

 **Final Sabbatical Report**

1. Download the Word document to address the topics in the **Report section** of the Final Sabbatical Report.
2. When complete, upload the Final Sabbatical Report as a PDF document in the **Sabbatical Report** section of the electronic sabbatical leave request system.
3. The Final Sabbatical Report shall be filed no later than the end of the first semester after return to campus.

# Report

**1. Title page**

Your name, the title of your sabbatical project, dates of your sabbatical project, date you are submitting your sabbatical report.

**2. Sabbatical Project Evaluation and Assessment – the heart of your sabbatical report**

* What were your goals?
* Did you accomplish all your goals?
* If yes, what factors led to success? If no, what barriers prevented you?
* Reflect on what was completed during the sabbatical itself and what remains to be completed.
* If you modified or changed your sabbatical project, cite the goals from the approved and modified version of your work. Be sure that the approval letter is attached.

**3.** **Benefit to your own or other units.**

Finally, your sabbatical report should tie your project into other aspects of your work on campus. These connections are often easily made and you need not write extensively here. The connection may be (but is not limited to) one of the following:

* Describe how your project connects to an existing curriculum or one that is being developed.
* Describe how your project connects to your current or a developing scholarly or creative trajectory.
* Describe how your project has a multidisciplinary or interdisciplinary impact for other units.
* Describe how your project explicitly benefits community partners.
* Other

**Supporting Documents**

When this document is complete, upload the Final Sabbatical Report as a PDF document in the **Sabbatical Report section** of the electronic sabbatical system. Log into the MyApps Site ([www.gvsu.edu/csce/grants](http://www.gvsu.edu/csce/grants)) to gain access.

You must select **SUBMIT REPORT** to begin the Final Sabbatical Report approval process. Eligibility for the next sabbatical leave shall be calculated from the date upon which the Provost *approves* the final report.