

## Application for Research Development Fellowship Programme

Deadline: November 15, 2011

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Normally, late applications will not be accepted.

Checklist:

In order for an application to be considered by the Research Development Fellowship Joint Committee the following is required:

- A completed application form
- A completed Comments from the Chair form attached herewith
- A letter of support from someone familiar with the service/teaching/professional responsibilities or other factors that have blocked progress on your project
- One letter of support from someone familiar with your work and project (internal or external)
- A current curriculum vitae

\*\*\*This application is meant to be completed in consultation with the attached *Research Development Fund Guidelines* flyer.

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Please note: **An original plus four copies of the application and all supporting documents are required.**

Please address all correspondence to:

Secretary, Research Development Fund  
c/o YUFA, 261 Health, Nursing & Environmental Studies Building

Research Development Fund  
Application Form

*\*Please refer to Research Development Fund Guidelines flyer appended to this application form.*

Name: \_\_\_\_\_

Academic Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Faculty/Library: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Telephone (office): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Year Appointed to York Faculty/Library: \_\_\_\_\_

Title of Project: \_\_\_\_\_

\_\_\_\_\_

Normal teaching load \_\_\_\_\_

I am applying for \_\_\_\_\_ Full course reduction

\_\_\_\_\_ Full leave from professional responsibilities

\_\_\_\_\_ Reduced load (specify number of  
courses/reduced professional responsibilities)

Describe the project in progress (maximum 1000 words). Include an explanation of the creative/scholarly/professional significance & the methodology.

Please provide the following information on a separate page from your project description:

- a schedule of completion for your project;
- the reasons for the delay in project completion;
- if applying for this fellowship because of heavy teaching/professional responsibilities and/or service, please describe these commitments;
- describe any course relief/stipend or other support (such as sabbatical credit) received for the commitments described above or for any other reason.

**Letters of Support**

- Please provide a letter of support from someone familiar with the service/teaching/ professional responsibilities or other factors that have blocked progress of your project.
- One letter of support from someone familiar with your work and the project described in this application. May be an internal or external colleague.
- Your Chair must fill out the form on the next page. If Chair is applicant or in units which do not have chairs (Environmental Studies, Education, etc.) the form should be submitted to the Dean/Principal/University Librarian.

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

After completing the above application, please submit an original plus four copies of the application and supporting documents to:

Secretary, Research Development Fund  
c/o YUFA, 261 Health, Nursing & Environmental Studies Building

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**Research Development Fund Application**

Applicants should submit this form (and a copy of your application) to the department Chair (if Chair is applicant or in units which do not have chairs, the form should be submitted to the Dean/Principal/University Librarian). The Chair will forward his/her comments directly to the YUFA office, 261 Health, Nursing & Environmental Studies Building.

**Chair/Dean/Principal/University Librarian's Comments**

Name of Applicant:

Comments from the Chair/Dean/Principal/University Librarian. Please include an explanation as to how the applicant's teaching assignments or professional responsibilities will be covered or replaced by part-time faculty. These comments may be viewed by the applicant if the applicant so requests.

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Signature of Chair/Dean/Principal/University Librarian

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Date

Please return by November 15, 2011:

Secretary, Research Development Fund  
c/o YUFA, 261 Health, Nursing & Environmental Studies Building



### *Research Development Fund Guidelines*

A Research Development Fund (Appendix L of the YUFA Collective Agreement) providing release time for up to 15 course directorships is available for YUFA members to provide relief from teaching and/or professional responsibilities and service commitments so the individual can devote more time and energy to a particular project. The grants shall be subject to the conditions set out in Appendix L of the YUFA Collective Agreement.

#### 1. Eligibility

The Research Development Fellowship Programme is open to tenured faculty and librarians with continuing appointments with at least five years full-time service at York. In keeping with the expressed intent of the Programme, priority will be given to those nominations demonstrating that heavy teaching or professional responsibilities and/or service to the academic community or other relevant factors have delayed the completion of a project. Successful candidates shall not have been on leave in the year immediately preceding the fellowship year and so as not to unduly disrupt the scheduling of a department's/unit's teaching or the scheduling of professional responsibilities in the Library may be unable to take leave in the year immediately following the fellowship year.

**AND**

#### 8. Terms & Conditions of the Fellowships

- (a) The fellowship year will be taken as either as a full teaching load reduction or a full leave from professional responsibilities or on a reduced-load basis (one or two courses reductions, reduced professional responsibilities); which option is selected will depend upon the preference of the successful candidate, the nature of his/her projects and the needs of the relevant Faculty/Department.
- (b) Regardless of which option is selected, participants will receive 100% of their regular base salary during the "fellowship year". The "fellowship year" will count as a year of service.

For an application form contact the YUFA office ext. 55236 or e-mail [yufa@yorku.ca](mailto:yufa@yorku.ca).

The Research Development Fellowship Joint Committee requires the following information:

1. The completed application form for the Research Development Fund.
2. An up to date c.v.
3. A letter of support from someone familiar with the service/teaching/professional responsibilities or other factors that have blocked progress on your project.
4. A completed comments from the Chair form (if Chair is applicant or in units which do not have chairs, comments from the Dean/Principal/University Librarian ).
5. One letter of support from someone familiar with your work and project (internal or external).
6. The original plus four copies of the application and all supporting documents.

Please submit all correspondence to: Secretary, Research Development Fund, c/o YUFA, 261 Health, Nursing & Environmental Studies Building.

Applications are adjudicated by a joint YUFA/Employer Committee. Applicants are judged on all pertinent information, including the likelihood of project completion, the need for assistance and the nature and extent of impediment to research/scholarly/creative/professional productivity. All applicants will be notified of the outcome by mail.

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