**Application Form**

# Course Releases to Support Proposals
# for Major External Funding

*See end of form for instructions and submission procedures*

## 1. HSS Applicant

**Name:**

**Department:**                                    **Email:**

**Project Role:**   Principal Applicant          Co-Applicant                    Other

## 2. Proposed Project and Team Summary

**Project title:**

**Start date** (MM/YYYY)**:**                          **End date** (MM/YYYY)**:**

**Funding agency & Program:**

**ROMEO / RP ID:**

*If you are not the PI, provide the PI's name and their affiliation:*

      **Principal Investigator/Applicant:**

      **Memorial Department/Faculty or external institution:**

**Project summary:** *350 characters [c. 50 words] max*

Project team composition

| Role in Project | Anticipated Number | Role | Anticipated Number |
|---|---|---|---|
| Co-applicants | | Partner institutions/ organizations/etc. | |
| Collaborators | | | |
| Trainees *RAs, Students, Postdocs* | | Others | |

| Financial Totals | Total (in $) |
|---|---|
| **Total requested from sponsor or agency**<br>*This figure should be the total that the is being requested from the funding agency, NOT including cash/in-kind contributions.* | |
| **Total amount to be administered at Memorial/HSS**<br>*This includes transfers from external grants or amounts which will remain at Memorial and in HSS once funds have been transferred to other participants. Attach a budget and budget justification or correspondence that clearly outline these amounts.* | |
| **Total value of cash / in-kind contributions from all sources (if applicable)**<br>*This figure should include all confirmed and anticipated cash/in-kind contributions.* | |

## 3. Request Rationale

**Link(s) between the project, HSS's research themes, and Memorial's strategic research themes** (1800 characters [c. 250 words])**:**

**In relation to this project, please outline your specific responsibilities, e.g. supervision of staff, RAs or students, budgetary responsibilities, event planning, etc., for the requested course release semester(s)** (1800 characters [c. 250 words]):
*Attach a draft proposal or correspondence that clearly outlines your role and responsibilities.*

## 4. Current Banked Time and Other Forms of Course Release

**Provide your current banked time balance:**

**If you have any other approved course releases (over the course of this project) such as 3.26, sabbatical or administrative leave, etc., please provide details** (max 50 words)**:**

**Indicate how much of your current or upcoming course releases or leave will be used towards this project:**

**Indicate how much of your current or upcoming course releases or leave will be used towards other projects during the time-frame of this request:**

**If banked time, course releases or leaves will *not* be used towards this project, please provide a rationale** (max 50 words)**:**

## 5. Sponsor Buy-Outs

*A buy-out is when an external sponsor provides funding to cover the costs of releasing a researcher from teaching a course that would normally part of their regular teaching load in order to carry out the research activities outlined in a funded research project.*

**Are buy-outs an eligible expense for this sponsor?**          yes          no

**If yes, provide:**
- **the number of course buy-outs requested in the budget:**
- **the total funding allocated in the project budget for your buy-outs (in $):**

**Indicate in the chart below the semesters in which you anticipate using the course releases, and the total number of buy-outs vs HSS course releases you are requesting.**

## 6. Course Release Request Details

**Total # of Course Releases Requested for this Project:**

|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|---|---|---|---|---|---|---|
| **Academic Semester(s)** (e.g. F2025, W2026, etc.) |  |  |  |  |  |  |  |
| **# buy-outs per year sponsor will cover** |  |  |  |  |  |  |  |
| **# releases requested from HSS per year** |  |  |  |  |  |  |  |

## 7. Signatures

**Applicant:**                                                         **Date:**

*I confirm that this application signals departmental approval for the applicant to be released from the course(s) listed above. I understand that assessments of potential arrangements for replacement teaching (PCI or term appointments) will be addressed as part of the overall review of teaching plans in each relevant academic year if the funding is awarded.*

*Heads or delegates please review within the context of your department. Questions can be addressed to an HSS Grant Facilitator or the Associate Dean (Research), as required.*

**Head or delegate:**                                                 **Date:**

## 8. HSS Dean's Office

**Total Number of Releases Approved:**

**Comments or Conditions:**

**Dean's Office:**                                                    **Date:**

## Instructions and Submission Procedures

*When to use this form:*
- To request course release(s) for HSS Principal Applicants (PAs) or Co-Applicants (CAs) involved in externally funded research project applications where the level of participation is demonstrated to be sufficient to need a release and the sponsor does not allow buy-outs;
- Or, to request course release(s) for HSS Principal Applicants (PAs) or Co-Applicants (CAs) in cases where the funding agency allows buy-outs for teaching releases.

*Who completes this form:*
- HSS PAs or CAs *only*.
- HSS Approvers/Signatories for this form are Department Heads or delegates and the HSS Dean or Associate Deans.

*Submission procedures for this form:*
1. Course release requests should normally be *submitted well in advance* (6 weeks recommended) of the HSS internal deadline for the relevant competition. The HSS Research Funding Tracker provides submission information, including HSS internal deadlines.
2. Submit the completed form by first emailing it to the Grants Facilitation Officer (GFO) handling your file: Heather C. O'Brien (HSSResearchAdmin@mun.ca 864-8603) or Matthew Milner (HSSResearchGrants@mun.ca 864-8050). Revisions may be requested or suggested. Also email a current draft of the grant proposal (including description of your role if you are not the PI) and a draft budget and budget justification. The draft budget (or any correspondence from the PI) should outline total funds to be spent at Memorial.
3. Once reviewed, the applicant then requests departmental signature.
4. The GFO will email the signed form to the Dean's Office for consideration.
5. The form will be signed and returned; this form then constitutes the documentation confirming the release(s).

*Additional guidelines*
- Course release applications are carefully assessed by Department Heads and the Dean's Office, taking into consideration several factors including, but not limited to, the following criteria in relation to the project:
  o The level of funding to be administered by HSS (typically ~$200,000);
  o Significance or role of the faculty member to project objectives and when the required responsibilities and tasks of the faculty member are critical to the grant's success;
  o A strong fit with strategic research priorities of Memorial University (e.g. Memorial's Strategic Research Themes, HSS's Strategic Plan and Research Themes);
  o Duration of the grant, typically a minimum of two years;
  o Following a successful PG-Stage 1 application (or equivalent program) to enable time to prepare for the full application.
- Note that approved course releases for research-funded projects may not be banked nor paid-out. In addition, they *must* be used during the term of the project for which funds have been awarded.
- This form is not the appropriate means for seeking adjustment of teaching load *following* successful research applications, or as a means of addressing research workload through aggregation of multiple successful funding awards. Such concerns should be addressed to a Department Head.
- This form provides approval for an in-kind contribution of faculty time in the form of a release from teaching duties *only*. Therefore, this contribution does not guarantee or provide cash funding to a unit to address implications of releases to program or unit course offerings (e.g. it does not confirm a replacement hire).
- The valuation of one (1) release is $8,700 for a Tri-Agency grant (the average cost of replacement by a Per-Course Instructor), or $11,000 for other funding agencies (totals may vary, however, based on funding agency policies).
- Course releases must be noted in the grant application as a confirmed contribution on behalf of HSS.
- The timeline for releases noted in Section 4 is prospective; if funding is awarded, actualizing any approved releases must form part of a unit's teaching plan.
- This form does *not* approve or relate to requests for: teaching remissions per Article 3.25 of the MUNFA Collective Agreement or the use of course equivalencies (i.e. banked time) in relation to the HSS Equivalencies Policies. For other course release approvals, please do *not* use this form and instead speak to your Department Head.