

Research Leave Program
For leave during 2018-2019 Academic Year or 2019 Calendar Year

The Research Leave program provides salary for teaching replacement or clinical replacement so that recipients can dedicate one or two semesters to original research, scholarly, and/or creative activities that will result in publications, exhibitions, and other scholarly or creative accomplishments. During the period of Research Leave, faculty should dedicate their time to research projects completely unencumbered by teaching, clinical, and/or administrative responsibilities. Research Leave may be taken for a period of up to 12 months.

If a Research Leave applicant would like to request funding for travel, research assistants, equipment, and/or supplies, s/he can apply for a Research Council (RC) grant. Information and deadlines are available at: <https://research.missouri.edu/internal/researchcouncil.php>. Research Council grant funds cannot be requested as part of the RL proposal.

Research Leave funding is NOT awarded for the preparation of textbooks, preparation of a course or portion of a course, and projects of an explicitly commercial nature. Funding opportunities for activities that qualify as “faculty development” can be found at: <http://provost.missouri.edu/faculty-development/index.php>.

Eligibility

1. Tenured and tenure-track faculty with established scholarly, artistic, or research records are eligible for Research Leave. Although Research Leave is not typically granted to faculty who have not received tenure prior to the requested start of leave, leave may be essential in some circumstances to accomplish the proposed research (for example, fieldwork for extended durations or at restricted times of the year). Tenure-track faculty with such considerations should consult Cooper Drury to evaluate the appropriateness of an application.
2. In special circumstances, ranked non-tenure track faculty are eligible for Research Leave. In these cases, the appropriate chair/director must demonstrate to the dean or dean designee that the applicant has a relationship to the University that is likely to continue long enough to justify the investment.
3. No more than two Research or Development Leaves (or the combination of a Research and Development Leave), each of a semester’s duration or more, may be granted in a five-year period.
4. The University expects the applicant to remain a University employee for a minimum of one year following completion of a leave.

Deadline

Research Leave applications are due by October 9, 2017. The approximate notification date is December 15, 2017.

Application Instructions

Applications must be submitted as a **single PDF document** to umcasdeansofc@missouri.edu.

Format/Checklist

1. Cover Page [use form provided by College of Arts & Science]
2. Detailed Project Plan and Objective (2,500 words, not including citations or letters of support)
 - a. Overall leave goals and specific products (article, book, exhibition, performance, etc.)
 - b. Relevant background literature
 - c. Significance and impact of project
 - d. Methods and procedures
 - e. Justification for leave (importance of leave timing, impact and benefit to career and MU)
 - f. Timetable to complete project
 - g. Citations
 - h. Letters of support (optional)
 - i. Book projects should also include letters of commitment or interest from prospective publishers or documentation of a publication contract
3. Abbreviated Biographical Sketch/Curriculum Vitae
 - a. Education
 - b. Employment history (last five years)
 - c. List of grants & fellowships (up to five grants/fellowships)
 - d. List of publications in the last eight years (up to ten publications)
 - e. Biographical sketch (250 words)
4. Internal Support
 - a. MU Research Council and UM Research Board support from last five years
 - b. List of specific outcomes and products (articles, books, exhibitions, performances, etc.) from grants
 - c. Previous Research Leaves or Development Leaves from last five years
 - d. List of specific outcomes and products (articles, books, exhibitions, performances, etc.) from leaves
5. External Support
 - a. List all current and pending external funds. Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.
6. Appendix (Use only if relevant; reviewers are not required to review.)
 - a. A maximum of two additional documents may be included if needed to describe complex methodology, equations, statistical analysis, or artwork.

Research Compliance

All research must be conducted in compliance with Federal and University Regulations. We do not need the compliance letter(s) or e-mail(s) at the time of the application submission. Approval of the Research Leave and funds will not be released until notice of compliance approval is received in the Office of Research and the dean's office. A compliance approval

letter or e-mail must be e-mailed to internalfunding@missouri.edu and umcasdeansofc@missouri.edu. Application forms can be found on the Office of Research website: <http://www.research.missouri.edu/complia/index.htm>.

Criteria Used To Evaluate Applications

In the review process, the committee seeks to identify and support the most worthy applications, regardless of discipline. The committee gives preference to applications from faculty members who have not received either a Research or Development Leave in the last five years.

All applications are reviewed in accord with the following criteria.

1. Goals and Products. Is the overall goal of the project well-conceived? Are the specific outcomes and products clearly stated?
2. Intrinsic Merit. (significance, originality, and creativity) If the project is successful, will it result in an important, original contribution?
3. Design and Procedures. Is the design appropriate to achieve the stated goals? Are the methods and procedures clearly stated? Is the approach sound and innovative?
4. Feasibility. Is the approach likely to succeed? Can the project be completed in the time allowed? Are the necessary support resources available?
5. Location. Is the location well-suited for the proposed project? Are there special resources available at the proposed locations that are important for the proposed project?
6. Qualifications. Does the applicant have the training and demonstrated expertise in the area of the proposed project?
7. Productivity. Has the applicant demonstrated productivity in publications, presentations, and creative works? What products have resulted from past Research Council grant support? Particularly important are products from previous Research Leaves and Development Leaves.
8. Need for the Resources. What resources are available to the applicant? What resources are available to support work in the field? What special circumstances exist (e.g., new scholar, new project, interruption of external funding)? What opportunities exist for "leveraging" the funds to enhance (e.g., extend, expand) the proposed project and attract future external funding?

Administration of Research Leave Awards

The A&S committee makes recommendations to the dean or dean designee. The dean or dean designee reviews the recommendations and submits the committee's and her/his recommendations to the applicant's department chair/director. The recommendation is only for teaching or clinical replacement funds. It does not provide the applicant with salary. The dean or dean designee and the chair/director decides whether the applicant can take a Research Leave or not and if they will pay the applicant their salary while they are on leave.

The following link to the University's Collected Rules and Regulations for Research Leave:
http://www.umssystem.edu/ums/rules/collected_rules/personnel/ch340/340.070_faculty_leave.

Resubmission of Research Leave Proposals

Applicants may submit revised proposals at any future Research Leave deadline. There is, however, one additional requirement for a resubmission (in addition to the proposal). We ask that you also include a statement (1,000 word limit) with your resubmission that specifically addresses the comments of the reviewers and how the revised proposal reflects your consideration of those comments. The applicant should not only include a response statement; they should also edit the Detailed Plan of Project accordingly. In addition, while the request for a resubmission is promising, it should be emphasized that this does not guarantee eventual approval.