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

This completed form must be signed by the Applicant and sent via email to the Research Grants and Awards Subcommittee ([RGC@kings.uwo.ca](mailto:RGC@kings.uwo.ca)) prior to the application deadline.

Applicants should consult the **King’s Internal Research Grants and Course Buy-outs Policies and Guidelines**, as well as **Appendix A, Section XII** of the **Collective Agreement between King’s University College and King’s University College Faculty Association (2024-2027)** prior to completing and submitting this form.

# Applicant information

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| --- | --- |
| 1. **Surname** | **First Name** |
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| 1. **Title/Position and Department/School** | |
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| 1. **Granting Agency and Funding Opportunity** | |
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| 1. **Title of the research project/proposal for which the funds were awarded** | |
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| 1. **Total Amount of Grant (over full term of the grant) in CAD** | |
| $ | |
| 1. **Term of grant (start and end dates)** | |
| From Click to enter a date. To Click to enter a date. | |
| 1. **What is your role in relation to this research project as reflected in the application materials?** | |
| ☐ Principal Investigator (or equivalent) ☐ Co-Investigator (or equivalent) | |
| **If you are a co-investigator:** | |
| 1. Provide the name and affiliation of the principal investigator/grant holder. |  |
| 1. If King’s has not been issued a subaward greater than or equal to $45,000 in relation to this grant, please provide details specifying your involvement in managing and implementing research, demonstrating a responsibility that is equivalent to a total share of $45,000 (or more) of the grant. Co-investigators may be asked to provide additional documentation if needed. |  |
| 1. **If you have obtained a course buy-out in the past, please indicate the academic term (ex. Fall 2019) in which your most recent course buy-out was provided.** | |
|  | |
| 1. **Indicate your scheduled teaching load for the academic year in which you are requesting a buy-out.** | |
| Choose an item. | |
| 1. **Justification**   *Briefly describe how you will use the time obtained through the course buy-out to contribute to the research project indicated herein. This should not exceed 250 words.* | |
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# Attachments

***Please attach the following items to this application:***

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| 1. A **signed letter of approval from your Department Chair/Director** (or a senior member of the Department, if the applicant is the Chairperson) confirming that (i) the applicant meets the eligibility criteria and (ii) that they have reviewed and approve this course buy-out application. |
| 1. Copies of (i) the formal **notice of award**/decision and (ii) the approved **grant application**. For non-Tri-Agency grants (SSHRC, CIHR, NSERC), applicants must also attach (iii) **documentation demonstrating peer review**. Applicants may be asked for additional documentation if needed. |

# Authorization

I hereby confirm the accuracy of the information provided above, and that I have read and understood the King’s Internal Research Grants and Course Buy-outs Policies and Guidelines.

