

## APPLICATION FOR RESEARCH GRANT IN LIEU OF SALARY

**PLEASE NOTE:**

An application must be complete with required signatures, research information, and a detailed budget before it will be considered by the research committee of your College. Please submit the application to the Dean's Office in your College. Be sure to include an updated C.V. Deadline for applications shall be November 1 for research programs commencing January 1 and May 1 for research programs commencing July 1. A faculty member cannot be awarded two research grants in lieu of salary for the same (concurrent or overlapping) period.

**LATE APPLICATIONS CANNOT BE CONSIDERED.**

**Part 1**

Given Name

Surname

Position/Rank

Department

College

Title of Research Project:

Location(s) of Research:

Amount of Request:

Other Information:

Date:

Signature of Applicant:

**Part II (A): DESCRIPTION OF PROPOSED RESEARCH**

(Use additional pages if necessary)

Please give a description of the research objectives, procedures and a justification of the budget items and the choice of location(s). If the work involves human or animal subjects, attach approval from the appropriate ethics review body. Applications that do not provide sufficient information will be returned.

**PART II (B): INDICATE HOW THE RESEARCH DIFFERS FROM WHAT IS EXPECTED AS PART OF YOUR NORMAL DUTIES**

**PART III: BUDGET**

Please explain budget items in detail and enter justifications in **DESCRIPTION OF PROPOSED RESEARCH** section. **INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR ADDITIONAL INFORMATION.** Please refer to the Canada Revenue Agency Folio S1-F2-C3, for information regarding allowable research expenses. The normal maximum award is \$10,000 for a six-month period and \$15,000 for a twelve-month period. Applicants may request a greater amount if justified by the research program.

**PERSONNEL**

(A) Name, Position, and qualifications	(B) Rate per annum	(C) Hours per week	(D) Calc. rate	(E) Fringe benefits	(F) Estimated Expense
--	--------------------------	--------------------------	----------------------	---------------------------	-----------------------------

TOTAL FOR PERSONNEL \$ \_\_\_\_\_

**TRAVEL AND RELATED COSTS FOR PRINCIPAL INVESTIGATOR** essential to research program (expenses for sojourning and for spouse and family are not allowable)

Location(s)	Duration	Mode of Travel	Fare	Related Costs
-------------	----------	----------------	------	---------------

TOTAL FOR TRAVEL \$ \_\_\_\_\_

**EQUIPMENT** (list specific items) purchase, rental or lease

Quantity	Description	Unit Cost \$
----------	-------------	-----------------

TOTAL FOR EQUIPMENT \$ \_\_\_\_\_

**SUPPLIES** (list specific items)

Quantity	Description	Unit Cost \$
----------	-------------	-----------------

TOTAL FOR SUPPLIES \$ \_\_\_\_\_

**OTHER EXPENSES** (be specific)

Description	Unit Cost \$
-------------	-----------------

TOTAL FOR OTHER EXPENSES \$ \_\_\_\_\_

**TOTAL FUNDS REQUESTED** \$ \_\_\_\_\_

**PART IV: CERTIFICATION OF CHAIR OF DEPARTMENT/ASSOCIATE DEAN RESEARCH**

I have reviewed this proposal and I am satisfied that:

- (1) the University will benefit from this research activity;
- (2) the activity is timely and appropriate for the field of interest of the research;
- (3) the amounts requested in the budget appear reasonable and justifiable (PLEASE REVIEW THE BUDGET CAREFULLY);

**I confirm that in the case of faculty members not on research leave, the amount of the research grant is reasonably commensurate with the value of the reduction in the non-specific research (and/or teaching activities) component of the faculty member's normal responsibilities, as expected under the terms of the employment.**

This proposal has my support and approval.

