**Request for Sabbatical Leave -- Proposal**

**Information to be supplied by the applicant**

**Name**: **Employee ID:** (not SSN)

**Department/School:**

**Rank: Date of application:** mm/dd/yyyy

1. **Project Description**:

(Note: Describe, as appropriate, the nature of your sabbatical project, its research methodology or creative techniques to be employed, the data to be used, the relationship of the work to the literature of creative work in the field, timeline of activities, and projected results in terms of disciplinary significance of the potential outcomes. This statement should be developed in a form consistent with applications for external support in the field and review by external peers. **Note: Limit the response to this item to 3 single-spaced pages, including figures, tables, and charts/equations, if any**.)

(Delete the “Notes” and expand the space for text as appropriate):

1. **Project’s Relationship to Scholarly Agenda**:

(Note: Indicate the relationship between your proposed sabbatical activity and your own previous and ongoing scholarly activity. Identify briefly, all your relevant grants and grant proposals, research, publications and creative professional activities during the past 6 years.)

1. **Project’s Benefits**:

**(**Note: Indicate the benefits of the proposed sabbatical leave to you, the unit(s) where you are employed and the university. Cite specific outcomes anticipated such as development of additional expertise in the field, publications, curriculum development, etc.)

1. **Project Resources:**

(Note: If the proposed sabbatical activity includes and/or requires resources or facilities internal or external to NIU (project related travel, use of laboratories or libraries at other institutions, funding by outside agencies, acceptance as student at another institution, special travel privileges, etc.), please specify the advanced preparation you have made in order to secure those resources/facilities and attach any related approvals or documents.)

1. **Resource Contingency Plan**:

**(**Note: Indicate the alternative means you will use to complete your proposed sabbatical activity if the necessary resources/facilities are not available for your use, and explain the impact of the alternative means on the outcomes anticipated during the sabbatical period and in the future.)

1. **List of References** (if any):

**Required Attachments:**

* Copy of the written report submitted for the most recent previous sabbatical leave (if any).
* Your current curriculum vitae.