

## Process for Seeking a Declaration of Eligibility to Apply for, Hold and Administer Research Funding at the University of Saskatchewan

Effective September 4<sup>th</sup>, 2025, the Board of Governors approved changes to the [Policy on Eligibility to Apply for, Hold and Administer Research Funding](#). Provided that all other requirements of eligibility under the policy are met, the changes approved by the Board include a provision to consider positions not expressly listed as eligible under section 3.3 of the policy, such as Instructors or Lecturers, and are not expressly deemed ineligible by section 3 of the [policy procedures](#). The following positions are excluded from applying for a declaration of eligibility: post-doctoral fellows, graduate students, undergraduate students, research associates, research scientists, senior research scientists appointed by faculty, staff in positions in scope of CUPE 1975 or ASPA below the designation of Director, and exempt staff below the level of Director. A final decision is made by the Provost and Vice-President Academic and the Vice-President Research following a case-by-case assessment based on the suitability of the applicant (not based on a specific project). A declaration of eligibility permits the employee to apply for, hold and administer research funds for the duration of the pilot study ending on June 30, 2028, unless renewed in writing by the appropriate authority.

Applicants will be notified of the final decision by the Office of the Vice-Provost Faculty Relations. This form is available on the same office's website.

To initiate the consideration process, the following steps are required:

1. Request from the employee to be declared eligible to conduct RSAW as an employee of USask.
2. Recommendation from the department head in departmentalized colleges or the dean/executive director in non-departmentalized colleges/schools, Director of Institute/Research Centre (for non-faculty appointments)
3. Support from the dean for the department head's recommendation in departmentalized colleges.
4. Approval by the Provost and Vice-President Academic, and the Vice-President Research.
5. Approval of the amended letter of appointment by the Joint Committee Management of the Agreement (JCMA) for USFA members, or other certified bargaining agents for employees in other bargaining units, as required.

### Step 1: Initial Expression of Interest, completed by employee (applicant)

Name	Position Title such as Instructor or Lecturer (include rank if applicable)	End date (if a term appointment, otherwise use 'Without Term')	
Email			
Bargaining unit (if position is in-scope)	Department	College/School (Institute/Research Centre)	Date

By submitting this request, you (the applicant) acknowledge the following:

- A declaration of eligibility does not cause an alteration to the appointment status or assigned duties. In the case of Lecturers and Instructors in-scope of the USFA, the assigned duties will not include research, as per article 13.1.4. of the collective agreement.
- In circumstances where research is allowed but not included in the assigned duties, the performance in assigned duties must not be negatively impacted by conducting research. Furthermore, RSAW outputs will not be considered for additional compensation nor are they considered for merit/special salary increases.
- It is the responsibility of all employees at USask who conduct research, even those for whom research is not an assigned duty, to comply with all rules, regulations, stipulations and policies of the University and the funder, regarding the conduct of research. Failure to comply may result in the withdrawal of the declaration of eligibility and may lead to further sanctions.
- The declaration of eligibility will cause an amendment to the employee's letter of appointment to include the following text: "By amendment, the employee is allowed but not required to conduct research as an employee of the University. The employee will not receive additional compensation for RSAW activity."

**Nature of anticipated research to be conducted:** In 250 words or less, please outline the general nature of the anticipated research to be conducted. It is not necessary to describe specific research projects, instead provide a description of the general field of specialization and the anticipated RSAW outcomes over the next three years, as they relate to a larger program of research.

**Please confirm that you have attached an up-to-date standardized USask curriculum vitae**

[USask curriculum vitae](#)

**Suitability to conduct research:** In 100 words or less, please identify intended collaborators, if any, and mentorship support available in the department and/or college.

**Benefits of eligibility:** in 250 words or less, please describe the benefits of being permitted to conduct research at USask. Please consider the specific benefits for you, your students and the department and/or college.

**Plan to conduct research at USask:** in 100 words or less, please explain how you will conduct research without negatively impacting assigned duties.

Signature	Date
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Once the applicant's section is complete, please send the form and the CV to your department head (departmentalized college), or the dean/ED in non-departmentalized colleges/schools.

**Step 2: Recommendation from the Department Head or Dean/Executive Director**

Last Name	First Name	Position	Unit of responsibility (dept/college/school)
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**In departmentalized colleges the recommendation is made by the department head and then reviewed by the dean. In non-departmentalized units the recommendation is made by the dean or executive director.** The recommendation will not be shared with the employee but may be shared with members of JCMA and other necessary union committees.

After reviewing the employee's request and the attached CV, in 250 words or less, please assess the following:

- The suitability of the employee to conduct the anticipated research commenting on the education/training, RSAW experience, and available support and mentorship.
- The value of the proposed research to the unit (department/college/school).
- The likelihood that the performance in existing assigned duties will not diminish.

Please confirm that you have taken reasonable measures to verify that the listed education, training and RSAW outputs are accurate.

All things considered, (check one)

I recommend that the employee is declared eligible to apply for, hold and administer research funds

I do not recommend that the employee is declared eligible to apply for, hold and administer research funds

Signature	Date
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After completing this section, department heads will kindly send the form and the CV to the dean; in non-departmentalized colleges or schools, please send material to [vpfacultyrelations@usask.ca](mailto:vpfacultyrelations@usask.ca)

**Step 3: Support of the Dean (for departmentalized colleges only)**

Name	College
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As the dean, please review the request from the employee and the assessment of the department head and indicate your support:

All things considered, (check one)

I support the recommendation that the employee is declared eligible to apply for, hold and administer research funds

I do not support the recommendation that the employee is declared eligible to apply for, hold and administer research funds

Please provide your overall assessment and other information that you wish to be considered. If any, please restrict your comments to 250 words.

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Please send the form and the CV to [vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca)

#### Step 4. Approval of recommendation

Approval of the Provost and Vice-President Academic

Name	Signature	Date

Approval of the Vice-President Research

Name	Signature	Date

Once approved, this form will be used to produce an amended letter of employment which will be brought to JCMA or the applicable bargaining agent committee for approval. If approved, the amended letter of employment will be sent to the employee and the appropriate University official for signature. In addition, the employee and the appropriate University units will receive the declaration of eligibility to apply for, hold and administer research funds.

Please submit the completed form to: [vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca)