Baylor University

Robbins College of Health and Human Sciences

2024-2025 Research Leave Application

Please email copies of all materials requested below in a PDF format to Mrs. Cheryl Wade (Cheryl\_Wade@baylor.edu) by October 13th, 2023.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you began your current position at Baylor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester / Year

Date(s) of Previous Fall or Spring Research Leaves \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Release Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check one type of support you are requesting.**

( ) Fall Research Leave

( ) Spring Research Leave

( ) Full-year Research Leave

**Application Checklist:**

\_\_\_ Signed cover sheet (by your Department Chair).

\_\_\_ Research leave project summary & description (addressing items 1 – 12) – [6 pages max].

\_\_\_ If requesting funds, complete the attached budget and justification. Do not exceed $1,000.

\_\_\_ Curriculum Vitae.

All applications must align with the Baylor Research Leave policy ([BU – PP 715](https://provost.web.baylor.edu/BUPP715)) for full consideration.

Department Chair signature indicates support for your application (the cover page can be scanned after signature and included in the electronic proposal submission):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

Research Leave Project Summary and Description

Project Summary and Description (6 pages max, single-spaced, 12-point font with 1” margins) – please use this section to explain and describe the work and associated activities to be undertaken as part of the requested Research Leave, including:

1. Title of project.
2. Background and rationale for the proposed research leave and associated project(s).
3. Research questions and specific aims of the proposed project(s).
4. Methods for addressing the research questions and specific aims, including a timeline and location of where the work will be accomplished (and if travel will be required).
5. Expected outcomes, benefits, and/or deliverables from this work.
6. The significance and innovation of the proposed project (describing how the proposed work addresses a critical research issue or opportunity, including if there are unique, novel and/or new strategies being employed.
7. The value and/or impact of the project to the applicant’s broader field or profession.
8. The relationship of the work to the applicant’s current scholarship and future sustainment.
9. How the proposed research leave will support a significant change and/or new contribution to the applicant’s research trajectory.
10. How the proposed leave ties into the applicant’s future funding plans (please identify specific targets for external funding that your planned research leave project will build toward and a timeline for how the leave leads to proposal submission).
11. The value and/or impact of the applicant’s proposed project to the applicant’s department, Robbins College, and Baylor University, speaking specifically to the University’s Vision and Robbins College Signature Research Initiatives.
12. Justification for release time for project.

Budget Request

For each of the items below, justify the expenditure by identifying the relationship to your scholarly activity. For example, *the graduate assistant will conduct observations in the clinic, school, lab, etc.*

Personnel

Names: Title/Position: Dates: Rate: Total:

Justification:

Expendable Supplies

Summary of items: Total:

Justification:

Equipment

Summary of items: Total:

Justification:

Travel

Summary of items: Total:

Justification:

Other

Summary of items: Total:

Justification:

Total Funds Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_