

Arrangements for Contract Research During Research & Scholarship Leave or Administrative Leave

Name of Applicant _____

Department / Faculty _____

Period of Leave (dates) _____

Please list any contractual obligations the University has accepted on your behalf. Include both projects which will be ongoing during the leave period and/or are scheduled to be completed and reported on before or during the proposed leave. Circle the option that will be followed for each contract.

	Sponsor	Completion	Date	Option
1.	_____	_____	_____	A B C D
2.	_____	_____	_____	A B C D
3.	_____	_____	_____	A B C D

*Written notification of final arrangements must be provided to the Office of Research Services (ERRB – room N140) **one month prior to the commencement of the leave.***

If there are no contracts outstanding, please indicate 'not applicable', sign and return.

Signature of Applicant

Date

Signature of Director, Research Services

Date

- A. **Completion of Project and Reporting Requirements.** The academic staff member shall submit the final report, including the "University Copy" to Research Services, before going on leave. Research Services will issue its usual "Notice of Final Report" as confirmation that contract obligations have been discharged.
- B. **Transfer of Responsibility to Another Faculty Member.** Such arrangements shall have the approval of the sponsor and usually require a contract amendment. Once an indication of the acceptability of the transfer has been obtained by the applicant, the formalities of a contract amendment will be arranged by Research Services.
- C. **Continued Active Supervision.** The sponsor shall be advised of the arrangements and approval obtained, in writing, prior to going on leave. If the academic staff member opts for continued active supervision, s/he also agrees to interrupt the leave and return to campus any time the work appears unlikely to be completed on time or any difficulties are encountered that require attention.
- D. **Interruption or Extension of the Term of the Agreement.** Such an arrangement shall have the approval of the sponsor and usually requires a contract amendment. Once an indication of the acceptability of the extension has been obtained by the applicant, the formalities of a contract amendment will be arranged by Research Services.