

Application for Leave Fellowship Fund

Deadline: (Sabbatical) January 15, 2022

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Normally, late applications will not be accepted.

Checklist:

In order for an application to be considered by the Leave Fellowship Fund Committee the following is required:

- A budget and brief description of the goals for the sabbatical
- An up-to-date CV
- A completed application form with required signatures
- A completed Comments from the Chair form attached herewith

Please note: **We have moved to email submission.**

All supporting documents are required and applications will only be accepted by email.

Please compile all your supporting documentation and send it as one single PDF document to leaves.yufa@gmail.com with “Leave Fellowship Fund (Sabbatical) Application” in the subject line.

Leave Fellowship Fund (Sabbatical)
Application Form

Name: _____

Academic Rank: _____ Department: _____

Employee Number: _____

Faculty/Library: _____

Campus Address: _____

Telephone (office): _____

Telephone (home): _____

Generic Research Account Number: _____

Year Appointed to York Faculty/Library: _____

Sabbatical Period: From: _____ To: _____
dd/mm/yy dd/mm/yy

Amount Requested:

*Not to exceed 10% of your academic base salary to a maximum of \$15,000

Title of Project: _____

Provide a budget (what is the requested money to be used for?), and explain the need for the funds you have requested.

Names of Referees:

Please list the names of two referees who may be contacted if committee needs additional information: if appropriate one or more may be external.

1. Name: _____

Title: _____

Address: _____

2. Name: _____

Title: _____

Address: _____

Briefly describe your plans for your sabbatical: what are your goals? If your main focus is on a project, describe the objectives, significance and importance of the project. (Please limit your statement to less than 1,000 words, using additional pages as necessary).

Have you applied for other funding?

Yes _____

No _____

If yes, please give details:

Have you received other funding?

Yes _____

No _____

If yes, please give details:

Human Participants:

Does your proposed program of work involve human beings as research subjects?

Yes _____

No _____

*If Yes, a completed copy of the Human Participants Questionnaire must be attached.
Contact research@yorku.ca or 55055 to obtain a copy of the questionnaire

Does your proposed program of work involve the use of vertebrate animals?

Yes _____

No _____

*If Yes, approval of the project by the York Animal Care Committee must be attached.

Does the project deal with recombinant DNA molecules and/or animal viruses and cells?

Yes _____

No _____

*If Yes, approval from the President's Advisory Committee on Biological Safety is required.

**Submit one copy only*

Signature of Applicant

Date

After completing the above application, please submit an original plus four copies of the application and supporting documents directly to YUFA, 240, York Lanes.
Deadline for applications: January 15, 2022.

Application for Leave Fellowship Fund (Sabbatical)

Applicants should submit this form (and a copy of their application) to the department Chair. The Chair will forward his/her comments to the YUFA office, 240, York Lanes. If Chair is an applicant, or in units which have no chair, the form should be submitted to the Dean/Principal/University Librarian/ or Associate Dean.

Comments from Department Chair

Name of Applicant:

Comments from the Chair: (Department Chairs should be aware that these comments will be made available to the applicant, if the applicant so requests)

Signature of Chair
(Dean/Principal/Associate Dean)

Date

Please return by January 15 2022:

Secretary, Sabbatical Leave Fellowship Fund
c/o YUFA, 240, York Lanes