

# APPLICATION FOR RESEARCH LEAVE

Last Revised: September 11, 2024



All leave requests must be submitted via the Department Chair to the Dean's Office (via [monicametcalf@miami.edu](mailto:monicametcalf@miami.edu)) for approval.

- **Applicants:** submit this application and all supporting information to your Department Chair
- **Chairs:** append a letter of recommendation and forward the complete packet to the Dean's Office no later than **November 8, 2024**

## Section I: General Information

Faculty Name  Department

Rank  Date of initial appointment at UM

## Section II: Proposed Leave Dates

- Fall 2025** (August 15, 2025 – December 31, 2025)
- Spring 2026** (January 1, 2026 – May 15, 2026)
- Academic Year 2025-2026** (August 15, 2025 – May 15, 2026)
- Calendar Year 2026** (January 1, 2026 – December 31, 2026)

## Source and Amount of Outside Funding

Extramural Sources

Intramural Sources

## Section III: Additional Documentation

Attach the following documents to this form:

- A&S Research Leave Application Supplement Information Form
- Detailed plan of activity during research leave
- Updated curriculum vitae in [standard University of Miami format](#)
- Letter of Recommendation from Department Chair

## Section IV: Commitment to the University of Miami

In accepting this research leave, I recognize that if I have received funding from the University of Miami, it is my obligation to return to the University for one year following the leave. Within three months of my return, I will submit a report of my activities to my Department Chair and the Dean.

Faculty Signature  Date

## Approval

Department Chair  Signature  Date

Dean  Signature  Date

Provost  Signature  Date