

Self-Funded Research Grant Program Application

- Applicants are reminded to review the [Self-Funded Research Grant Program Guidelines, on the Office of Faculty & Academic Life webpage](#), carefully.
- Once complete and fully-signed, applications are to be submitted to the Chair or Dean for approval; please **do not** create or submit via the University's My Research Application (MRA) system.
- A complete application consists of Sections A, C, and D filled in and duly signed, and the text attachments described in Section B.

Section A: Applicant & Project Information

Applicant Name	
Personnel Number	
Department, Faculty	
Appointment Type (e.g. Assistant Professor, etc.)	
Email address	
Research Project Title	
Research Grant Amount (cannot exceed 25% of gross salary for the grant period)	

Section B: Text Attachments

Research Project Description, 1-2 pages

Provide a project description that includes your project's:

- Scope,
- Objectives,
- Research plan / methodology,
- Work completed, in progress, and to be undertaken with these funds (if awarded).

Budget Justification, 1-2 pages

Provide a proposed budget justification for the amount you are requesting as a research grant, identifying the anticipated costs and the rationale for incurring them. For example, explain the amount allocated for travel (if applicable), and why it is necessary and how you have determined the travel portion of the budget. The committee will be examining the extent to which the proposed budget is warranted in the context of the research proposed.

Curriculum Vitae

Attach the most recent version of your CV using one of the Tri-Agency format-based CVs (NSERC, SSHRC, or CIHR).

Section C: Application Information

Please complete **one** of the following applications:

1. Leave Application

2. Non-Leave Application

1. Leave Application

Choose **one of two** conditions below:

I will be on Approved Research Leave

I am currently on Research Leave

Start Date	
End Date	

Payment Options (Choose one of the following)

Monthly (start from July, or January), **or**

One instalment (for grants that fall within one taxation year) to be paid in calendar year, **or**

\$

Two instalments (for grants that span two taxation years) to be paid in calendar years.

\$

Taxation Year(s)	Amount to be Paid
	\$
	\$

***Note: the payment date for a Leave Application cannot be after the end of the final leave year.**

2. Non-Leave Application

A. Current Annual Salary Amount	\$
B. Percentage of FTE Reduction (**)	%
C. Reduced Salary Amount (C =A x B)	\$

****Salary and Pension services are reduced accordingly.**

Payment Options (Choose one of the following)

Monthly (start from July, or January), **or**

One instalment (for grants that fall within one taxation year) to be paid in calendar year:

\$

Taxation Year	Amount to be Paid
	\$

Section D: Declarations and Signatures

The application is deemed incomplete if the applicant and their Chair / Dean do not affix their signatures to this Application.

Applicant Signature

Date	
Signature	

Declaration: By signing this application, I am confirming that I have read the [Self-Funded Research Grant Program Guidelines, on the Office of Faculty & Academic Life webpage](#), and have completed this application in compliance with those guidelines. I understand that if an award is made and a portion of salary is converted to a research grant that the University of Toronto will not deduct income tax from that portion of my salary. I am solely responsible for reporting such income and eligible expenses to the Canada Revenue Agency.

Applicant's Chair / Dean Signature

Date	
Signature	

Declaration: By signing this application, I am confirming that the applicant is proposing to undertake research that is different from the type of research work ordinarily expected to be performed by the applicant in their employment with the University. If appropriate, a reduction in the time the applicant will direct toward their regular University research has been arranged to reflect the reduction in salary in order that they can pursue the proposed research independently.