# Uok_Logo_PMS294_PC_RGBACADEMIC LEAVE

**/REPORT**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Date of Appointment:** |  |
| **Date of Application:** |  |
| **Employee Number for Equal Opportunities Monitoring:** **[[1]](#footnote-1)** |  |

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| --- | --- | --- |
| **Academic Leave Outcome(s):**  **Scholarship and Professional Practice Leave Report**  Outline the activities undertaken and progress towards the agreed outcomes; this should be as detailed as possible. Please also include any mitigating circumstances or situations that arose during the leave. This can be recorded as a conversation with an appropriate member of the Divisional panel. | | |
| **Research and Innovation Leave Report**  Outline the activities undertaken and progress towards the agreed outcomes; this should be as detailed as possible and should include information such as:   * Funding applications: Funder, role in application (PI/Co-I), stage of application, anticipated decision date, amount requested, outcome if known. * Research outputs: Stage of creation, proposed route for dissemination (e.g. platform/publisher), anticipated output date, DOI if known, KAR link if available, any contract details. * Data collection: Did this meet the needs of the proposal? What are the next steps? * Knowledge exchange and Commercialisation outcomes. * Impact: Activities undertaken, external partners involved, any follow-up work, change effected as a result of the work, and any further anticipated change resulting from the work. * Any mitigating circumstances or situations that arose during the leave. This can be recorded as a conversation with an appropriate member of the Divisional panel. | | |
|  | | |
| Signed: |  |
| Date: |  |

**Please return this form to the Divisional Panel**

1. Please see attached Equal Opportunities Monitoring document for how this will be used. [↑](#footnote-ref-1)