**Wabanaki Labrador Indigenous Health Research Network**

**Release Time Letter**

The WLN Indigenous Health Research Funding Programs are made available through the Canadian Institutes for Health Research (CIHR). CIHR funding policy indicates that a nominated team lead is not permitted to use the project funds for their own salary unless they have been approved for a release time.

WLN Indigenous Health Research Funding awardees are eligible for a release time from their current salaried (non-academic appointment) position. A release time request must be approved by the WLN. Once approved, funding can be used to pay the employee or the organization for his/her/their time spent engaged in the research program.

The application for a release time needs to include:

1. Name of applicant, name of organization and the applicant’s role in the organization
2. A detailed description of the applicant’s role in the program of research, including what might be achieved with the release time.
3. The significance of release time to the success of the proposed program of research.

The application will be reviewed by the WLN Funding Committee for approval, and we will notify you of the status of your application as soon as possible.