

**Research Training Recognition Fund Application Form**

Faculty are encouraged to work closely with their Chairs and departmental workload committees to make sure the work release can be accommodated during the semester requested. Following the Chair’s approval, a request should be submitted to the divisional Dean, including a brief statement from the applicant indicating how the fund will provide significant enhanced training opportunities for the applicant’s students.

If the Dean approves the request, the approved application must be forwarded to the Research and Graduate Studies office. The approved application should include the faculty member’s request, including a statement on how the fund will provide enhanced research training; a statement from the Chair, confirming support for the application and that the workload release can be accommodated; and a statement from the Dean recommending the application, assessing the level of student research training, and indicating the level of divisional support.

**Please Note**: The time release must take place in the semester requested and approved. Releases cannot be deferred.

**Eligibility Criteria**: Must hold a multi-year Tri-Agency research grant (as Principal Investigator); must make a commitment to significant student research training.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Tri-Agency Grant Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Grant Begins: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Requested for one-section release (e.g., Winter 20XX): \_\_\_\_\_\_\_\_\_\_\_

Have you held a RTRF Award before? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you received previous time release for this grant? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Statement from Applicant on Student Research Training:** Please offer a detailed explanation of how the one-section release will enable you to provide *enhanced* student training for those students involved in your grant:

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement from Department Chair**: Please confirm that the Department supports the application and is able to accommodate the workload reallocation in the semester requested:

Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement from Dean**: Please indicate whether the application has decanal approval and support: this statement should be based upon the applicant’s proposal and assess the opportunity for enhanced student research training as ***high, moderate, or low***; also please indicate the level divisional support committed, including both matching funds available and in-kind support:

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note:** Approved applications must be signed and forwarded to the Research and Graduate Studies office, where they will be reviewed to ensure that student training proposed is consistent with the research training objectives outlined in the Tri-Agency recommendations for Highly Qualified Personnel (HQP). Eligible applications will be peer reviewed by an adjudication sub-committee of the Senate Research Committee. Up to $7000 may be made available to the division to cover sessional replacement expenses; divisions able to contribute matching funds for research training recognition will increase the total annual fund available, with the understanding that the number of awards available each year is subject to available funding.

**Evaluation Criteria:** Must meet eligibility requirements and have departmental support. The quality of the research training proposed must be at least moderate or higher. In cases where the number of applications exceeds the annual funding available, preference will be given to (1) those applicants who have not previously received time release for their current grant, and to (2) those applications receiving strong divisional support.

Meets Eligibility Requirements: Yes - No

Departmental Support: Yes - No

Divisional Support: high - moderate - low

Quality of Student Research Training Experience

Proposed: high - moderate – low