

## **Application to Reduce Salary for a Research Grant, According to DFA Clause 32.15**

**This application applies to the following program: Application to reduce salary for a research grant, based on DFA Clause 32.15, which states that DFA members who are not on leave may apply for a research grant of up to one year's duration.**

### Instructions:

1. Submit the completed form through the ROMEO Researcher Portal. Applications must be received by the Office of Research Services a minimum of three weeks prior to the first day of the month for which the award is designated.
  - a. Select and complete the Investigator Checklist, and upload the form to the Attachments tab.
  - b. Departmental and Faculty approval is required to confirm that the proposed budget aligns with research plans.
  
2. Complete the form and budget table below.
  - a. Dalhousie Financial Services policies apply to the research costs. Please refer to the Canada Revenue Agency for Income Tax related information (as per **Income Tax Folio S1-F2-C3**).
  - b. Please note that certifications must be in place at the time of application, as applicable.

### Application to Reduce Salary for a Research Grant, DFA Clause 32.15

<b>NAME:</b>		<b>EMPLOYEE #:</b>	B00
<b>Position:</b>		<b>Email:</b>	
<b>DEPARTMENT:</b>		<b>Faculty:</b>	
<b>PERIOD OF LEAVE:</b>		<b>Post Retirement? (Yes/No)</b>	

<b>SHORT DESCRIPTION OF RESEARCH PROJECT PLANNED:</b>

<b>BUDGET</b>	
a) <b>Research salary and benefits/research stipend for trainees:</b>	\$
b) <b>Equipment/Computers/Software:</b>	\$
c) <b>Research Travel:</b>	\$
d) <b>Living Allowance:</b>	\$
e) <b>Miscellaneous expenses</b> (e.g. printing, photocopying, telephone & internet, stationery & office supplies):	\$
f) <b>Other</b> (Please specify):	\$
<b>TOTAL:</b>	\$

Please Note: The Research Grant will be paid without deductions for tax unless the member provides specific direction to deduct taxes at source. Do you wish taxes to be deducted from your research grant?

- Yes
- No

<b>Please Note: Clause 32.15 states that a "Research Grant in lieu of salary shall not be less than \$1,000.00 for any month and shall not exceed 50% of the salary that would otherwise be applicable in a calendar year".</b>	
a) <b>Total amount requested to be paid as a research grant</b>	\$
b) <b>Amount to be paid per month</b>	\$
c) <b>Start Date</b>	
d) <b>End Date</b>	