

PROFESSIONAL DEVELOPMENT OR RESEARCH LEAVE APPLICATION

Submit to the Academic Affairs Office, 205 Wilson Hall

(Please print or type)

Name _____ Rank _____

Department _____ Phone _____

Highest Degree & Year Awarded _____

Title of Project _____

Desired Starting Date _____ Duration _____

Detail the budget for research expenses of up to \$2,000 on page 2 of this form.

Please attach a description of the plan for your leave, including the specific activities in which you will engage, how these activities will develop your competency in new areas, and how this new competency will be of value to you, your academic unit and Oakland University. This description should not exceed three, double-spaced typewritten pages.

If your plan involves work at another institution(s), please attach a letter(s) indicating that your collaborator(s) and host institution(s) have approved the arrangements described in your plan.

Title(s) and date(s) of all OU grants and/or OU fellowships received in the last 10 years:

Applicant's Signature _____ Date _____

A copy of this application has been received by:

Department Chair (if applicable) _____ Date: _____

Dean _____ Date: _____

**BUDGET REQUEST FOR PROFESSIONAL DEVELOPMENT
OR RESEARCH LEAVE**
(Not to exceed \$2,000)

Directions: Please specify the amount of money requested in each category below and justify its use for the proposed project.

<u>Category</u>	<u>Amount Requested</u>	<u>Propose</u>
Travel	()	_____

Lodging	()	_____

Meals	()	_____

Supplies	()	_____

Other (please specify)	()	_____

