

SOUTH EAST TECHNOLOGICAL UNIVERSITY (SETU) APPLICATION FOR RESEARCH SABBATICAL LEAVE

Note 1:

All sections of the Form must be completed, incomplete forms will not be accepted.
If NOT signed by Head of School/Faculty the application will not be accepted.

Note 2:

The application for research sabbatical leave should be sent by email, in **one combined pdf format**, to: Researchrecruitment.wd@setu.ie with the TU RISE email in copy TURISE@setu.ie

Note 3:

Applications received after the application deadline will not be considered.

SECTION A: Applicant Details

1. Applicant Name and Dates of Leave Requested:

Title and Name:	
Department, School/Faculty:	
Period of leave requested:	January 2025 - December 2025

2. Programme of Work to be undertaken:

Institution and(or) company at which research sabbatical is to be spent:	
Programme of work to be undertaken: Please detail Research objectives and related methodology, including work to be done in academia and with/in industry.	

Detail the innovation /novelty of this research.	
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3. Expected outcomes of the research sabbatical period, please complete as applicable.
 (Please continue listing your significant research outcomes, up to a total of 3 pages);

a. Peer-reviewed Journal Articles

Title,	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

b. Books

Title	
Authored or Edited?	
Place and Publisher	
Expected Submission Date	

Expected Publication Date	
Co-author(s) or co-editor(s)	

Title	
Authored or Edited?	
Place and Publisher	
Expected Submission Date	
Expected Publication Date	
Co-author(s) or co-editor(s)	

† The expected outcomes of the research sabbatical should be expressed in terms of planned publications, including planned joint publications with international colleagues in other institutions, enterprises, journals in which the publications are expected to appear, publisher in the case of monographs, expected submission and publication dates, conference papers to be presented, initiation and revision of courses planned subsequent to the research sabbatical, and other expected outcomes. **It is required that the report on the period of leave, to be submitted not more than 12 months after the end of the period of leave, be based on the expected outcomes detailed here.**

c. Conference Papers

Title	
Conference Details	
Date of Presentation	
Co-Presenter(s)	

Title	
Conference Details	
Date of Presentation	
Co-Presenter(s)	

d. Chapters

Chapter Title	
Page numbers	
Book title	
Place and Publisher	
Joint Institution (if applicable)	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Page numbers	
Book title	
Place and Publisher	
Joint Institution (if applicable)	

Expected Submission Date	
Expected Publication Date	
Co-author(s):	

e. Initiation and Revision of Courses (Research-led teaching)

Programme Title	
Details	
Revisions and underpinning research	
Other	

f. Policy Briefs / White Papers

Title	
Page numbers	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

g. Other Expected Outcomes

	Details
1.	
2.	
3.	
4.	

3. Relevance to the SETU Strategic Plan and Policy

Include a statement (max. **one page**) setting out how the programme of work (2 above) and the expected outcomes (3 above) will contribute to the furthering of your research and teaching endeavours while contributing towards the achievement of SETU strategic objectives, as outlined in the Strategic plan 2023-2028 *Connecting for Impact*. Detail relevance to policy such as ERDF.

4. Future Career Trajectory

Include a statement detailing how this Research sabbatical will shape your future career trajectory (max. **one page**).

5. Travel abroad while on Research Sabbatical (please incorporate the industry collaboration, refer to pages 3, 4 and 8 of the Call document)

		Yes	No
a.	Do you propose to undertake any trip for more than twelve months' duration primarily for the purpose of university activity whilst on the Research Sabbatical?		
b.	If the answer to a. above is 'Yes' then specify the nature of the trip to include destination, duration, purpose and definition.		

6. CV

		Yes	No
A CV (max 5 pages) providing information on research, teaching and curriculum development, contribution to the University and wider community over the previous five years must be provided with this application.	CV attached?		
Insert the link of your up-to-date PURE or ORCID profile	Profile link inserted?		

SECTION B: Academic Overview

Applicant Duties:

1. Teaching or Other Paid Work while on Research Sabbatical:

		Yes	No
a.	Do you propose to undertake teaching duties at the institution(s) or company at which you propose to undertake the Sabbatical?		
b.	If the answer to a. above is 'Yes' then specify the nature of the duties and the total number of contact hours:		
c.	If the answer to a. above is 'Yes' then specify the remuneration involved		
		Yes	No
d.	Do you propose to undertake consultancy or other paid work while on Research Sabbatical, other than teaching?		
e.	If the answer to d. above is 'Yes' have you obtained permission in accordance with the 'Guidelines on Private Consultancy Work for Full-time members of Academic Staff.' Please refer to the SETU Conflict of Interest policy		

2. Supervision of Postgraduate Research Students (major dissertation)

Name of Student	Programme for which registered	Date of Registration	Arrangements for supervision while on Research Sabbatical	Date Award Expected

3. Administrative/Academic Leadership Roles

The applicant should provide details of all current administrative/academic leadership roles in the table below

Administrative	
1	
2	
3	
4	
Leadership	
1	
2	
3	
4	

SECTION C: External Funding and Grants

1. Research Grants and External funding

Please provide details of all **ACTIVE** externally funded research grants in the table below. Successful applicants must continue to manage these awards in compliance with the relevant T&Cs over the course of the Research Sabbatical.

Grant Number	Funding Agency	Start Date	End Date	Value of Award	Number of PhD students associated with award	Number of Research staff associated with award

2. Research Management Plan

This table must be completed in respect of all externally funded research grants and the Management Plan endorsed by the Head of School/Faculty.

Scientific leadership of research:	
Financial responsibility for grant(s):	
Supervision/mentorship of students or other researchers/team members:	
Briefly outline how you will manage any risks that might arise which could adversely affect the delivery of the research programme during the Research Sabbatical:	

SECTION D: SIGNATURES AND ENDORSEMENT

1. To be completed by the Applicant:

I hereby apply for Research Sabbatical Leave and will abide by the relevant terms and conditions and policies.

Signature of Applicant: _____

Date: _____

2. Endorsement by the Head of School/Faculty:

		Yes	No
1	Are you satisfied with the applicant's proposed outcomes from the Research Sabbatical? (i.e. are they realistic?)		
2	Are they sufficiently ambitious, given that the member of staff will have a sustained period of time devoted to research?		
3	Do they significantly exceed the standard output norms for a member of staff in the discipline in question, who has the usual balance of teaching, research, administration, and contribution?		
4	Do the outcomes align with the research strategy of the School?		
5	Has this application been reviewed and, where appropriate, managed in terms of duration and start dates, etc., in the wider context of other leave requests within the discipline?		

I _____ (name and surname) endorse the applicant for the TU RISE Research Sabbatical scheme and will facilitate same should this application be successful.

Signature of Head of School/Faculty: _____

Date: _____