

 **Sabbatical Leave Request**

1. Complete the **Required Information section** directly on the electronic system.
2. Download a template in the **Proposal section** to address the proposal criteria.
3. When proposal is complete, upload the document as a PDF in the **Proposal section**.
4. You must select **SUBMIT APPLICATION** no later than 11:59 p.m. on **September 1** to begin the Sabbatical Leave Request review process.

**Required Information**

*Enter information directly into the electronic sabbatical leave request system:*

**Personal Information**

Name – *Provide your name*

Department – *Select your home department from the drop-down menu.*

**Sabbatical Information**

Title *– Provide sabbatical project title.*

Check the objective(s) below that best demonstrate the overall work described within your proposal.

*- Promise of a significant contribution to a new or existing subject under study or problem undertaken.*

*- Expansion of skills hat deepens or extends the applicant’s professional capabilities related to teaching (or for librarians, professional effectiveness), research, or creative activity.*

*- A planned effort to retrain professionally, in a manner appropriate to the applicant’s discipline and the unit’s and university’s needs.*

Does your proposed sabbatical require any of the following?

*- Human Subjects Research Review*

*- Institutional Animal Care and User Review*

*- Biological/Radiological/Chemical Safety Review*

*- Export Controls*

Sabbatical Leave Requested – *Select the semester(s) from the drop-down menu.*

Last Sabbatical – *If a previous sabbatical was awarded, list dates of last sabbatical.*

Sabbatical Report – *If a previous sabbatical was awarded, upload a copy of your last sabbatical report.*

Explain the outcomes of the past sabbatical and/or any extenuating circumstances that prevented you from meeting goals of past sabbaticals.

Leave of Absence – *List dates of any leaves of absence since last sabbatical.*

Are grants, fellowships, or other financial support expected during the sabbatical leave?

*List and include specific information about expected funding.*

Continued

Is acceptance of a sabbatical award dependent on your receiving some additional support? *Please specify.*

Where will the sabbatical work be done?

 *Provide general information about the location for sabbatical work.*

**Scholar Works**

Scholar Works – *Select whether to allow release of this Sabbatical Leave Request to Scholar Works.*

**Proposal**

You must address the following criteria in your Sabbatical Leave Request. Type on this form, save as a PDF document, and upload in the electronic sabbatical leave request system under the proposal section. The proposal shall not exceed ten (10) pages, excluding references and other supporting documents.

**1. Descriptive Title for the Project**

**2. Goals and Objectives**

*Proposals for sabbatical leave must have a clear conceptual focus. Be certain that the conditions and criteria for sabbatical leave as stated in the Board of Trustees Policies, chapter 4, section 2.25.4 and 5, have been addressed. A sabbatical proposal must be explicit about the desired results or outcomes of the project. In particular, a proposal should conform to one or more of the objectives listed below:*

 *1. Promise of a significant contribution to a new or existing subject under study or problem undertaken.*

 *2. Expansion of skills that deepens or extends the applicant’s professional capabilities related to teaching (or for librarians, professional effectiveness), research, or creative activity.*

 *3. A planned effort to retrain professionally, in a manner appropriate to the applicant’s discipline and the unit’s and university’s needs.*

**3. Background and Significance of Project**

*Describe the background and significance of the project for non-specialists. Depending on the standards of your discipline, this section may take the form of a literature review, a comparison to similar projects, a description of how this fits within the broader dialogue or artistic tradition, or how it will improve your professional competence.*

**4. Relevant Preparation**

*Describe your scholarly and/or creative preparation for this project. Indicate any additional training, if necessary, you plan to acquire either prior to or as a part of the sabbatical project. If a book is being written, append an outline or table of contents to demonstrate that groundwork has been laid.*

**5. Project Plan**

*Describe the sabbatical project. Show how this plan relates to the goals and objectives outlined in Criteria 2.*

**6. Timeline**

*Indicate estimated dates for each of the significant steps in the project plan. Be as specific as possible. Include an explanation showing whether the project can be completed in the time available. If the sabbatical leave is being used to begin a longer term project, state when you expect the whole activity to be completed.*

**7. Benefit to one's own or other units**

*A clear relationship between the proposed sabbatical leave and a proposer's academic unit shall be demonstrated. If your project is to benefit a unit other than your home unit, describe that situation. Attach signed, written verification of that benefit from the head of that other unit.*

When the proposal is complete, upload this document as a PDF in the **Proposal section** of the electronic sabbatical leave request system: Log into the MyApps Site [www.gvsu.edu/csce/grants](http://www.gvsu.edu/csce/grants)).

**Supporting Documents**

Curriculum Vitae – *Upload current document (5 pages maximum).*

Arrangements with other people or institutions – *If the project requires collaboration with other institutions or person, describe the collaboration and provide written evidence that the institutions or persons involved agree with the arrangements. For books, indicate interest of potential publisher if available. You may append correspondence.*

Supporting Documents – *Upload other supporting documents mentioned in the proposal.*

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