Final reports are due 2 months after the end date of the sabbatical leave. If the leave is for the calendar year, ending December 31, the report is due February 28. If the leave is for the academic year, ending August 31, the report is due October 31.

Submit your final report to the AVP, Research, Engagement & Graduate Studies and your Dean, requesting that your Dean review your report. The dean’s review will be submitted to the Office of Research, Engagement, and Graduate Studies. Reports are kept on file for future reference.

Please keep a copy of your report, as it will be required for any future sabbatical application.

Use the following as a guide for your final report:

NAME:
DEPARTMENT:
TITLE OF PROJECT:
PERIOD OF SABBATICAL:

1. Provide a concise summary (maximum 300 words) along with your full report. Include a list of at least ten keywords related to your sabbatical leave, as this summary will be entered into the searchable online database.

2. Describe the objectives and main activities of your sabbatical project as described in your approved Sabbatical Leave Application.

3. Describe any changes in your objectives and activities since the plan was approved, and provide the rationale for them. Any substantive changes in objectives and activities should have been pre-approved, prior to the change in activities, by your Dean and the AVP, Research, Engagement, & Graduate Studies.

4. Describe the project activities conducted and the time frame within which they took place.

5. Was the project funded? (If yes, by whom and for what amount?)

6. If the project was conducted outside of UFV, please specify where.

7. Describe the main results of the sabbatical leave, as well as the outputs of the projects (e.g. reports, publications, presentations, etc.). If the publication was peer-reviewed, please specify. If you did not meet the expected outcomes of the project within the timeframe, please identify how these will be met for completion of the sabbatical project.

8. Provide one copy of the presentations, draft publications, or publications. If there is any reason, why the material that you submit should be kept confidential, please indicate clearly on the material itself and in your report. If the publication or other output is not yet available, specify the date you expect it to become available.