

Signing Authority for Academic Salary Support Requests in Research Projects and Agreements

Some sponsors allow faculty members to request academic salary support in their project budgets for the time they will spend on research activities. If considered an eligible expense, academic salary support may take three forms:

- **Salary supplements** are funds requested on top of a faculty member’s regular salary;
- **Salary replacement** is a portion of a faculty member’s salary paid by the sponsor that then allows the university to release institutional funds;
- **Replacement of clinical income** are funds used to reimburse physicians for clinical activities (for physicians only).

The Office of Sponsored Research introduced the **Faculty Salary Request Form** as a tool to ensure the appropriate validation and approval of these academic salary requests. The Faculty Salary Request Form supplements the [OSR Checklist](#), and Chairs, as well as Deans or their delegates, must approve salary requests by signing this form.

When completing the OSR checklist, applicants must respond to the question **“Are you and/or any faculty members requesting faculty salary support on this project?”** When an applicant indicates that their research project budget includes a salary request, the OSR checklist will generate a Faculty Salary Request Form for completion.

Please note that the faculty signing authorities for salary requests are not necessarily the same as those for the OSR checklist. Please consult the table below for the designated signing authority for your Faculty who will approve such requests. OSR will report approved salary requests to the Office of the Provost and Vice-Principal (Academic) – Academic Personnel Office (APO) for all awarded projects.

| Faculty/School | Signing Authority |
|---|--|
| Agricultural and Environmental Sciences | Valérie Orsat, Acting Dean |
| Arts | Lisa Shapiro, Dean |
| Dental Medicine and Oral Health Sciences | Elham Emami, Dean |
| Education | Victoria Talwar, Interim Dean |
| Engineering | Viviane Yargeau, Dean |
| Law | Robert Leckey, Dean |
| Management | Yolande E. Chan, Dean |
| Medicine and Health Sciences | Christian Pineau, Vice-Dean, Academic Affairs For clinical income replacement: Sylvain Baillet, Associate Dean, Research |
| Music (Schulich School) | Julie Cumming, Acting Associate Dean, Research and Administration |
| Science | Bruce Lennox, Dean |