

Report Due: _____

Research Leave Report Checklist

Name: _____

Leave sem: _____

Department: _____

- _____ 1. Received in the Dean's Office no later than the end of the first full semester following the leave.
- _____ 1. Chair's letter should accompany the report to the Dean, indicating that the report has been carefully reviewed & the activities undertaken track with original plans.
- _____ 3. Statement of accomplishments
- _____ 4. Fully met objectives outlined in RRT request.
- _____ 5. Copy of RRT request should accompany the report.

To be completed by the Dean's Office

Assoc. Dean Approval: _____

Final report filed: _____