



RESEARCH GRANT APPLICATION

Please read the guidelines carefully before preparing your submission

This application form should be forwarded to the Principal of your College as soon as possible, after research leave has been approved.

The University has established a program for faculty members whereby a portion of the income, that would otherwise be paid to the faculty member as T4 income from employment, may be paid out to the faculty member as a research grant, classified as T4A - other. This is the self-funded research grant program, which has been subjected to review by the Canada Revenue Agency.

Individuals, such as University faculty members whose duties of employment include research responsibilities, are not entitled to treat a portion of their regular salaries as a research grant when they engage in the type of research work ordinarily expected of them under their terms of employment.

The key provision for use of this program is that the faculty member must be undertaking a special research project that is not in the normal course of research, which would ordinarily be undertaken.

Amount of Grant: The amount of the grant may not reduce salary income below 25% of full assumed salary. Within this limitation, the grant may be applied for to meet all expenses listed below.

Taxation of Grant: A T4A form will be issued each year for the amount of the grant paid out. Allowable expenses may be deducted from the grant when completing income tax returns. Under present tax law, expenses may be carried forward or back one year for this purpose.

General: Research grants approved under this system are subject to all rules and conditions governing grants-in-aid currently in force at the University of Toronto

<http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/roles-and-responsibilities/>

Applicant _____ Department _____

Term of Sabbatical/Research _____ months from _____ to _____

Title of Project _____

Brief Description of Project _____

continued

Research Grant Application

Location(s) of Research _____
 Starting Date _____ End Date _____
 Budget \$ _____

Note: Grants are normally paid in equal monthly instalments. Enter special arrangements required here if necessary. _____

EXPENSE DETAIL

Expenditures (itemize)	Amount in \$ (itemize)
Salaries & Benefits	\$ _____
Transportation	\$ _____
Subsistence _____ days	\$ _____
Technical Services	\$ _____
Equipment & Supplies	\$ _____
Other	\$ _____
TOTAL	\$ _____

Signature of Applicant _____ **Date** _____

Authorization: Signature _____ **Date** _____
 Chair of the Board/President/Principal

<u>FOR ACCOUNTING USE</u>		
Total Grant	\$ _____	<i>File: Salary as Grant</i>
Period of Grant Payments	_____ to _____	
Amount per Month	\$ _____	