

School of Environment, Education and Development

Guidelines for research sabbatical reports

All staff must submit a report on their activities once they have completed the period of research sabbatical leave. It is important that you ensure a satisfactory report is submitted as it will be reviewed as part of the approval process for future sabbatical applications.

The reports for sabbaticals started in the academic year 2014/15 are due by **4th March 2016**, and should be e-mailed to elaine.edwards@manchester.ac.uk

Reports will be reviewed by the Sabbatical Committee at its next appropriate sitting.

The Committee will assess reports against original applications. In writing reports it is important to check the original deliverables stated in your sabbatical application and to report back directly against these. If there are major discrepancies, please explain why, and provide details of what has been produced instead.

The Research Office will ensure that original applications are attached to final reports when they are submitted to the Committee for review.

The Committee will review sabbatical reports and will deem each report either acceptable or unacceptable. Acceptable reports will be placed on file. Unacceptable reports will be returned to staff with comments and another due date, and will be reviewed again via Chair's action. Reports will be then placed on file.

Hard copies of all successful sabbatical reports will be placed on file, and will feed into the process of deciding on future sabbatical applications.

The Sabbatical Report must adhere to the following guidelines:

- i) The report should be no more than three pages long
- ii) The report should include details of the following, making reference to the outputs proposed in your original application:
 - Context for the sabbatical (semesters in post, timing of the sabbatical, workload matters etc.)
 - Research outputs (all written outputs, the stage they are at in the publication process, level of authorship involvement)
 - Funding outputs (include details of applications made/grants awarded; plans for future applications and stage they are at in process; level of involvement (eg PI/CoI and percentage time commitment)
 - Esteem outputs (seminars, conferences, awards etc.)
 - Impact activities and outcomes
 - Future plans (what has the sabbatical meant for future research, teaching and admin plans?)