

**Request Form**  
**For Major External Funding Proposals:**  
**Request for Cash Support from the HSS Dean’s Office and/or the**  
**Office of the Vice-President (Research)**

*See end of form for instructions and submission procedures*

**1. HSS Applicant & Role**

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**Name:**

**Department:**

**Email:**

**Project role:**    Principal Applicant (PI)

Co-Applicant (CoA)

Other

**2. Proposed Project and Team Summary**

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**Project title:**

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

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

**Funding agency & program:**

**ROMEO / RP ID:**

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

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

**Principal Investigator/Applicant:**

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

Project team composition

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





## 8. Signatures

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**Applicant:**

**Date:**

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

**Head (or delegate):**

**Date:**

**Dean (or delegate):**

**Date:**

**Comments regarding HSS support indicated in Section 6, above (if applicable):**

## Instructions and Submission Procedures

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

- 1) For HSS faculty members requesting cash contributions to leverage major, external research grants or agreements, from the HSS Dean's Office (DO) and the Office of the Vice-President (Research) (OVPR).

***Who completes this form:***

- 2) HSS Principal Applicants or Co-Applicants *only*.
- 3) HSS Approvers/Signatories for this form are the applicant, Department Heads (or delegates), and HSS Dean's Office. Note that the OVPR will email their approval/response.

***Submission procedure for this form:***

- 1) Requests *should 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 Cash Request form by emailing it to the 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). The GFO will review and may request or suggest revisions.
- 3) Once reviewed and revised, the applicant requests departmental signature.
- 4) Next, begin a Memorial [Researcher Portal](#) (RP) file and add the GFOs as team members. An RIS Grants and/or Contracts officer will be assigned to your file. Relevant documents such as the project proposal, project budget, Agreement in Principle, and a draft OVPR Letter of Support (if applicable), must be uploaded to the RP. For grants with Principal Investigators external to Memorial, also include documentation confirming the totals to be transferred to Memorial.
- 5) The GFO will submit the form to the DO; the DO will sign the form and then forward it to the OVPR if cash is being requested from that office. The OVPR will review the request by also referring to the documents in the RP file.
- 6) Confirmation of cash contributions will be communicated to the faculty member via email from each office; the form along with these emails form the back-up documentation required to confirm the cash contribution.

***Additional guidelines:***

- The DO only must submit cash requests to the OVPR and can do so only after consideration of its own contribution to the project following review by Department Heads.
- OVPR funding may be committed up to 10% of the total amount that is anticipated to be received and spent at Memorial, if the application is successful.
- Applicants are expected to pursue additional internal and external options to secure matching support (cash and/or in-kind) *before* using this form. See HSS's [Cash and In-kind Contributions Guide](#) for more information.
- Requests for [baseline](#) (as cash contribution), [course releases](#), or [additional space](#) (as in-kind contributions) are not requested through this form. Please contact the GFO handling your file with questions and to obtain the correct form.