**Aberystwyth University**

**Application for Research Leave | Report on Research Leave**

Please note this application must be approved and signed by the Head of Department prior to submission.

Departmental committees should consider the criteria below in evaluating applications and/or reports:

* 1. Clear time plan of activities
  2. Grant Capture
  3. Contribution to Research Excellence Framework (REF)
  4. Fieldwork/ data collection/ archival research
  5. Internal/ external collaboration
  6. Achievement of stated objectives from any previous research leave.

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| **Applicant Name:** |  | |
| **Department:** |  | |
| **Period for which leave is applied:** |  | |
| **Period for which leave was taken:** |  | |
|  | | |
| **Application for Research Leave**  ***Note, at the end of the sabbatical a report (to be completed in the right hand column) is requested to review the outcome of the sabbatical against the expectations outlined below.*** | | **Report on Research Leave** |
| **Planned Research Activity (max: 500 words).**  **Provide indicative dates and targets for the activities** | | **Research Activity achieved (max: 500 words).  Against targets for the activities outlined in your application.** |
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| **Planned Publications (please list). Provide indicative dates, provisional titles and target journals or publishers for the outputs. Please comment on which is/are likely to be eligible for submission to REF** | | **Publications written or in progress (please list).  Please compare with the planned publications outlined in your application.** |
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| **Planned Grant Applications (please list, including funders, dates and provisional titles)** | | **Grant Applications submitted or in progress (please list, including funders, dates and provisional titles)** |
|  | |  |
| **Planned Fieldwork/ data collection/ archival research (max 200 words)** | | **Fieldwork / data collection/ archival research achieved (max 200 words)** |
|  | |  |
| **Explain how this period of research leave will enhance your REF submission (outputs) or the REF submission of your department (impact) (max 200 words)** | | **Explain how this period of research leave has enhanced your REF submission (outputs) or the REF submission of your department (impact) (max 200 words)** |
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| Next section to be completed in discussion with Head of Department (or nominee) | | |
| Teaching Cover arrangements (to include PhD Supervision) | | |
| Administrative Cover arrangements (to include any line management) | | |
| Please explain the process by which the application has been scrutinised and approved. e.g. is the application reviewed by a committee, are previous research leave outcomes taking into account. If there is a departmental procedure, please provide a copy. | | |

Note: Head of Dept. (or nominee) should have considered the set of criteria at the start of the form.

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| Signatures | Applicant: | Date: |
| Head of Dept.:  (or nominee) | Date: |
|  |  |  |
| Faculty use | Approve / Reject / Refer |  |
| Reason (if required): |  |
| Signature: |  |