\_\_\_\_\_

Date

\_\_\_\_\_

Department Head

\_\_\_\_\_

Dean

**APPROVED APPLICATIONS SHOULD BE FORWARDED TO THE OFFICE OF THE VICE PROVOST  
FACULTY RELATIONS**

## General Information

1. **What is a research grant in lieu of salary?** It is a designation of part of the applicant's salary as a research grant for an acceptable research project. No additional funds exchange between the University and the applicant. The successful applicant receives a larger net salary because less income tax is deducted.
2. **How does it work?** When a research grant in lieu of salary is approved, the grantee will receive a higher net salary prorated over the leave period (six or twelve months). At the end of the calendar year, the Payroll Services will issue a "T4A" notice, indicating the amount of the salary that was approved as a "research" grant. Grant awards that fall over two calendar years (i.e., July through June) may be reported over two years for income tax purposes (it will depend on the period that the research is carried out).
3. **What does the successful applicant do with the "T4A" notice?** The T4A notice is attached to the income tax form and the amount is recorded under the other income "for research". The amount of the research grant reported on the T4A is reported on the researchers tax return under other income net of allowable research expenditures. If a paper copy of the researcher's personal income tax return is filed, the T4A can be attached; a copy of the T4A should be retained in the event that the Canada Revenue Agency requests a copy.
4. **What happens if the total expenses are different than the amount of the grant approved?** If the grant is greater than the amount of expenses, the difference reverts back to income status. If the grant is less than the allowable expenses, the difference is not deductible.
5. **What if the grantee has other external support for the same leave project?** The income from the two sources is added and deductions up to the total amount can be made. If there is a difference, then 4 applies or the grantee returns the unspent portion of the external granting agency.
6. **Is the application for a sabbatical leave research grant the same as the application for a research grant in lieu of salary?** No, it is not the same. For details of the sabbatical leave application process, see section 20, Collective Agreement between the University and the Faculty Association. Also visit the website of the Office of Research Services ([http://www.usask.ca/research/research\\_services/](http://www.usask.ca/research/research_services/)), under Grants/Internal Funding Opportunities.
7. **Are teaching-related projects eligible?** The college research committee normally does not approve projects for a research grant that are considered teaching oriented or teaching related such as reviewing and assessing training programs, course evaluations, program development curriculum development or site visit of organizations for comparative purposes. Projects directly related to teaching responsibilities are not typically considered part of research.

Exceptions to the above rule are determined by the following criteria:

- a. Will the project produce a publishable paper?
  - b. If the applicant applied to a major external granting agency, would the project be supportable? If the answer is "yes", then the college research committee may approve it.
8. **What type of expenditures can be claimed under a research grant in lieu of salary?** Most justifiable costs, directly related to the research project, that are in accordance with the University of Saskatchewan's Travel guideline and other relevant policies – see <http://www.usask.ca/fsd/resources/guidelines/index.php>.

Questions regarding the eligibility of the deductions for tax purposes are the business of the researcher and the Canada Revenue Agency (CRA). The University will not view itself as a party to such discussions. It is responsibility of the faculty member to maintain any required books and records.

9. **What types of expenditures are not acceptable?** Under the income tax rules governing research grants in lieu of salary, a distinction is made between “travel expenses” and sojourning”. Legitimate travel expenses are those considered of a “short duration”, e.g. travelling from point “A” to “B” while costs of “sojourning” are considered of a semi-permanent nature (longer duration), in which a person would establish a semi-permanent home away from their permanent home and these costs are not tax deductible but are considered “living expenses”. Wages to assistants are generally not deductible except under special circumstances. Relations cannot be hired as assistants.
10. **Can a grantee claim the cost of renting an apartment or house for extended stay?** The answer is “no”. As a rule of thumb, the Committees have accepted the first 14 days in a hotel and reasonable subsistence allowance. After these 14 days, the applicant should have found a semi-permanent home way from their permanent home.
11. **Can a grantee claim subsistence allowance for 30 days, 60 days, 90 days, 120 days, etc.?** Normally one cannot. However, each case is judged on its own merit. A case that may qualify would be an anthropologist/archeologist requiring field expenditures for the duration for the project.
12. **Can a grantee purchase equipment or items like a car?** Normally items that will outlast the “leave research grant” period are not acceptable, but rental charges for a reasonable period generally are acceptable. The justification for such expenditures should be stated. The purchase of a computer and software, when associated with one’s research program has been considered eligible expenses.
13. **Can a grantee claim car rental for 180 days or 360 days?** The answer is, usually, no. Car rental charges are approved only if they are essential to the project.
14. **Why is the size of the grant limited?** In compliance with the Canada Revenue Agency regulations and based on symmetry with the sabbatical leave research grants process, the University practice sets an upper limit of \$15,000 for a twelve-month period and \$10,000 for a six- month period. Awards higher than these amounts must be justified by the particular research project. Grants require an appropriate adjustment to the faculty member’s assignment of duties, which if significant may change their full-time status (i.e., a reduction to part-time status). A research grant in lieu of salary reduces the recipient’s employment income, which may have other ramifications (e.g., pension benefits, allowable RRSP contribution, etc.).
15. **Why is the University implementing the rules and regulations of the Canada Revenue Agency?** The University implements its own academic rules and standards with respect to research grants, but the rules must be tax compliant. Applicants are advised to refer to the guidelines outlined in CRA’s Interpretation Folio S1-F2-C3 (<http://www.cra-arc.gc.ca/tx/tchncl/ncmtx/fls/s1/f2/s1-f2-c3-eng.html>). Items 3.58 and 3.71 to 3.78 in the folio are particularly relevant to these grants.