



## Request for Dean's Approval of Salary Award Applications

To be completed and signed by Department Head/School Director

Applicant Name: \_\_\_\_\_

Department/School: \_\_\_\_\_

Granting Agency: \_\_\_\_\_  
eg. CIHR, H&SF, NSERC, etc.

Award/Program: \_\_\_\_\_

Expected Award Start Date: \_\_\_\_\_ Award Length: \_\_\_\_\_ year(s)

Rank at Time of Award: \_\_\_\_\_  
Rank Stream Start/Effective Date

Applicant currently has active appointment at the required rank for this award:  Yes  No

If no, pending appointment is contingent upon receipt of award:  Yes  No

Note: If appointment is/will be in the Clinical Stream or Partner Stream, please contact [Ileana Vazquez](#), Assistant Manager, Faculty HR, to discuss if the Health Authority or Partner Institution is eligible to administer the award directly from the granting agency.

I confirm the following:

- All eligibility requirements of the granting agency have been met.
- The Department/School/Centre is in compliance with the Faculty of Medicine Salary Award eligibility criteria outlined at: <https://mednet.med.ubc.ca/Research/SubmitApplications/Eligibility/>.
- If required by the Granting Agency, the draft letter of support from the Dean has been reviewed by the Head/Director.
- For academic faculty: The Teaching, Scholarly Activity and Academic Service time commitment percentages are reflected accordingly in order to contribute to the individual's success in obtaining promotion and tenure.

If the applicant does not currently have an eligible rank, please work with your Department/School administrator to confirm:

- The Department/School has submitted a letter to Faculty HR in support of recruitment from Head/Director (including evidence of departmental support to proceed with the recruitment) and from any sponsoring agency (if applicable).
- If the appointment is contingent upon receipt of the salary award, the letter submitted to Faculty HR reflects this, and the candidate is aware of the conditions around the pending appointment.
- All letters of support included in the application package contain appropriate wording for pending appointments (i.e.: "appointment is subject to the usual University approvals (and Immigration, Refugees, and Citizenship Canada (IRCC), if applicable)).
- The Department/School has submitted a Recruitment Planner and accompanying documents to Faculty HR for approval.

\_\_\_\_\_  
Department Head/School Director

\_\_\_\_\_  
Centre Director (if applicable)

\_\_\_\_\_  
Date