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**ACADEMIC STAFF SABBATICAL RESEARCH LEAVE SCHEME  
APPLICATION FORM**

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Please note that applications must be submitted by the last day of the Spring Term of the session before that in which the sabbatical leave will be taken.

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Position	
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Period of continuous service at BG	
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Period of leave sought	
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Date of last sabbatical leave	
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Brief statement of research to be conducted during sabbatical leave.
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List expected research outputs from sabbatical leave.
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Indicate why the proposed work cannot be performed as part of self-managed scholarly time.
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Will any resources be required to conduct this research? If so, please state how these expenses will be met.

Outline proposed work plan (activities, times, resources) covering requested leave period (attach separate sheet if necessary).

Indicate how the sabbatical leave will benefit your own personal research development and the research profile of the College.

Attach a summary (no more than 1 side of A4) of your current research interests and outputs/achievements over the last three years

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

I do/do not support this application

Signature of  
line manager \_\_\_\_\_ Date \_\_\_\_\_

## **Note to applicants**

Applications will be strengthened by evidence that dissemination of any published output has been carefully considered. For example, specific journals might be identified for the publication of articles. In the case of proposed books, likely publishers might be identified, and prior agreement or intent to publish an output would enhance the application. If the applicant intends to take part in conferences, and seminars, or to hold a secondment or fellowship whilst conducting the research in question, details should be given of location and of any agreements already made in this regard.

Applicants should demonstrate that they have considered the research resources necessary in addition to the time resources which are covered by the Sabbatical Research Leave Scheme. (For a definition of 'research resources', see the Academic Staff Sabbatical Research Leave Scheme details). Sources of support for these resources, where necessary, should be identified. Applicants should state whether the conduct of the research in question is dependent on the success of supporting applications for research resources.