

SABBATICAL LEAVE – RESEARCH

APPLICATION FORM

PART ONE: to be completed by the applicant

Please note this scheme is very competitive. It is strongly recommended that your application is peer reviewed by a senior colleague within your College prior to submission.

Date of application	
Name of applicant	
Department and College	
Institute Research Theme or College Research Centre, if member	
REF Unit of Assessment (e.g. UoA2, Public Health, Health Services and Primary Care - refer to Annex)	
Position	
Date appointed	
Dates of previous Sabbatical Leave Please state whether this was research, education or professional leave	
Duration of Sabbatical Leave - Research requested	
Dates of Sabbatical Leave - Research requested	
If the Sabbatical Leave - Research period is to be financed by an external source (rather than your College) please detail the source and funds to be provided	

Please provide a full programme of work below (3 pages only and no attachments) detailing:

- a) aims
- b) methods
- c) benefits
- d) activities
- e) deliverables

For d) and e) please provide a clear timescale for each element using the template below

Timescales	d) Activity	e) Deliverable

Please detail below how the Sabbatical Leave - Research and your intended programme will further your professional development (200 words)

How will the research detailed in this application contribute to future REF submission by your UoA(s) in relation to (i) research outputs; (ii) demonstrating socio-economic, policy and/or cultural impact; and (iii) contributing to the research environment? (100 words each)

PART TWO: to be completed by the applicant's Head of Department

Do you fully support this application for Sabbatical leave? Please give brief reasons why/ why not.

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Please outline below any anticipated impact (e.g. resourcing) for your Department should Sabbatical Leave - Research be granted, together with brief recommendations for mitigation

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Head of Department	
Date	

All applications (both supported and unsupported) to be sent to Linda Hazell, Planning & Policy for monitoring; all applications will be forwarded to Vice-Dean Research and Institute Director (where appropriate).

PART THREE: To be completed after College Management Board Panel

Do you fully support this application for Sabbatical leave? If not, please explain
How do the research outputs listed above relate to the College/Institute Research Plan and the applicant's contribution to the UoA(s) submission which he/she is aligned?
Please explain how the period of Sabbatical Leave - Research will further the professional development of the applicant and how this relates to the College/Institute strategy on staff development

College Panel Representative	
Date	

Unsupported applications should be discussed with the applicant as soon as possible, giving appropriate feedback

PART FOUR: To be completed by College Management Board

Do you fully support this application for Sabbatical leave? If not, please explain

College Management Board Representative	
Date	

All applications should be sent to Linda Hazell, Planning & Policy for issue of confirmation letters monitoring purposes.