**Committee on Research and Publications (CRP)**

**CRP.FORM.011 | Release Time Awards**

If you have any questions about the policies and procedures for applying for a release time award, or the adjudication of the application, please refer to the [policies and guidelines on-line](http://www.msvu.ca/en/home/research/researchservices/grants/internalgrants/default.aspx) or contact the Chair of the Committee on Research & Publications.

The Committee on Research & Publications is interdisciplinary.  All members may not be familiar with the specialized language of different disciplines. Applicants are strongly encouraged to compose their applications in plain language.

**Please Note: The onus is on the applicant to ensure completion upon submission. Incomplete applications will not be adjudicated.**

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| **Date:** | Click or tap to enter a date. |
| **Name(s) of Applicant(s):** | Click or tap here to enter text. |
| **Department/Faculty** | Click or tap here to enter text. |
| **Release Time Term** | **Proposed Release Time:**  **Fall**  **Winter**  **Summer** |
| **Date of your last RTA** | Click or tap here to enter text. |

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| **Corresponding Documentation Required (Please append or indicate forthcoming)** | |
| **Letter of Support (Department Dean)** | **Attached**  **Forthcoming**  **n/a** |
| **Letter of Support (Department Chair)** | **Attached**  **Forthcoming**  **n/a** |
| **Copy of External Funding Award Letter**  *\*Please note that RTAs will only be awarded conditionally, pending receipt of funding confirmation.* | **Attached**  **Forthcoming**  **n/a** |

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| Signature of Applicant  (click below to upload your digital signature) | Date:  Click or tap to enter a date. |

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| 1. Please briefly summarize the external grant award. Max ½ page |
| $Click or tap here to enter text. Total value of award  Click or tap here to enter text. |
| 1. What do you propose to achieve with the release time? Max ½ page |
| Click or tap here to enter text. |
|  |
| Date of last RTA Click or tap here to enter text.  Not Applicable |
| 1. Please insert your Abbreviated C.V. and ensure that you provide sufficient details regarding your track record at grant awards and publications. Max 2 pages  * An abbreviated C.V. lists scholarly and professional activity for the last 6 years relevant to this proposal – e.g., research publications, creative works, research reports, professional contributions, projects or conference presentations, as well as a list of all external grants applied for, regardless of outcome. (for details on please refer to Article 20.0 of the MSVU Faculty Collective Agreement, specifically, Articles 20.32 and 20.33.) |
| Click or tap here to enter text. |
| 1. What is the significance of this RTA on your future external grant application prospects? Max ½ page |
| Click or tap here to enter text. |
| 1. Please summarize your record of managing time to achieve research productivity. Max ½ page |
| Click or tap here to enter text. |
| 1. In the case of awards from the previous year, please provide a progress report for on-going grant activities if work on the grant has already begun. Max ½ page |
| Click or tap here to enter text. |

**Please note**: All other factors being equal, candidates who have not previously held a Release Time Award will be given priority.

**Submission Process:**

**Hard copies will no longer be required, please submit the application package electronically to** [**research@msvu.ca**](mailto:research@msvu.ca)

**Note: a maximum of 2 attachments are permitted for submission– you may submit only .PDF or .DOC documents in the following manner:**

* **One attachment containing only the application and one document containing all appendices (if applicable)**

**or**

* **One attachment containing both the application and all appendices (if applicable)**

**All appendices must be clearly labeled and reflect how they are referenced in the application.**

Equity, Diversity, Inclusion, and Accessibility

**Dear Applicant:** As you know, MSVU released its Senate approved 5-year Research Strategic Plan (2023-2028) in January 2023. Our research strategic plan, as well as our overarching institutional strategic plan, are foregrounded in the principles of Equity, Diversity, Inclusion and Accessibility (EDIA) and the Truth and Reconciliation recommendations. In addition, MSVU is now a member of the Dimensions program which is also aimed at advancing EDI. The MSVU Research Office is interested in understanding how our researchers are responding to these institutional priorities. The information you provide will help the Research Office offer the best possible support for meeting these institutional priorities.

[MSVU Research Strategic Plan](https://www.msvu.ca/research-at-the-mount/about-us/research-office-strategic-plan)

[Truth and Reconciliation](https://www.msvu.ca/about-msvu/university-profile/strategic-plan/themes/truth-and-reconciliation/)

[MSVU Dimensions Action Plan](https://www.msvu.ca/research-at-the-mount/equity-diversity-and-inclusion-in-research/)

As an MSVU researcher, we are inviting you to voluntarily answer the following questions. Your responses to these questions will not be used to determine the outcome of the grant adjudication process. Rather, the responses will be anonymized, used to provide additional supports such as training, and will be included in our annual report to Senate.

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| In the space provided below, please explain how your research proposal incorporates EDIA  (e.g., the inclusion of historically underrepresented populations on the research team).  Not Applicable |
|  |
| In the space provided below, please explain how your research proposals incorporates one or more of the Truth and Reconciliation recommendations (e.g., considers Indigenous ways of knowing).  Not Applicable |
|  |
| **Our Senate-approved MSVU Research Strategic Plan includes 5 strategic research pillars.** Please check the box beside the research pillar(s) that your research proposal involves (check all that apply) |
| **Pillar 1:** Gender, Sexuality, and the Advancement of Women and Girls, and other Historically Underrepresented populations. |
| **Pillar 2:** Intersectional Ways of Knowing and Knowledge Mobilization. |
| **Pillar 3:** Health, Wellness and Social Justice Across the Life course. |
| **Pillar 4:** Life, Computational, and Physical Sciences. |
| **Pillar 5:** Supporting the Research Lifecycle. (e.g., access to infrastructure, promotion of best practices) |

Thank you for your input!