**Name**: **Date**:

**Division/Dept.:**

Sabbatical Leave requested (please see *2021-2025 Collective Agreement,* Article 12):

Full-Year Sabbatical:

\_\_\_\_\_ July 1, 2023–June 30, 2024 \_\_\_\_\_ January 1–December 31, 2023

Half-Year Sabbatical:

\_\_\_\_\_ July 1–December 31, 2023 \_\_\_\_\_ January 1–June 30, 2024

**The following should be included in your sabbatical application package:**

\_\_\_\_\_ A completed Sabbatical Application form (v. 2022)

\_\_\_\_\_ An outline of the research you propose to accomplish. Please be clear and concise, and keep in mind that your research plan must be comprehensible to someone not in your specific field of research. It will be helpful if you include (as applicable) details of grants awarded or applied for in support of the proposed research, any relevant bibliography, and relevant timelines/milestones/deadlines. Please indicate whether your research plans depend on any particular funding, whether internal or external. Your outline should explain clearly how your research plans will contribute to your academic development.

\_\_\_\_\_ A summary of your preparation for the project(s), including work already completed, in progress, and to be undertaken

\_\_\_\_\_ A statement of your research and publication achievements during your previous sabbatical, if this is not your first sabbatical leave

\_\_\_\_\_ An updated curriculum vitae

If your research involves human subjects, you will require approval from the Brescia Research Ethics Board (REB); please check the appropriate choice below:

\_\_\_\_\_ Proposal approved by REB. Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ Proposal currently in submission to REB. Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ Proposal not yet submitted to Brescia’s Research Ethics Board.

Please attach this checklist to the front of your application.