
Research and Study Leave Travel and Relocation Fund Procedures

Policy Sponsor:	Provost and Vice-President, Academic
Name of Parent Policy:	Research and Study Leave Travel and Relocation Fund Policy
Policy Contact:	Manager, Research Services
Procedure Contact:	Manager, Research Services
Effective Date:	January 30, 2017
Review Date:	Annually

Purpose

To delineate the process for administration of the Research and Study Leave Travel and Relocation Fund.

Definitions

AUFA	Athabasca University Faculty Association
Academic	An AUFA staff member appointed to the rank of Academic Coordinator, Assistant Professor, Associate Professor or Professor.
Fiscal year	April 1 st to March 31 st
Professional	An AUFA staff member appointed to a professional position



Procedures

Application Process

Applications to the Research and Study Leave Travel and Relocation Fund must be submitted via the Research Portal by April 1st or the first business day thereafter. Late or incomplete applications will not be accepted.

Awards shall be made in the fiscal year in which the applicant's Research and Study Leave commences. A second application cannot be made in the subsequent fiscal year, if the Research and Study leave spans more than one fiscal year.

Examples of eligible expenses include:

- Economy airfare and necessary ground transportation
- Mileage when a private vehicle is used
- Meals and lodging while enroute to destination
- Meals, lodging and transportation upon arrival at destination to a maximum of 7 days
- Freight and cartage on household effects

Applications for funding to support the dissemination of research shall be referred to the Academic and Professional Development Fund.

Expenditures must be consistent with the [Expense Reimbursement Policy](#).

Expense claims, including original receipts, must be forwarded to the Research Centre for processing.

Funds that have not been claimed by award applicants within thirty (30) business days following the end of their Research and Study Leave will be returned to the award fund.

Adjudication Process

At the beginning of each fiscal year, Human Resources shall provide the Research Centre with a list of AUFA academics and professionals approved for Research and Study Leave.

The Research Centre shall confirm the eligibility of applicants to the [Research and Study Leave Travel and Relocation Fund Committee](#).

For professional staff members whose Research and Study Leave application was submitted April 1st, conditional approval of their Research and Study Leave Travel and Relocation Fund application may be granted, pending approval of their Research and Study Leave application by the appropriate Executive Officer.



If a member of the [Research and Study Leave Travel and Relocation Fund Committee](#) submits an application, the member shall be excluded from discussion of their application.

Decisions shall be made by simple majority. In the case of a tie vote, the benefit shall be given to the applicant.

Awards shall not normally exceed \$1500. If surplus funds are available, the maximum may be exceeded, at the discretion of the [Research and Study Leave Travel and Relocation Fund Committee](#).

Expenditures that exceed the value of the award shall be the responsibility of the applicant.

[The Research and Study Leave Travel and Relocation Fund Committee](#) will adjudicate applications and notify applicants by e-mail of the decision made regarding applications within 20 business days of the application deadline. Decisions of the Committee are final and are not open to appeal.

Applicable Legislation and Regulations

Not applicable

Related References, Policies, Procedures and Forms

[Research and Study Leave Travel and Relocation Fund Policy](#)

[Research and Study Leave Travel and Relocation Fund Application Form](#)

[Research and Study Leave Travel and Relocation Fund \(RSLTRF\) Committee Terms of Reference](#)

[Terms and Conditions of Agreement between Athabasca Board of Governors \(AUBG\) and Athabasca University Faculty Association \(AUFA\)](#)

[Expense Reimbursement Policy](#)

History

Executive Group, January 30, 2017 (associated policy approved)