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Notes

- Please consider the [Canada Revenue Agency Income Tax Folio S1-F2-C3](#) changes prior to applying.
- Any required certifications must be in place at the time of application.
- Submit this form through the [ROMEO Researcher Portal](#). Select and complete the Investigator Checklist, and upload the form to the Attachments tab.

**Supplemental Sabbatical/Special Leave Grant
Leave Remuneration Paid as a Research
Grant Supplemental Educational Leave Grant**

**APPLICATION FOR: (choose all for which you are applying). Application must be type written.
If the deadline falls on a weekend or holiday, it will move to the next business day.**

- Supplemental Sabbatical/Special Leave Grant: DFA Collective Agreement Article 30.22 DEADLINE – APRIL 15
- **Leave Remunerations paid as a Research Grant: DFA Article 30.28(b) DEADLINE – APRIL 15 AND SEPTEMBER 30
- Supplemental Educational Leave Grant: DFA Article 30.32(f) *INSTRUCTORS ONLY* DEADLINE – APRIL 15
- **Leave Remunerations paid as a Research Grant: DFA 30.32(i) *INSTRUCTORS ONLY* DEADLINE – APRIL 15 AND SEPTEMBER 30

IMPORTANT NOTE: When reviewing this application the Committee on Research Development will work with the information provided and will NOT seek information or clarification from the applicant.

NAME:		EMPLOYEE #:	B00
RANK:		TELEPHONE:	
DEPARTMENT:		EMAIL:	
PERIOD OF LEAVE:			

SHORT TITLE OF RESEARCH/STUDY PROJECT PLANNED:

IF TAKING LEAVE REMUNERATION AS A RESEARCH GRANT INDICATE ANY SPECIAL PAYMENT/PAYROLL INSTRUCTIONS (ARTICLES 30.28(b) and 30.32(i)):

DESCRIPTION OF THE RESEARCH PROJECT:

DESCRIBE THE RESEARCH PROJECT, ACTIVITIES, AND THE SCHOLARLY GOAL THAT THIS RESEARCH AIMS TO ACHIEVE (NOT TO EXCEED ONE PAGE).

BUDGET

- Dalhousie Financial Services policies apply to the research costs.
- Refer to the [Canada Revenue Agency Income Tax Folio S1-F2-C3](#) for Income Tax related information.

NOTE: The average value of a six month Supplemental Sabbatical/Special Leave Grant over the past three years has been approximately \$5,000.

BUDGET SUMMARY:	
a) Research Assistance: (typically \$14 - \$20 per hour; approximate fringe benefits costs: less than 50% full-time equivalent for less than 8 months - 10.5%; greater than 50% full-time equivalent for more than 8 months -15.71%)	\$
b) Equipment/Computers/Software: Quotes are required for single item purchases in excess of \$1,000.	\$
c) Research Travel: A detailed budget must be included below. Provide an estimate for air fares (only economy airfare permitted). Dalhousie's Travel Policy rules apply.	\$
d) Living Allowance: Provide details in section below.	\$
e) Miscellaneous expenses: (e.g. printing, photocopying, telephone & internet, stationery & office supplies)	\$
f) Other (specify):	\$
TOTAL:	\$

BUDGET DETAIL:

PROVIDE DETAIL FOR EACH BUDGET ITEM AND EXPLAIN HOW IT WILL HELP ACHIEVE THE PROJECT GOAL:

FULLY EXPLAIN THE CONTRIBUTION TO THE RESEARCH PROJECT OF ALL TRAVEL BY DETAILING LOCATIONS, INSTITUTIONS AND INDIVIDUALS TO BE VISITED, AND THE REASONS FOR AND DURATION OF EACH VISIT:

REPORT EXTERNAL GRANT SUPPORT FOR LEAVE OR FOR THIS RESEARCH (CIHR, NSERC, SSHRC, ETC.) (PER ARTICLE 30.22 & 30.32(f):

GRANTING AGENCY	NAME OF GRANT	AMOUNT

REPORT ANTICIPATED EXTERNAL EARNINGS OTHER THAN THOSE ABOVE. DO NOT INCLUDE EARNINGS FROM EXTRA PROFESSIONAL ACTIVITIES (PLEASE WRITE "NONE". OR "NOT APPLICABLE" FOR THOSE ITEMS THAT DO NOT APPLY):

SOURCE OF INCOME	SERVICES THIS PAYS FOR	PERIOD COVERED	AMOUNT ANTICIPATED