

PROFESSIONAL DEVELOPMENT AND RESEARCH LEAVE APPLICATION

After completing the form, save it or scan it and submit with the required documents **via email** to Anne Hitt at hitt@oakland.edu. Please copy your department chair (or program director) and your dean when you submit the application.

Please type or print:

Name _____ Rank _____

Department _____ Phone _____

Title of Project _____

Desired Starting Date _____ Duration _____

Detail the budget for research expenses of up to \$2,000 on page 3 of this form.

Please attach the following documents:

- A description of the plan for your leave written for reviewers from disciplines other than your own. Please limit the description to three double-spaced typewritten pages. The description should include:
 - The specific activities in which you will engage and the ultimate outcome of the leave.
 - Project timeline-what will you do during each month of the leave?
 - A specific description of new competencies you will develop by engaging in these activities.
 - An explanation of how the new competencies will be of value to you, your academic unit and Oakland University.
- Your budget (see form below).
- A two-three sentence abstract of your project for use in official documents.
- If your plan involves work at another institution(s), please attach a letter(s) indicating that your collaborator(s) and host institution(s) have approved the arrangements described in your plan.

- If requesting a full year leave, please indicate what would be accomplished in each semester. (Note: No full year leave has previously been approved.)
- A current curriculum vita.
- Title(s) and date(s) of all OU grants and/or OU fellowships received in the last 10 years.
- A memo from your department chair or program director that identifies all courses to be taught and administrative or professional library services that would be performed by you if you were not on leave along with estimated enrollment and how these responsibilities will be covered utilizing existing department resources.

**BUDGET REQUEST FOR PROFESSIONAL DEVELOPMENT
AND RESEARCH LEAVE**
(Not to exceed \$2,000)

Directions: Please specify the amount of money requested in each category below and justify its use for the proposed project.

<u>Category</u>	<u>Amount Requested</u>	<u>Purpose/Justification</u>
Travel	()	_____ _____ _____
Lodging	()	_____ _____ _____
Meals	()	_____ _____ _____
Supplies	()	_____ _____ _____

Other () _____
(Please specify) _____

I certify that the information provided on this application is accurate to the best of my knowledge and I understand that final approval will be granted by the Office of the Provost.

Applicant's Signature _____ Date _____

NOTE: WHEN SUBMITTING YOUR APPLICATION TO HITT@OAKLAND.EDU, PLEASE ALSO COPY YOUR DEPARTMENT CHAIR (OR PROGRAM DIRECTOR) AND YOUR DEAN. APPLICATIONS RECEIVED WITHOUT COPYING THE DEPARTMENT CHAIR OR PROGRAM DIRECTOR AND DEAN WILL NOT BE ACCEPTED.