

Some Tips for Research Leave Applications

These are recommendations from the HHS P&T Committee following their deliberations in 2014-2015. They are not intended to be exhaustive, but candidates may find them helpful and the committee believes that having this information will be helpful in evaluating the Research Leave application.

1. Include a timeline indicating when various aspects of the work will be accomplished.
2. Provide a discussion of feasibility of completing the proposed work within the timeline.
3. Explain how the research leave will contribute to the applicant's future scholarship (e.g., by positioning for future grant proposals, by establishing collaborations that will be on-going, by establishing national reputation through book publication, by developing new skills).
4. Use the Supplemental Materials section to provide documentation of critical relationships and support that are relevant to the application (e.g., if you're going to be collaborating with another faculty member, include a letter of support; if you're publishing a book, include a copy of the contract).