

## Faculty of Public Affairs Research Time Awards

Research Time Awards are available to professorial-rank FPA faculty who are awarded significant external research grants. These awards provide a reduction in teaching duties in order to provide additional time for faculty to carry out their funded research.

**The following rules and conditions apply for all new grants awarded as of January 1, 2023.**

1. Research Time Awards (RTAs) are available to full-time faculty at the assistant professor (including lecturer), associate professor, or full professor rank, and who hold at least a 50% appointment in an FPA unit. Faculty must meet these criteria at the time of the grant application.
2. RTAs are available to faculty who are the Principal Investigators (PI) on SSHRC Insight Grants, Insight Development Grants, Partnership Development Grants and Partnership Grants; CIHR Project Grants, Catalyst Grants, and Team Grants; NFRF Exploration and Transformation Grants; NSERC Discovery Grants; CFI JELF grants; or Ontario Early Researcher Awards. Grants must be for at least \$50,000 to be eligible. This threshold is based on the actual amount awarded, not the amount originally requested.
3. Recipients of other major grants will be considered for this program on a case-by-case basis. Decisions regarding eligibility will be made by the Associate Dean (Research and International) and need to be approved in writing prior to submission of the application to the funding agency. No exceptions will be made to the latter.
4. Award funding must be managed through Carleton University.
5. Faculty members who are co-Principal Investigators on major grants may be considered for Research Time Awards on a case-by-case basis, as long as the grant funds are managed through Carleton University. Co-applicants, co-investigators and collaborators are not eligible.
6. Recipients of grants totalling \$50,000 or more are eligible for one 0.5-credit teaching reduction during the life of the grant. For grants that are \$100,000 or greater, recipients are eligible for a 1.0 credit teaching reduction during the life of the grant.

For grants greater than \$500,000, further reductions may be possible but need to be confirmed in writing by the Associate Dean (Research and International) in advance of application. These thresholds are based on the actual amounts awarded, not the amount originally requested.

7. To be eligible for this program, the grant must include a budget request for at least one FPA student in each year to support the research project as a Research Assistant.
8. The following limits govern the use of RTAs:
  - a. No faculty member can normally use more than a 0.5 credit teaching reduction from this initiative in a single academic year. However, faculty who hold two or more separate grants both qualifying for RTAs may use up to 1.0 credit teaching reduction in a single academic year.
  - b. Faculty who already have research-related reductions in teaching responsibilities (e.g. research chairs) cannot use the RTA program to reduce their teaching obligations to less than 1.0 credit in any single academic year. This does not apply to cases where RTAs are combined with reductions in teaching responsibilities due to administrative duties. For example, a unit head with a 1.0 teaching load reduction would still be able to take a 0.5 credit course release under this program, resulting in a 0.5 credit course load in the relevant academic year.
  - c. RTAs not utilized before the end date of the project for which they are awarded are forfeited. However, faculty can request a deferral of an RTA beyond the end date of the grant due to career interruptions as a result of medical or parental leaves. Requests for RTA deferrals due to sabbatical and administrative leaves will not be approved.
9. RTAs must be taken with the approval of unit heads. Approval shall not be unreasonably withheld. Faculty and unit heads are encouraged to work collaboratively to identify the best timing that balances progress on the grant project with the least impact on the teaching capacity of the unit. In extreme cases where agreement cannot be reached, the Dean will make decisions.
10. Exceptions to these guidelines for unusual cases may be granted in writing by the Associate Dean (Research and International).