Memo

To: Deans, Principal

From: Stan Shapson, VPRI

Subject: SSHRC Release Time Stipend (RTS) Policy

Date: July 11, 2008

To assist you in your budgeting and decision making for the fall tri-council competition, we would like to confirm our partnership with the Faculties on RTS.

To recap, several years ago, SSHRC introduced a Research Time Stipend Policy. The policy requires that the university match the amount of release time funding in any SSHRC grant. While SSHRC has not released their RTS funding levels for this year, we are anticipating it will be the same as last year. SSHRC funds 50% of the actual cost of a teaching replacement, up to a maximum of $15,000 over the three year period of a grant, and the university is required to match the SSHRC contribution. Since York's CUPE replacement rate is higher than the release time funding provided by SSHRC, there is always a significant additional cost to the university over and above the SSHRC match.

The RTS is an important mechanism by which our SS&H researchers can advance their research agendas because it allows them the time to engage in their research and to train research personnel, including graduate students and post-doctoral fellows. It is important that York support our researchers who are awarded RTS stipends. SSHRC applications have grown dramatically since this policy was introduced and it is appropriate that the university portion of the release time continue to be shared between the Faculty and the VPRI Office. The adjusted funding scenarios are attached.

The VPRI Office normally will support its portion of RTS for one SSHRC SRG application per researcher per year. If a new faculty member transfers in his/her SSHRC Standard Research Grant with RTS from another institution we will also match the RTS from SSHRC SRG according to the formulae below. However, if a researcher is awarded RTS from another SSHRC competition (CURA, MCRI, strategic grant, etc.) in the same year he/she holds RTS from a SSHRC SRG, my office will not normally provide a match for the second RTS award. Furthermore, if an investigator not holding RTS from a SSHRC SRG is seeking RTS from any other competition, the match on RTS from VPRI will not be automatic. Requests for a match on RTS for a grant other than SSHRC SRG from VPRI must be made through ORS and the decision will be made within VPRI in advance of the competition deadline.
Attached is a copy of the “Release Time Declaration” form that must be signed by the Dean and submitted, by the SSHRC deadline date, to ORS along with each application. These forms will be included in the application kits from ORS.

We will continue to explore ways of cost-sharing to ensure that we maximize the university’s support to all important research initiatives. In the upcoming year, I expect to be able to meet with deans to examine our collective research priorities and explore the ways in which our limited financial resources can be used in its most effective manner to support the UAP objective of research intensification.

I look forward to working with you on these, and other, research matters.

SMS/mm
Encl.

c.c.     S. Embleton, Vice-President Academic
         D. Dewitt, Associate Vice-President Research, Social Sciences & Humanities
         D. Thompson, Office of the VPA
         D. Smith, Office of the VPRI
         A. Zeno, Manager, Research Accounting
         Faculty Research Officers
         Faculty Executive Officers
Funding Scenarios – 2008 Competition

Teaching replacement costs are based on CUPE 3903 Unit 2 course directorships, plus applicable vacation pay and benefits (base salary plus 4% vacation plus est. 15% benefits). As we are in a bargaining year and salary rates have not yet been established, an annual increase of 3% is assumed, however, changes may need to be made once the Collective Agreement is signed. Estimated calculations for the October 15, 2008 competition are as follows:

Year I of the grant (2009-2010) = $17,047
Year II of the grant (2010-2011) = $17,558
Year III of the grant (2011-2012) = $18,085

Scenario 1: If a faculty member requests a release time of one full course in each of the three years of the grant, the formula would be as follows:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SSHRC = $5,000</td>
<td>SSHRC = $5,000</td>
<td>SSHRC = $5,000</td>
</tr>
<tr>
<td>VPRI = $6,023</td>
<td>VPRI = $6,279</td>
<td>VPRI = $6,542</td>
</tr>
<tr>
<td>Faculty = $6,024</td>
<td>Faculty = $6,279</td>
<td>Faculty = $6,543</td>
</tr>
<tr>
<td>TOTAL = $17,047</td>
<td>TOTAL = $17,558</td>
<td>TOTAL = $18,085</td>
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Scenario 2: If a faculty member requests a half course release in each of the three years of the grant, the formula would be as follows:

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<tbody>
<tr>
<td>SSHRC = $4,262</td>
<td>SSHRC = $4,389</td>
<td>SSHRC = $4,521</td>
</tr>
<tr>
<td>VPRI = $2,131</td>
<td>VPRI = $2,195</td>
<td>VPRI = $2,261</td>
</tr>
<tr>
<td>Faculty = $2,131</td>
<td>Faculty = $2,195</td>
<td>Faculty = $2,261</td>
</tr>
<tr>
<td>TOTAL = $8,524</td>
<td>TOTAL = $8,779</td>
<td>TOTAL = $9,043</td>
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Scenario 3: If the faculty member requests a release of one course in each of Years One and Two, the formula would be as follows:

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<tr>
<td>SSHRC = $7,500</td>
<td>SSHRC = $7,500</td>
</tr>
<tr>
<td>VPRI = $4,773</td>
<td>VPRI = $5,029</td>
</tr>
<tr>
<td>Faculty = $4,774</td>
<td>Faculty = $5,029</td>
</tr>
<tr>
<td>TOTAL = $17,047</td>
<td>TOTAL = $17,558</td>
</tr>
</tbody>
</table>

Please note: for auditing purposes, the Faculty is required to provide paperwork to Research Accounting to demonstrate that a replacement has been hired before the SSHRC or the VPRI funding can be transferred to the Faculty.
Office of Research Services

RELEASE TIME STIPEND DECLARATION

THIS FORM MUST BE COMPLETED BY ALL APPLICANTS WHO ARE REQUESTING A RELEASE TIME STIPEND (COURSE RELEASE) AS PART OF THEIR SSHRC STANDARD RESEARCH GRANT APPLICATION. THIS APPLIES TO CO-APPLICANTS AS WELL. PLEASE SUBMIT THE ORIGINAL ONLY, WITH THE DEAN’S (OR DESIGNATE’S) SIGNATURE, TO THE OFFICE OF RESEARCH SERVICES WHEN SUBMITTING YOUR COMPLETED SSHRC APPLICATION PRIOR TO SSHRC’S OCTOBER 15TH DEADLINE.

Professor _____________________________________________ of the Department of _____________________________, Faculty of ____________________________,

has requested course release as part of a SSHRC Standard Research grant. If the application is successful, I agree to release above said Professor from a total of _______ course(s) summarized in the boxes below.

Yr.1 Yr.2 Yr.3

(Kindly fill in the amount of course release requested in each year of the grant using these boxes)

I understand that SSHRC will pay up to a maximum of $15,000 over the three year period of the grant, and that the Office of the Vice-President, Research and Innovation and the Faculty will equally share the match of SSHRC’s contribution as well as additional funds required to cover the actual teaching replacement costs.

____________________________________________
Signature (Dean or Dean’s designate)

_____________________________________________
Date

Note: The Office Research Services will provide the Faculty Research Officer or designate with the RTS results for individual faculty once the awards have been made by SSHRC in the Spring.