

January 7 2014

Dear Adjunct Faculty Members,

The deadline this term for applications to the Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) is February 3, 2014. You are eligible to apply if you have an Adjunct appointment at Queen's during this term, and the Committee encourages you to do so.

Some examples of the very disparate and interesting requests that have been funded include attendance at conferences and workshops, travel for archival research, the development of artistic practice, and support of new or ongoing research. You will find a list of the most recent recipients at the bottom of the application web page as well as a description from one Adjunct faculty member about how she benefited from the Fund.

Please use the current application form as it is updated from time to time. Using an old form may cause the information you provide to be insufficient or inapt, and so you stand the chance of being denied funding because the Committee cannot properly assess your application alongside the others. It is your responsibility to ensure your application is complete; incomplete applications (missing pages or CV, budget form inadequately filled in, etc.) will not be considered at all. Please also pay attention to whether a stipend or research grant is the most sensible way for you request funding as the Committee will not second guess or change your choice. A stipend is paid and taxed like salary, whereas a grant is the reimbursement of actual expenses (and so list researched and anticipated dollar amounts in your proposed grant budget).

You will find a link to the instructions and application form at this URL

<http://www.queensu.ca/provost/faculty/facultyrelations/qufa/support/adjunctfund.html>

The Committee tries to meet within a few weeks of the deadline and decisions will be sent out from the Faculty Relations Office a few weeks after that meeting. Late applications are generally not accepted, but may be considered if there are extenuating circumstances beyond your control. Not having known of or remembered the deadline, or not having received a reminder are not considered extenuating circumstances.

May I please request that you pass this information along to other Adjunct faculty members you know at Queen's just in case their address has not yet been added to the email list.

Best,
Ramneek

Ramneek K. Pooni, LLB MA
Grievance Officer, Queen's University Faculty Association