



# 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 ☐ 90% Salary

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

Travel Dates	Destination	Mode of Travel	Rate	Total
Equipment / Materials / Supplies (Brief Description and Estimated Costs)				
Personnel	Name / Service	Position / Title	Rate of Pay	Estimated Hours
Other Expenditures (Brief Description and Estimated Costs)				
<small>*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.</small> <b>TOTAL GRANT AMOUNT REQUESTED:</b>				

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)

PPS 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.*