## Application for Leave – Institutional Funded Scheme

The funded Institutional Leave Scheme is open to all staff who either undertake or enable research and require leave from their usual duties to lead activities that will contribute to world-leading quality in research. This includes Research Fellows/Advanced Research Fellows, Technicians and colleagues in Professional Services roles. This round of the institutional research leave scheme focuses on **contributions to research culture**, but applications will also be considered that will add significantly to our submission to the next Research Excellence Framework by producing world-leading impact or outputs.

The length of a period of research leave will not normally exceed 6 months.

Applications for leave should normally be submitted within the timeframe specified in the call for applications. A report of the outcomes of the research leave period must be submitted to [researchculture@abdn.ac.uk](mailto:researchculture@abdn.ac.uk) within a month of completion of the leave and ongoing, as required.

All applications should be supported by the Academic Line Manager and Head of School or Line Manager/Professional Services Director. Completed applications should be submitted via Worktribe selecting research project and the University of Aberdeen as the funder. Under the call name enter Institutional Research Leave Scheme by **4pm on 24 January 2025**.

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| **1. Name of applicant** |
| *If you are applying as a team, you should list all members of the team and their roles. If a team application is based around obtaining research leave for one individual, then also indicate who this individual is here.* |
| **2. List of planned outcomes – word limit 1,000** |
| *List here the planned activities which are proposed. Please be specific about the type of outcomes or activity (e.g.,* *developing and implementing a policy, establishing a network to support an aspect of research or staff development, initiatives that improve our ability to collaborate effectively in the University and beyond, procedures to ensure inclusivity in our research activities, and ways of recognising diverse contributions to research) and the anticipated timeline for why this activity, why now, and why this activity can’t be supported through standard school research leave or accommodated as part of your usual duties.*  *For team proposals, if the request is to cover the leave of an individual, applications should clearly explain the benefit to the team as a whole. Funds may also be requested to cover other expenses that allow the team time away from their usual duties in order to progress the project.*  *Applications must clearly describe how the planned activities will be evaluated and how the sustainability of activities is being considered.*  *For engagement and impact and/or knowledge and understanding, related applications, please submit a clear plan which outlines the anticipated work, outcomes and timelines for work that will meet REF 2029 world leading (4\*) standard.* |
| **3. Rationale for application – word limit: 1,000** |
| *Please state here how the research leave will add to the vitality of our research culture in the University, fostering a thriving, inclusive and engaged culture. Please comment in particular how research leave will be beneficial at this stage, and how the planned activities support our Aberdeen 2040 research ambitions and where appropriate how they can contribute to the PCE element of REF2029.*  *Engagement and impact and/or knowledge and understanding, related applications should outline the strategic importance of pursuing a particular activity at this time, and how it will benefit the University’s submission to the REF*  *Please list clearly any previous external or internal funding for research leave in the last 5 years and outcomes from it (including research leave under a School scheme) and explain why this proposal should be funded from the institutional scheme.* |

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| **4. Dates of Proposed Research Leave (not normally longer than a semester/six months)** | | |
|  | **Start date** | **End date** |
| Please state the period of research leave requested *(spend must fall within 2025/26)* |  |  |

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| **5. If your role involves research activities, including PhD supervision, how will these be maintained?** |
| *Please note, if you are in a funded research only role, your funded research must continue, but requested funding can be used to provide full or partial capacity to support research activities or your proposed culture project.* |

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| **6. If your role involves teaching and assessment duties, how will these be covered?** |
| *Please specify (e.g. tutorials; marking; attending to students’ queries, etc):* |

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| **7. If your role has administrative or technical duties, how will these be covered?** *(please underline)* |
| *Please specify (e.g. administrative roles/meetings; reporting from meetings, chairing, etc):* |

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| **8 Previous Research Leave**  *(Please provide details of other periods of research leave/mini research breaks, and outcomes, taken within the last 5 years)* | |
| **Dates:** | **Outcomes/outputs:** |
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| **9. Resources requested**  *(These may include teaching or other backfill and other allowable expenses. Please also list any resource commitment from your School or Professional Services Directorate)* | |
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| **10. Applicant Signature. If it is a team proposal, please include all individuals involved.** | |
| **Signature:** | **Date:** |

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| **11. Academic Line Manager/Line Manager**  *(As Academic Line Manager/Line Manager please confirm that the plan for coverage of activities under questions 5-7 above has been discussed and agreed)* | |
| **Comments from Academic Line Manager/Line Manager:** | |
| **Print Name** | |
| **Signature:** | **Date:** |
| **12. Supporting Statement**  *(As Head of School/Director of Professional Service please confirm that you support the application and are willing to release the applicant from all teaching and administrative duties).* | |
| **Signature:** | **Date:** |
| **Print Name:** | |
| **Statement of Support:** | |