**Application for Self-Funded Research and Scholarship Leave Grant**

Refer to Self-Funded RSL Grant Notes (RSLG) prior to filling out this form.

Name of Applicant: ________________________________________________________________

Department / Faculty / Unit: _________________________________________________________

Start Date of RSL: ________________ End Date of RSL: ________________

○ 100% Salary  ○ 87.5% Salary

Estimated Research Costs (attach additional sheet, if required):

<table>
<thead>
<tr>
<th>Travel Dates</th>
<th>Destination</th>
<th>Mode of Travel</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment / Materials / Supplies (Brief Description and Estimated Costs)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Name / Service</th>
<th>Position / Title</th>
<th>Rate of Pay</th>
<th>Estimated Hours</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Other Expenditures (Brief Description and Estimated Costs)</th>
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</thead>
</table>

*Please refer to the Self-Funded RSL Grant Notes for more information regarding eligibility and CRA regulations.*

*Human Resources / Payroll staff are unable to provide income tax advice.*

*Please submit your application one month prior to your leave commencement.*

*University staff do not evaluate expenses for compliance, it is the academic staff member’s responsibility.*

**TOTAL GRANT AMOUNT REQUESTED:** ________________

Payment Type Requested (check one):

○ Single Payment on first pay after commencement of RSL: ____________________________ (July or January date)

○ Other (If approved by Payroll) ____________________________ (date)

Applicant’s Signature ____________________________ (I understand the terms outlined in the Self-Funded RSL Grant Notes)

HR Ops Sign-off ____________________________  Payroll Sign-off ____________________________

*This information is collected under the authority of the Freedom of Information & Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact Human Resources at 403.220.5932.*

Counterparts: This Agreement may be executed and delivered (including by facsimile transmission or portable document format (PDF) in one or more counterparts, and by the different parties hereto in separated counterparts, each of which when executed shall be deemed to be an original, but all of which taken together shall constitute one and the same agreement.*