

**APPLICATION FORM - COURSE RELEASE FOR RESEARCH PURPOSES:**

**Request for Course Release during 2025-26 Academic Year**

*This form must be completed to formalize your request for a course remission for research purposes.  
This application represents an operationalization of SMUFU/SMU CA 2022-2025 Articles 15.1.30-32*

Guidelines and Information provided on pages 2 & 3.

Name:

Department:

Provide details of all **external** research grants and /or contracts that you **currently hold** and which are **active**:  
*Eligibility determined by being in receipt of a currently active external research grant or contract,  
or confirmation of such approval – the “Fund #” is in format “2xxxxx” as provided to you from Research  
Accounting when your fund was established for your use at SMU.*

**ONLY list those grants/contracts for which you have (or will be assigned) a Fund # at SMU.**

**(see Guidelines/Information on pages 2 & 3 regarding qualifying grants/contracts)**

Granting or Contract Agency/Organization (and Program type, if applicable)	Start date (month/year) and Duration of Grant/Contract	Amount (total, or by year) & FUND #	Title:

**Applicant’s Signature:**

**ACKNOWLEDGEMENT and COMMENTS**

**Acknowledgment** of Department Chair:

Comments:

**Signature:** (or include email confirming acknowledgement)

Date:

*To be submitted **\*in Brightspace\*** via the “Faculty of Graduate Studies and Research” course via Assignment link*

*Normal Submission Deadline is **November 4, 2024***

*(see pages 2 & 3 for details regarding guidelines around submission outside of this normal deadline)*

**SAINT MARY'S UNIVERSITY**  
**COURSE RELEASE FOR RESEARCH PURPOSES**  
*Operationalization of SMUFU/SMU CA 2022-2025 Articles 15.1.30-32*  
**Guidelines and Information**

**Normal submission deadline:**

The normal request submission deadline of **November 4, 2024**, for **2025-26** academic year course release is established to ensure that decisions on these releases are available to Department Chairs at the time they are required to prepare their “Schedule 2” 2025-26 Teaching Schedule for their Faculty Dean.

**Allowance for submission outside (later than) the normal submission deadline:**

There may arise exceptional occasions wherein faculty may wish to submit this request for **2025-26** course release later than the Nov. 4, 2024. Such late requests will be considered only under the following conditions:

- the request must be submitted sufficiently in advance of the semester in which the release is being asked to properly allow advertising/hiring for the released course, as needed;
- the specific course (and semester of offering) must be identified in the request;
- the associated Department Chair must sign confirmation that an individual capable of teaching the released course has been identified (acknowledging that the proper hiring process must still be undertaken for the course, but that at least one qualified individual has expressed interest and availability); the approval of the Faculty Dean will be secured by the AVP Research.

**Faculty eligibility:**

To be eligible to apply for this course release, the faculty member must be in receipt of a **currently active** (at the time of application) external research grant or contract, or have confirmation of such approval, and have the external funding set up to accessible to the faculty member through a SMU Fund #, provided by Research Accounting.

**Eligible external research grants or contracts:**

This section is to provide guidance in interpreting which external research grants or contracts are eligible, as provided in SMUFU/SMU CA 2022-2025 Article 15.1.32:

*Where an Employee seeks a reduction in teaching through the operation of 15.1.30 (b), the Employer shall grant the teaching reduction should the Employee be successful in obtaining external funding for research from those granting agencies on a list recommended by the Dean of the Faculty of Graduate Studies and Research and approved by the Vice-President, Academic and Research.*

The currently approved list of qualifying granting agencies/programs/organizations (“agencies”) is provided on Page 3.

However, because the landscape of “agencies” that provide external research funding support for faculty is dynamic and evolving, “agencies” other than those provided in the approved list will still be considered. As applications are received based on external support not yet listed, these new “agencies” will be reviewed and added to the list if approved. Guiding criteria for “agencies” to be approved include:

- the duration of the funded research project must be a minimum of 12 months
- the award must clearly be to directly support the *operations* of a faculty member’s research activities (e.g. as opposed to awards to support conference organization; or an equipment/infrastructure only award; etc.).
- normally the faculty member should be the Principal Investigator, but co-Investigators will be considered provided that grant/contract award funds are being deposited into a SMU research account
- normally the research funds directed to a SMU research account will be in excess of \$10,000
- research contract awards may be eligible (municipal, provincial, federal or private/corporate funding); awards in which the Researcher takes over 50% of the budget for salary are not eligible.

**Approved list of qualifying granting agencies/programs/organizations\*:**

*(current as of October 1, 2024)*

*\* the specific award/programs for the Agencies listed must comply with the guiding criteria presented at the bottom of Page 2 in order to be eligible.*

Canada Council for the Arts

Canadian Space Agency

Canadian Institutes of Health Research (CIHR)

CPA Canada – Canadian Academic Accounting Association (CAAA) Grant

Environment Canada – AEI Program

Fisheries and Oceans Canada (DFO)

Genome Canada

Geological Survey of Canada

National Research Council of Canada (NRC) - Industrial Research Assistance Program (IRAP)

Natural Resources Canada (NRC)

Nova Scotia Mineral Resources Development Fund (MRDF)

Natural Sciences and Engineering Research Council (NSERC) Alliance Grant

Natural Sciences and Engineering Research Council (NSERC) Discovery Grant

Net Zero Atlantic (NZA)

New Frontiers in Research Fund

Offshore Energy Research Association of Nova Scotia (OERA)

Organization for Economic Cooperation and Development (OECD)

Province of Nova Scotia – Department of Agriculture

Province of Nova Scotia – Department of Natural Resources

Public Health Agency of Canada

Research Nova Scotia

Social Sciences and Humanities Research Council (SSHRC) Insight Development Grant

Social Sciences and Humanities Research Council (SSHRC) Insight Grant

Social Sciences and Humanities Research Council (SSHRC) Partnership Engage Grant

Social Sciences and Humanities Research Council (SSHRC) Partnership Grant