

Business School

Application For Research Leave

Introduction

The School Research Leave Scheme is applicable to academic members of staff who wish to undertake a period of funded leave to work on a specific research initiative. The Scheme is open to all academic and core-funded research staff who have normally completed 3 years of service. The normal length of research leave is one half session (1 Feb – 31 July or 1 Aug – 31 Jan). During the period of absence on research leave, salary and related costs will continue to be paid. It is expected that the applicant will also apply for external funding to cover any related research costs. A report must be completed within 3 months of completing a period of research leave to enable the School Research Committee to monitor the success of the Scheme.

Applications put forward to the SRC for consideration will have to be supported by the Head of School who will take into account the resources available to provide teaching, supervisory and administrative cover for the proposed absence. Before submitting the application, applicants are therefore requested to discuss cover for the period of absence with the School Research Representative and the Head of Discipline.

Personal Information

1. Contact details

Name	E Mail
Date of Appointment	

Please attach your CV and list of publications

2. Previous requests for research leave

Please provide details of other periods of research leave taken within the last five years

Dates	Outcomes – publications, invitations, guests etc	Paid or unpaid

3. Period of proposed research leave

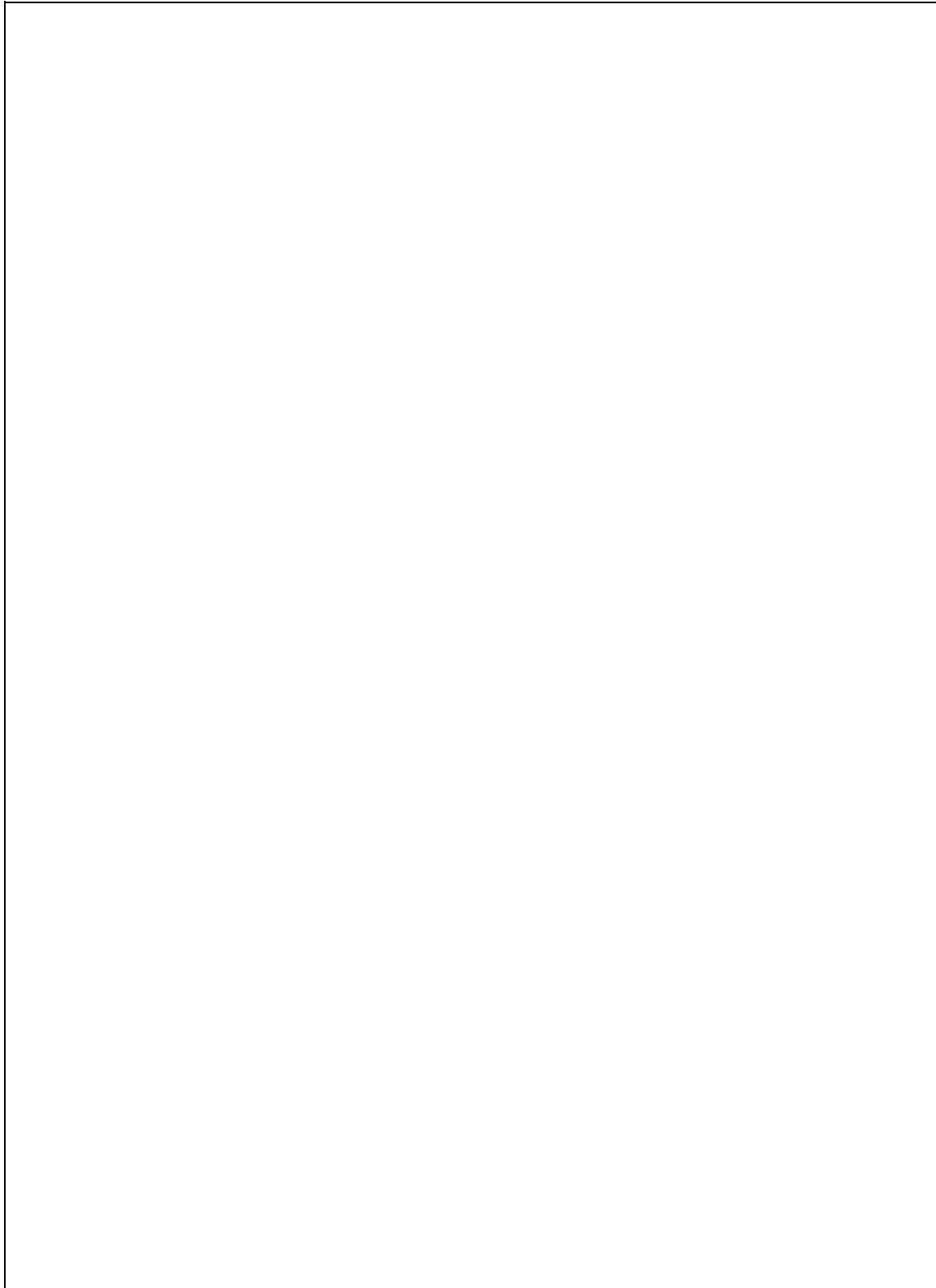
	Semester	Year
Please state the teaching semester and year in which your research leave would take place.		

4. Title of the proposed research

--

5. Research summary

Please use this space to provide a description of the research to be undertaken during the period of leave including relevance to current or future research interests, the aims and objectives, methodology, expected outcomes including publications and a timetable for the completion of key milestones

A large, empty rectangular box with a thin black border, intended for the user to write their research summary. It occupies the majority of the page's vertical space below the instructions.

6. Teaching and administrative load

Please provide brief details of your normal teaching, supervisory and administrative commitments during the academic year in which you are seeking a sabbatical (NB. If you normally teach in 3 of 4 semesters, please list normal teaching commitments over a whole 2 year cycle making clear which semester you are intending to take as sabbatical)

a. Teaching commitments

Undergraduate

Course(s)	Size of group	Format (e.g. lecture, tutorial etc)	Time commitment (hours per week)

Postgraduate

Course(s)	Size of group	Format (e.g. lecture, tutorial etc)	Time commitment (hours per week)

b. Supervisory commitments

	Currently		Whilst on leave	
	Number of students you supervise	Approximate time commitment (hours per week)	Number of students you will continue to supervise	Approximate time commitment (hours per week)
Masters				
PhD				

c. Administrative commitments

Role or responsibility	Approximate time commitment (hours per week)

7. Costs

Please provide an indication of any costs associated with the research project

Item of expenditure	Cost £
Total	

8. Particulars of other research funding and commitments

Please give details of any support sought or received from any source in the past three years, **for this** and other research projects. Include title, applicants, funding body, amounts, dates and outcome

--

9. Subject Area Representative: Supporting Statement

As a relevant subject area representative please provide suggestions or plans for covering the teaching, supervisory and administrative commitments of the applicant during the proposed period of absence. In your statement, please make it clear that the relevant Head of Discipline, UG and PG Teaching Coordinators have been consulted.

Signature	Date
Print name	
Statement of support	

10. Head of School: Supporting Statement

As Head of School please confirm that you support the application and are willing to release the applicant from all teaching and administrative duties and that you will monitor their progress throughout the period of leave

Signature	Date
Print name	

Statement of support