**Application for Course Buy-Out for Major Grant Holders**

Applicants should read the **Policies for King’s Internal Research Grants and for Course Buyouts for Major Grant Holders at King’s University College, as well as Section VI – XIII of the King’s University College Faculty Association Collective Agreement (2022-2024).** This completed form must be signed by the Department Chairperson/Director (or senior member of the Department, if the applicant is the Chairperson). The applicant must then submit 1 signed copy to the Chair of the Research Grants Committee ([RGC@kings.uwo.ca](mailto:RGC@kings.uwo.ca)). In addition, applicants must provide a copy of the formal letter of approval for the grant, the cover page summary of the SSHRC or other peer-reviewed grant, and if the grant is not a Tri-Council Grant (SSHRC, CIHR, NSERC), some documentation demonstrating peer review. Applicants may be asked for additional documentation.

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| 1. Surname | First Name | Initials |
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| 2. Title/Position and Department/School | | |
|  | | |
| 3. Title of Research Grant and Granting Agency | | |
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| 4. Are you the “principal investigator” of this grant?  Yes  No  If no, please provide the name and affiliation of the “principal investigator.” | | |
| 5. Names and affiliations of co-investigators (if applicable): | | |
| 6. Total Amount of Grant (over full term of the grant): | | |
| 7. If you are a “co-investigator”, indicate the amount of grant that you are responsible for managing/implementing: | | |
| 8. Have you ever applied for (or obtained) a course buy-out previously? (If yes, please indicate when): | | |
| 9. Term of current grant:  From Click to enter a date. To Click to enter a date. | | |
| 10. Normal Course Load for the Year in which you are applying for a Course Release: Choose an item. | | |

1. Description of Proposed Research with Course Release

Please provide a brief description below of the proposed research with a description of how you will use the time obtained through the course release. This should not exceed 250 words.

1. In the case of co-investigators, please provide details as to the responsibilities/funds used (equivalent to $60,000). Applicants may append further details if desired.

**\*Important: When submitting this application to the RGC Chair (**[**RGC@kings.uwo.ca**](mailto:RGC@kings.uwo.ca)**), please attach an email from your Department Chair/Director AND Co-Investigator (if applicable) confirming that they have reviewed and approve this course buy-out application.**

**I have read and agree to abide by the Policies for King’s Internal Research Grants for Course Buyouts for Major Grant Holders at King’s University College.**

