



Request for Faculty Study-Research Leave or Research Assignment
Office of the Executive Vice President and Provost
revised 10/27/15

To request research leave submit this form and attach a narrative description and a current curriculum vitae.

The narrative must include:

- (1) A description of the research efforts to be completed during the leave including:
 - a. background and scope
 - b. location(s), description, and activities
 - c. impact and significance of activities
 - d. name of host institution(s), agency, or company
 - e. schedule of activities
- (2) financial arrangements, if applicable (include information about anticipated payments from host institutions or organizations)
- (3) department or college staffing plan

Questions: Contact Rachel Gabriele, Provost's Office , rachelvg@vt.edu or 231-4508

Faculty Member Name	Virginia Tech ID number
Department	Rank
College	Appointment: Academic or Calendar Year

Semester and year of last study-research leave or research assignment

Institution, agency, company, and location associated with leave activities

(Check One Box Only)

- Study-Research Leave (half pay, full year) Study-Research Leave (half pay, half year)
- Research Assignment (full pay, half year)

Academic Year Appointment: fall term dates are August 10 – December 24; spring term dates are December 25 – May 9.
Calendar Year Appointment: fall term dates are June 25-December 24; spring term dates are December 25-June 24.

Requested leave period

One or two sentences describing the purpose of the leave :

Department Head's Signature _____ Date _____

Dean's Signature _____ Date _____

Executive Vice President and Provost's Signature _____ Date _____