## SENIOR SABBATICAL APPLICATION FORMAT

Sabbatical applications should follow the format indicated below. An electronic copy of both the proposal and the Departmental Letter should be submitted online to the Office of Research and Sponsored Programs no later than the first Monday of October of the year prior to the academic year in which the proposed leave is to begin. The percent weights indicated in parentheses refer to the guidelines and scoring as outlined in sections G and J in the senior sabbatical guidelines. Item VIII represents supporting documentation that also counts toward the evaluation of the importance of the work, the research plan and the likelihood of success.

**I. COVER SHEET** (to be filled out online)

**II. DESCRIPTION OF OBJECTIVES** (15% weight): Statement of purpose and objectives.

**III. IMPORTANCE OF THE WORK** (15% weight): The importance of the project proposed, its relation to developing knowledge in the relevant field(s), and its possible further impact.

**IV. HOW THE WORK WILL BE ACCOMPLISHED** (25% weight):

a. ***PRELIMINARY INVESTIGATION***: Outline of any preliminary investigations relative to the proposed project and already conducted by the applicant or others.

b. ***SUCCINCT, DETAILED PROJECT PLAN***: A brief but detailed outline of the proposed project. The plan should include an explanation of the suitability of the methodology within the context of the relevant discipline(s). The applicant should provide assurances that he/she has secured permissions, support or access if the project involves access to or collaboration with specific persons, groups, or organizations, or requires specific dataset access.

**V. TIMETABLE** (10% weight): List the various steps or parts in chronological order, and the time anticipated for completion of each part.

**VI. FUTURE PLANS** (5% weight): The description of future plans should include the expected outcomes of the proposed project and how the proposed project will contribute to the applicant’s teaching and/or scholarship development.

1. **LIKELIHOOD OF COMPLETION** (30% weight):
   1. List all previous internal and external faculty development support within the past seven years and the outcomes from these sources of support. This listing should clearly identify scholarly work that has resulted from Loyola-funded support (i.e., research or course development grants, summer research grants, professional leaves, etc.). Give the title as well as a brief summary of the most recent sabbatical project and outcome(s). If a project previously supported or a previous sabbatical project was not completed or was significantly altered from the original proposal, give a brief explanation.
   2. In light of the record listed in VII.a, the applicant should describe the likelihood that he/she will complete the proposed project.
   3. Evidence of outside support of the proposal should be described and documented. For example, if an external grant has been awarded for the project, a copy of documentation indicating such should be included. As another example, if a book contract has been secured for the proposed project, a copy of the letter from the publisher should be included.
   4. A copy of the applicant’s most recent chronological vita is required as part of the application. The vita will be considered as part of the evaluation of the Likelihood of Completion criterion. The vita should contain information about the applicant’s background, training, professional memberships, publications, previous research, fellowships, grants, honors, awards, etc. Include courses taught, administrative responsibilities, and significant service activities.
2. **DEPARTMENTAL LETTER:**

The Department’s letter is valuable to the Research and Sabbaticals Committee in its evaluation of the DESCRIPTION OF OBJECTIVES, IMPORTANCE OF THE WORK, HOW THE WORK WILL BE ACCOMPLISHED, AND THE LIKELIHOOD OF THE PROJECT’S COMPLETION. The Departmental letter should include the results of a departmental review of the application with respect to these areas. In rare instances, when the departmental expertise is insufficient to evaluate the proposal, please supply external letters of support. For informational purposes only, the letter should also address issues related to the coverage of the applicant’s courses and service obligations while the applicant is on sabbatical.