Research Leave Report

Report by member of academic staff upon completion of a period of research leave with full salary. The report is to be sent to the **REO Research Planning Team** ([reo-research-planning@essex.ac.uk](mailto:reo-research-planning@essex.ac.uk)) by the Executive Dean’s office once it has been completed and signed by all parties.

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| 1. **Details** | |
| Name | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |

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| 1. **Term(s) of research leave taken.** | |
| Term 1 | Click or tap here to enter text. |
| Term 2 | Click or tap here to enter text. |
| Term 3 | Click or tap here to enter text. |

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| 1. **Where research leave was undertaken.** |
| Click or tap here to enter text. |

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| 1. **Brief details of work undertaken (100-200 words)** |
| Click or tap here to enter text. |

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| 1. **Current and forthcoming outcomes of work undertaken (e.g., publications, research grant applications, conference papers and presentations, etc)** |
| Click or tap here to enter text. |

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| 1. **Where appropriate: the reasons for substantial variation between research leave plans and outcome of period of research leave (e.g., outcome was significantly less, different, etc.)** |
| Click or tap here to enter text. |

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| 1. **Member of staff signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **Comments by Departmental Director of Research OR Head of Department with reference to outcomes and achievements.** |
| Click or tap here to enter text. |

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| 1. **Head of Department Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **Executive Dean Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

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| 1. **Comments by Pro-Vice-Chancellor (Research)** |
| Click or tap here to enter text. |

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| 1. **Pro-Vice-Chancellor (Research) Signature** | |
| Signed |  |
| Date | Click or tap to enter a date. |

We will comply with the UK General Data Protection Regulation and the Data Protection Act 2018 when processing personal data about members of staff for the purposes of research administration, monitoring and promotion.  These data will be kept secure and accurate and will only be disclosed to those where required in accordance with the University’s registration under the legislation, our [Privacy Notice](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff) and [retention schedule](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff).