

Application for Course Buy-Out for Major Grant Holders

Applicants should read the **King’s University College Guidelines for Research Grants and Course Buy-outs for Major Grant Holders**. 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. 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.

1. Surname	First Name	Initials
2. Title/Position & Department/School		
3. Title of Research Grant and Granting Agency		
4. Are you the “principal investigator” of this grant? Yes/No. If no, please provide the name and affiliation of the “principal investigator.” <input type="checkbox"/> Yes <input type="checkbox"/> No		
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 _____ to _____		
Month Year Month Year		
10. Normal Course Load for the Year in which you are applying for a Course Release: _____		

I have read and agree to abide by the Guidelines for a Course Release.

Signature of Applicant Date

Signature of Principal Investigator Date
(Applicable only if the applicant is a Co-investigator)

Department Chair/Director Date

11. Indicate your normal course load for the year in which you are applying for a course buy-out:

Department	Course Number	Section	From: Month/Year	To: Month/Year

12. Indicate the course(s) for which you are applying for a buy-out (maximum is equivalent to one full course):

Department	Course Number	Section	From: Month/Year	To: Month/Year

13. Description of Proposed Research with Course Release

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

13. 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.

A large, empty rectangular box with a thin black border, intended for applicants to provide details regarding co-investigators, responsibilities, and funds used. The box is currently blank.