

**APPLICATION FOR INTERNAL SABBATICAL LEAVE AT INSTITUTE FOR POLICY RESEARCH**

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| --- | --- | --- | --- | --- |
| 1. Surname |  | 2. First name | |  |
| 3. Post |  | 4. Department | |  |
| 5. Duration of time in post after probation (years and months) |  | | 6. Requested timing and duration of sabbatical leave |  |
| 7. Summary of project **suitable for lay audience**  *(max 200 words)* |  | | | |
| 8. Colleagues in IPR and other Departments who will be actively involved in the research project and how the collaboration will be organised  *(max 100 words)* |  | | | |
| 9. Forms of policy and/or public engagement  (*max 100 words)* |  | | | |
| 10. Benefits to your professional development  *(max 100 words)* |  | | | |
| 11. Please indicate how the project fits with – and will contribute to - departmental and IPR strategic goals  *(max 100 words)* |  | | | |
| 12. Proposed outputs and outcomes that align to IPR strategic goals  *(max 200 words)* |  | | | |
| 13. Please indicate how you will benefit from working with the IPR and how the IPR will reciprocally benefit from your involvement |  | | | |
| 14. Is this application part of a joint sabbatical project with another academic colleague? | YES / NO (delete as appropriate) | | | |
| 15. Are you also applying for funding under the IPR Visiting scholar and policy maker scheme, so as to enhance the sabbatical project?  *(max 150 words)* |  | | | |
| 16. Signature of applicant:  Date: | | | | |
| ***Head of Department to Complete*** | | | | |
| *Confirm eligibility for sabbatical leave: YES/NO (delete as appropriate); if NO, please give details* | | | | |
| *Comments on the strategic need for the leave and the department’s ability to accommodate it in terms of cover:* | | | | |
| *Comments on the quality of the application and the departmental priority ranking (applications that have not been ranked in a priority order cannot be considered by the IPR Sabbatical Committee):* | | | | |
| *Signature of Head of Department:*  *Date:* | | | | |
| ***Endorsement by Head(s) of Department of other colleagues involved:***  *Date:* | | | | |

**Guidance notes for applicants**

*Please refer to the conditions of the scheme detailed in the Call for Applications when completing this form. Please note that the word limits are the* ***maximum*** *that should be used. Be as concise as possible and use bullet points as appropriate.*

**Section 5**: Duration of time in post after probation. Please note eligibility is counted from the proposed start of the sabbatical leave, not from the time of application.

**Section 6:** Sabbaticals will normally run from either 1 February to 31 July, or 1 August and 31 January during any academic year. Any non-standard period of leave must be discussed and agreed with the Head of Department before submitting the application to ensure cover arrangements are in place.

**Section 7:** Please note that the members of the IPR Sabbatical Committee are not specialists in your area of research and **summarise the project in terms suitable for a lay audience**.

**Section 8:** Priority will be given toresearch projects which are interdisciplinary; which involve a strong degree of collaboration with colleagues from other than the applicant’s own Department; and which are endorsed by the HoD or Director of Research of those other Departments.

**Section 9:** Priority will be given toresearch projects which involve a strong element of policy and/or public engagement.

**Section 11:** Please refer to the Departmental and IPR strategies as appropriate, and/or discuss with your Head of Department and the IPR (Acting) Director prior to making the application. For IPR strategy, see <http://www.bath.ac.uk/ipr>

**Section 12:** Any planned outputs and outcomes from the sabbatical leave should be listed. All research outputs are expected to be of a 3 / 4\* quality.[[1]](#footnote-1) The number of outputs should be appropriate to the discipline. Please consult your Head of Department in the first instance if you are unsure of this.

**Section 14:** Double applications shall be countenanced from two academics from different Departments, wishing to work together on a joint sabbatical project.

**Section 15:** Applicants may apply simultaneously for funding under the IPR Visiting Scholar and Visiting Policy Maker schemes, in order to enhance these aspects of their sabbatical bid.

**After completing the form**

After you have completed the application, please pass it to your Head of Department well in advance of the closing date of the call (a minimum of 2 weeks is recommended). S/he should complete the bottom section of the form with his/her evaluation, and pass the form to the IPR administrator.

**Decisions of the IPR Sabbatical Committee**

The IPR Sabbatical Committee will meet as soon as possible after the closing date and their decisions will need to be ratified by the Vice-Chancellor. Applicants will normally be informed of the decisions within a month of the closing date.

**Queries**

If you have any queries about completing the form, please contact the IPR administrator. If your questions relate to the proposed outputs or the fit of your application to the strategic goals of the department or the university, please discuss with your Head of Department in the first instance.

1. HEFCE definitions for quality:

   3\* - Quality that is internationally excellent in terms of originality, significance and rigour but which falls short of the highest standards of excellence.

   4\* - Quality that is world-leading in terms of originality, significance and rigour. [↑](#footnote-ref-1)