



Standard Operating Procedure

Application Form for Research and Study Release (May 2019)

This application form is for use in relation to policy MP1101 Research and Study Release.

Title: _____

Last Name: _____ First Names: _____

Position: _____

School/College or Service Area: _____

Period for which release is requested: From _____ To _____

Financial Assistance from outside sources: (give details of any external financial assistance)

Grant-in-Aid:

Are you applying for a Grant-in-Aid Yes No

If Yes, attach budget including financial assistance from other sources.

Please include the following with this application form:

1. **Previous Research and Study Release:** Attach a copy of last Research and Study Release report (*if any*).
2. **Research and Study Release Programme:** Please attach a detailed description of your proposed Research and Study Release programme. This should give details of the following:
 - a. The overall purpose of the release.
 - b. The expected outcomes which will benefit Otago Polytechnic (e.g. publications, conference presentations, development of new courses/research/teaching methods, professional activity, postgraduate study, collaborative projects, changes in management or leadership). Applicants will need to provide specific details in this section.
 - c. Activities which will lead to the accomplishment of your objectives for the release (e.g. a summary of your study or research project, individuals with whom you will be working, universities and other organisations you will be visiting, letters of invitation). Applicants will need to provide specific details in this section.
 - d. Itinerary and contact details at each place.
 - e. Your teaching/research or other employment responsibilities and state how they will be discharged during your proposed absence on Research and Study Release. This needs to be signed off by the staff member's Formal Leader.

Note: Bond Agreement Grant-in-Aid - The following shall be included in any letter of offer relating to Grant-in-Aid. No monies shall be paid in respect of a Grant-in-Aid until a final agreement is signed.

- a. The employee agrees that, should the employee leave his or her position with Otago Polytechnic within six months of returning from Research and Study Release, the employee shall repay to the Polytechnic a proportion of the Grant-in-Aid, that proportion being determined by the following formula:
(Grant-in-Aid ÷ 6) x (6 – number of complete months employed since returning from Research and Study Release).
- b. All or part of any sum payable to Otago Polytechnic by the employee under this clause may be deducted by the Polytechnic from the employee's final pay.
- c. The employee shall not be liable to repay this proportion of the Grant-in-Aid if the reason for leaving his or her position is dismissal, death, or serious illness, accident or injury which would reasonably be expected to necessitate leaving this position of employment.

Applicant's Declaration: In signing this application I acknowledge that I have read, and understand, Otago Polytechnic policy *MP1101 Research and Study Release*

Applicant's Signature: _____ Date: _____

Submit application to:

Formal Leader and Director Research and Postgraduate Studies (or Chief Executive for Executive Leadership Team members)

- Previous release reports up to date
- Correct documentation included in application
- Satisfactory arrangements can be made to cover applicant's teaching/research/other commitments during the proposed Research and Study Release
- Eligible for study release of _____ weeks
(Professorial/Research Active staff up to 12 weeks, senior tier 3 staff up to 4 weeks)
- Grant-in-Aid of \$_____ approved for the purposes of the Research and Study Release
State Reasons:

- Application is approved
- Application is declined (state reasons)

Formal Leader: name and position _____

Signature _____ Date _____

Director Research and Postgraduate Studies

Signature _____ Date _____

OR

Chief Executive for Executive Leadership team members

Signature _____ Date _____