Faculty Research Leave 2009-10

APPLICATION FORM

1. NAME ______________________ RANK ______________________
   COLLEGE/ LIBRARY _____________________________________________
   DEPARTMENT _________________________________________________

2. TITLE OF PROPOSAL ____________________________________________
   _____________________________________________________________

3. CATEGORY OF PROPOSAL:
   ☐ Research (pure or applied)
   ☐ Library Projects
   ☐ Creative Activities
   ☐ Other (Please Specify)

4. Because this Leave is awarded as assigned time, you must fill out Assigned Time
   Request form on page 3.

5. Proposal will require use of human subjects? ☐ Yes ☐ No ☐
   If yes, secure signature of Chair, Institutional Review Board indicating review of
   proposal and compliance with required standards.
   Signature __________________________________
   Chair, Institutional Review Board

6. Proposal will require use of animal subjects? ☐ Yes ☐ No ☐
   If yes, secure signature of Chair, Institutional Animal Care and Use Committee
   indicating review of proposal and compliance with required standards.
   Signature __________________________________
   Chair, Institutional Animal Care and Use Committee

7. When did you last take a sabbatical leave _____________________________
   When are you next eligible for a sabbatical leave ____________________

For College/ Library Use Only

Date Received: ___________
Application # ___________
PROPOSAL: Submit seven (7) copies of the proposal to your College/Library office. Do not include your name.

- Please describe why you need a concentrated block of time in order to carry out your project. Include the reasons for undertaking the project, the purpose, the projected end product, how the results fit your future research plans, and the relation of this project to other professional activity which you conduct.

- Explain how you plan to use this time: Will the project be completed within the time of the Leave? Are there resources available to conduct this activity (i.e. materials, supplies, equipment)?

- What is the expected end product? If it is a publication, where will it be submitted? If it is a grant proposal, to what agency will it be submitted and when is the deadline? For a grant proposal, include the expected direct costs and allowable indirect costs.

- What is your record of previous use of Professional Development awards? What current support is there for this project, listing both internal and external sources.

- Proposals must show importance in terms of both the professional development of the faculty member, and how it adds to the body of knowledge of the faculty member's academic discipline, teaching fields, or areas of professional expertise.

- Complete the attached Assigned Time Request form.

  (It is expected that proposals will be no more than 2 - 5 pages in length.)
2009/10 FACULTY RESEARCH LEAVE

ASSIGNED TIME REQUEST

Because you will receive assigned time, please secure the signatures of your department chair and your college dean. These signatures will verify that consultation has taken place in which course will be purchased by assigned time (at the rate of $4,000) and in which quarter the assigned time will occur, should your grant be funded.

Signed: ________________________________________

Chair, Department of: ____________________________

Signed: ________________________________________

Dean, College of: ________________________________