



THOMPSON RIVERS UNIVERSITY

Research Training Recognition Fund Application Form

Please submit the completed form in Romeo

Faculty are encouraged to work closely with their Chairs and departmental workload committees to ensure 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 justification for time required for student training and 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 submitted in [Romeo](#).

The approved application must include the faculty member's request, including a justification for time required and indicating how the fund will provide enhanced research training; a confirmation 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.

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.

Please note: Incomplete or hand-written applications and applications not using Romeo RTRF Application form will not be adjudicated.

SECTION 1

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: _____ (If "yes" please indicate the semester and year, e.g. Fall 20XX or Winter 20XX): _____

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

If yes, please confirm dates of previous release: _____

Applicant's justification of time required for enhanced student research training: Please provide a detailed explanation of time required and how the one-section release will enable you to provide *enhanced* student research training. This must include an account of the number of student research assistants receiving training, and a description of the tasks to be performed and skills acquired by research assistants. Please refer to the [SSHRC Guidelines for Effective Research Training](#), and the [NSERC Guidelines on Contribution to the Training of Highly Qualified Personnel](#) for more information.

Applicant Signature: _____

SECTION 2

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

Chair Signature: _____ Print Name: _____

SECTION 3

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

Dean Signature: _____ Print Name: _____

Select one: **high** **moderate** **low**

Matching Funds Available:

Cash: **Yes** **No** If Yes: \$ _____

Please Note: Approved applications must be signed and submitted in [Romeo](#). Eligible applications will be peer reviewed by an adjudication sub-committee of the Senate Research Committee to ensure that student training proposed is consistent with the research training objectives outlined in the Tri-Agency guidelines for student training (links provided above). Up to \$7,900 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.

**FOR ADJUDICATION PURPOSES ONLY –
FACULTY, CHAIRS, DEANS DO NOT COMPLETE SECTION BELOW**

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
Justification of Time Required and Quality of Student Research Training Experience:	high	moderate	low