

**Research and Scholarship Activity Leave - Application Form**

Research and scholarship activity leaves (referred as RSA leaves) are designed to allow for sustained periods of concentrated study and scholarly work and to promote collaboration and exchange of knowledge. A research and scholarship activity leave is available to a Member on a continuing appointment only.

Please refer to **Article 32 Research and Scholarship Activity Leave** in the RRU Faculty agreementfor a detailed description**:** [2022-2025 RRU-RRUFA Collective Agreement](https://ourpeople.royalroads.ca/system/files?file=2023-12/2022-25%20RRU-RRUFA%20Collective%20Agreement--pre-print%20copy-December%208-2023.pdf)

**Eligibility as per Article 32.3:**

1. A Member is eligible to apply for an RSA leave:
   1. if they have at least 5 years of service and
   2. if they intend a subsequent leave after 3 years following the return from the previous leave.
2. Any Member who takes more than one RSA leave within an 8-year period will be limited to taking no more than 12 months in total over the 2 leaves. In calculating this 8-year period, year 1 will be understood to be the year they apply for the first of these 2 leaves.
3. In addition to the eligibility criteria set out in Article 32.3 a), a Member that has held a Canada Research Chair or other externally-funded research appointment is eligible to apply for RSA leave no sooner than three (3) years after the completion of their funded appointment.
4. Time on any form of leave without pay is excluded from the calculation of service time.
5. Time spent in excluded appointments that prevents the individual’s membership in RRUFA is not counted in the calculation of service time.
6. The following Members are not eligible for RSA leave: Canada Research Chairs and those in similar roles; Members on Limited Term Appointments; Members who have been appointed to backfill a Member on leave); Members on Phased Retirement.

**Application Instructions:**

1. Complete the application form
2. Gather **required** attachments
   * 1. Updated Curriculum Vitae
     2. Dossier of any relevant documentation in support of the application for research and scholarly activity leave
3. Secure approval (either signature or e-mail) from the Member’s Faculty Dean or University Librarian, with a copy sent to the School Director when the applicant is a Faculty Member.
4. Submit the complete package (application form, all supporting documentation and approvals) to the Office of Research Service ([RRUInternalAwards@royalroads.ca](mailto:RRUInternalAwards@royalroads.ca))
5. **Deadline July 31, 11:59pm**.

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| **RRUFA Member Name:** |  |
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| **Descriptive Title:** |  |

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| **Proposed Duration of Leave:** as agreed upon by the Member and Dean / University Librarian) | | | |
| Normally leaves will be between 3 to 9 months. All leaves shall be at 90% of salary. | | | |
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|  | Start date: |  |  |
|  |  |  |  |
|  | End date: |  |  |

**Indication of agreement on leave duration and timing**

Please provide a signature or an email attachment.

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| **Signature of Dean/University Librarian:** |  |
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| **Date Received:** |  |

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| **32.10 Conditions Upon Return from Research and Scholarship Activity Leave**     1. A Member receiving a RSA leave shall be obliged to return to the University and resume full-time duties for a one-year period regardless of the duration of the leave. Should a Member not satisfy this condition through voluntary resignation or retirement, the Member will be indebted to the University for the amount of cost incurred by the university replacing the individual during the leave period. 2. Members who are unable to immediately satisfy their obligation to meet the condition set out in Article 32.10 a) due to a compassionate situation, such as outlined in 34.6, may defer their obligation until such time as the situation at issue permits. |

* **Please note: A final report will be due upon completion of leave**

**Statement of Declaration:**

I have read and agree to all the conditions upon return for research and scholarship activity leave including that the obligation to return to the University for one year after conclusion of RAS leave.

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| **Signature of Member:** |  |
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| **Date:** |  |

Recommendation shall be made based on the review of the application materials and using the following criteria:

1. The scholarly/research/professional purpose of the proposed activity
2. The intended benefit to the Member and the University

Address the following in sections 1 to 5 below:

* Is this a pilot or seed project?
* Is this dissertation work?
* Will this leave be spent on concluding forms of work or on opening new and emerging areas? Please provide details
* Please explain how the project fits with what you’re currently working on?
* What stage is the project or book at?
* What is your timeline for activities during the leave?
* Why did you choose these specific dates?
* What are the planned dissemination activities?

1. **The Scholarly, research and professional purpose of the proposed leave. (maximum half page)**

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1. **Intended benefit to the Member and to RRU: (maximum half page)**

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1. **A clear plan of activities and scholarly or professional outcomes including the planned dissemination of findings: (maximum two page)**

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1. **Estimated costs associated with implementing the research and scholarship leave plan and how the applicant expects to fund these costs: (maximum one page)**

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1. **The location of the proposed work or project(s):**

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1. **List of supporting information included in the dossier:**

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| **For Review Committee Use Only** | | |
| **Committee Recommendation to Vice-President Academic and Provost:** | | |
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|  | Grant: |  |
|  |  |  |
|  | Deny: |  |
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|  | Defer: |  |