**RESEARCH AND INNOVATION LEAVE/**

**APPLICATION**

# Uok_Logo_PMS294_PC_RGB

# Section A: Applicant Details

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

# Section B: Previous Leave

### Most recent Study, Scholarship and Professional Practice, or Research and Innovation Leave period:

|  |  |
| --- | --- |
| **Dates of previous leave:** |  |

Please supply the following:

* A copy of the submitted report
* Any further outcomes related to the leave period since the report was submitted; for example, research outputs, impact activities, external funding.

# Section C: Request for Research and Innovation Leave

Applications for all forms of Research and Innovation activity are welcomed, including output creation, funding applications, data collection and impact activities, including public engagement. Please use the headings outlined below to detail the activities you will undertake and the proposed outcomes. When planning your activities and outcomes, you should consider their alignment with the Divisional Research and Innovation priorities.

It is recognised that for some activities, the outcomes will fall outside the period of leave. Please be as detailed as possible.

|  |  |
| --- | --- |
| **Period Requested:** | *eg. Autumn Term 2023* |
| Proposed research activities: |  |
| Proposed outcomes: |  |
| Any mitigating factors the panel should be aware of[[2]](#footnote-2): |  |
| Alignment with Divisional Research and Innovation priorities: |  |

# Section D: Panel Decision and Feedback

|  |  |
| --- | --- |
| Date completed: | *eg. Autumn Term 2023* |
| Panel Members: |  |
| Approved/Not approved: |  |
| Commentary from the Divisional Panel: |  |
| Outcomes agreed: |  |

# Reporting

|  |  |
| --- | --- |
| Date completed: | *eg. Autumn Term 2023* |

## 3 months following the period of leave:

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.

1. Please see attached Equal Opportunities Monitoring document for how this will be used. [↑](#footnote-ref-1)
2. This can be recorded as a conversation with an appropriate member of the Divisional panel. [↑](#footnote-ref-2)