

APPLICATION FOR RESEARCH LEAVE (CLINICAL)

An application for clinical research leave is made through your Department Chair to the Dean for approval by the a) Council of Michael G. DeGroote School of Medicine and then b) the University Research Leave Committee (Dean of the Faculty/Provost/Dean Graduate Studies).

The application package includes this completed form, the additional documentation indicated below and a letter of recommendation from the Chair. The complete package must be received by the Dean by **October 31** of the academic year prior to that of the requested leave. The full policy can be found here: www.fhs.mcmaster.ca/facultyrelations/documents/ResearchLeavePolicyforClinicalFaculty.pdf

Name _____

Department: _____

Research Leave can be granted only when three conditions have been met:

Condition 1: Number of years of service completed prior to leave must adhere to the Research Leave Policy

Please check the type of leave you are proposing:

TYPE A 12 MONTHS	TYPE B 6 MONTHS	TYPE C 3 MONTHS	TYPE D 6 MONTHS
90% Base Salary plus 25 % of Ceiling or 70% total income	100% Base Salary plus 0-100% of Ceiling	100% Base Salary plus 0-100% of Ceiling	90% Base Salary plus 0-100% of Ceiling
<ul style="list-style-type: none"> • whichever has the lesser impact on the Dept finances • once per 7 years 	<ul style="list-style-type: none"> • depending on billings in the remaining six months • once per 7 years 	<ul style="list-style-type: none"> • depending on billings in the remaining nine months • once per 7 years 	<ul style="list-style-type: none"> • depending on billings during the remaining six months • the individual may apply after 3 yrs of full-time service subsequent to a previous leave.

Number of years of service completed prior to leave and/or after previous leave: _____

Date and duration of previous leaves: _____

Start date and duration of proposed leave: _____

The policy states: a 12-month leave will usually begin on July 1st and a 6-month leave may begin on either July 1st or January 1st

Condition 2: Satisfactory record of scholarly achievement and/or service to the University or profession since the beginning of the previous research leave (or the beginning of employment at McMaster, in the case of a first leave).

Attach your up-to-date curriculum vitae in McMaster format.

Condition 3: Submission of a satisfactory plan describing the research objectives and the way they will be achieved during the proposed leave.

Attach a one page description of the proposed program of research to be undertaken during your leave.

COVERAGE OF YOUR COMMITMENTS

CLINICAL

Is the hospital chief aware you are applying for leave?

Have arrangements have been made to cover your clinical practice and patient care responsibilities during your leave? (Provide details below)

NON-CLINICAL

Indicate arrangements made to cover teaching responsibilities during your leave. Include the name(s) of individuals who have agreed to cover your responsibilities.

State provision made for graduate students you are supervising. Include the name(s) of individuals who have agreed to be your backup and available to your graduate students if needed.

What arrangements have been made to manage your administrative duties during this leave?

What arrangements have been made to manage your research program during this leave?

LOCATION OF LEAVE

Will you be working at another university or research locale as part of your research leave?

If YES - Please attach a letter of invitation from the host institution.

Will this be out of the country?

If YES - Please ensure that you have arranged for any necessary supplemental insurance coverage.

CONSULTING

A faculty member on Research Leave may accept fellowships, honorary visiting professorships, or the like, provided that the duties associated with these do not detract from the research plan described in the application for leave. The University's Consulting Policy applies during leaves: hence the faculty member must report any consulting or teaching carried out during the leave. Anticipated employment income in excess of 115% of regular salary must be approved by the dean before taking up the employment.

Do you anticipate receiving employment income in addition to your base salary during the research leave?

If yes, will your total anticipated employment income exceed 115% of regular salary?

Please provide an explanation of the consistency of your work plans with your research plans.

I agree to return to McMaster University at the end of the research leave and within four months of my return, I will provide a written report on my accomplishments during the leave to my Department Chair and to the Dean.

Applicant's Signature

Date

To be completed at Department level

FUNDING

Department to append written confirmation of base salary support for the period of the proposed leave and agreement with respect to ceiling payments.

	Duration (months)	Percentage of normal	Source of funding
Salary Support	_____	_____	_____
Practice Plan/AFP Support to replace income from patient care (ceiling) during leave	_____	_____	_____

I hereby approve this application for research leave

Chair's Signature:

Date

To be completed at Faculty level

Technical Eligibility – Timing Yes No

FHS HR Signature

FHS Financial Approval Yes No

FHS Finance Signature

Approved by MGD Council of Medicine

Meeting Date

Approved by University Research Leave Committee

Meeting Date