**Sabbaticals application template**

Name:

School & Department:

Research Centre:

1. Please detail the activity you will carry out as part of a sabbatical.

This should be based on the development of a substantial output, the delivery of a significant project with the potential to deliver strong output(s) or impact activity, and/or the development of partnerships and pilot activity leading to a research funding bid.

If you would like to discuss the support available for research funding applications, please contact your Research Funding Manager in REO or via [preaward@tees.ac.uk](mailto:preaward@tees.ac.uk).

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1. Please summarise the outputs and outcomes of the sabbatical, including timescales.

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1. Please state what milestones you will reach during the sabbatical period as you progress towards the anticipated outputs and outcomes. Please include timescales.

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1. Are you planning any international work or collaboration with an external organisation as part of the sabbatical? If so, you can request additional funding for your travel. Please provide a breakdown below.

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| **Cost heading** | **Funding requested** |
| Travel | £ |
| Accommodation | £ |
| Subsistence | £ |
| Other costs (please specify) | £ |
| **Total** | **£** |

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| Please use this space to give details of your proposed travel – number of trips, destination, duration and purpose. |

1. Please provide an update on your current research plans. This may include research objectives agreed within your PDPR.

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| Outputs: |
| Engagement with business, government, services, charities, civic organisations and the public, as applicable: |
| Research funding: |

1. How will a sabbatical support your career plans and aspirations?

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1. How will your sabbatical align with the research aims of your School and/or research centre?

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Please send this completed template to [research@tees.ac.uk](mailto:research@tees.ac.uk) by the end of

31 January 2025.

You should discuss your intention to apply for a sabbatical with your Head of Department, Principal Lecturer (Staffing and Resources), research mentor or centre lead, and/or Associate Dean (Research and Innovation).

Your School may put in place additional requirements as part of the sabbatical application process, which you must adhere to.