per Academic Year and Totals

*If additional students are needed, please use a spreadsheet (XLS) and print and attach it to this form. Annual baseline amounts should be confirmed with the departmental Graduate Officer or Head. SGS has set MA baseline at \$8,000/yr and PhD at \$14,000/yr for 4 years max; departmental baselines may differ. PDSIF amounts are currently set at \$7,500/year.*

**Baseline for MA / PhD Students**

Totals / Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total / Student
Academic Year (e.g. 2022-23):							
MA1 Baseline:							
MA2 Baseline:							
MA3 Baseline:							
PhD1 Baseline:							
PhD2 Baseline:							
Total Baseline:							

## President's Doctoral Student Investment Fund

Totals / Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Academic Year (e.g. 2022-23):							
PhD1:							

## 4. Effects on Existing Student Funding

*\*\*For Department Head/Graduate Officer: If you have any questions regarding your Department's baseline funding or PDSIF, please contact Elizabeth Simms ([elizabeth.simms@mun.ca](mailto:elizabeth.simms@mun.ca)). 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.*

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.

(For PhD Students only) follow the plan as explained below if PDSIF is awarded

**Comments:**

## 5. Declaration and Signatures

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

**Applicant:**

**Date:**

Department

*Heads or delegates: please review within the context of your department. Questions can be addressed to either the SGS Officer or an HSS GFO as required.*

**Head or delegate:**

**Date:**

School of Graduate Studies

**Officer:**

**Date:**

## Instructions and Submission Procedures

### ***When to use this form:***

- To request and document Memorial's support for a cash commitment of departmental School of Graduate Studies (SGS) baseline funding and the President's Doctoral Student Investment Fund (PDSIF) funding, which is provided to departments for HSS-based graduate students. This commitment must be used for student stipends where the student is working on a research project funded by a grant, contract, or agreement.
- The purpose of this form is three-fold:
  1. To request a baseline and / or PDSIF commitment towards a research grant application for HSS-based graduate students;
  2. To document a future commitment from a departmental baseline at the time of grant proposal submission;
  3. To assist the faculty member and their department with the future tracking of grant and baseline budget and planning.

### ***Who completes this form:***

- HSS Applicants or Co-applicants only.
- HSS Approvers/Signatories for this form are Department Heads or delegates and the SGS Manager of Fellowships and Awards.

### ***Submission procedures for this form:***

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 form, sign it, and obtain the Head or delegate's signature.
  - o Please be sure to fill out the chart 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.
  - o The Head or delegate must complete section 4 and sign.
3. After obtaining departmental signature, e-mail this document to Elizabeth Simms, Manager, Planning and Strategic Operations, SGS ([elizabeth.simms@mun.ca](mailto:elizabeth.simms@mun.ca)) to request signature, cc'ing your Department Head and/or Graduate Officer and the HSS Grants Facilitation Officer (GFO) handling your file: Heather C. O'Brien ([HSSResearchAdmin@mun.ca](mailto:HSSResearchAdmin@mun.ca) 864-8603) or Matthew Milner ([HSSResearchGrants@mun.ca](mailto:HSSResearchGrants@mun.ca) 864-8050).
4. Once the form is fully signed, attach it to the Principal Applicant's Memorial Researcher Portal (RP) file associated with the grant proposal. In the rare case, if the grant proposal is not going through the RP, submit this completed form by emailing it to the GFO handling your file.
5. The above submission procedure must be completed by the HSS internal deadline for the funding opportunity as posted in HSS's Research Funding Tracker.

### ***Additional guidelines:***

- If an HSS department allows faculty members to request future commitments from SGS departmental baseline budgets to support HSS-based graduate student stipend expenditures as part of external funding applications, these baseline amounts may be used as confirmed cash commitments in funding proposal budgets.
- The HSS Dean's Office encourages faculty to use the grant budget to top-up baseline totals so the stipend matches, at minimum, that of a Tri-Agency Fellowship. HSS has created a Baseline & Stipends Budget Help document with additional information and guidance.
- Departmental Baselines are awarded by SGS to individual departments to support their graduate programs. Practices regarding the allocation of these baselines vary by department.
- Graduate students supported under externally funded projects must meet the Guidelines for the Awarding of SGS Fellowships and Graduate Student Support.
- The President's Doctoral Student Investment Fund (PDSIF) is available to support doctoral student stipends in projects lead by tenure-track faculty members in the first three years of their appointment. Contact SGS for more information.