Western SARE Sabbatical Research and Education Grant Program

> **This document explains what a sabbatical paid leave is and how it relates to the Western SARE Sabbatical Research and Education Grant Program**

What is a sabbatical paid leave?
A sabbatical paid leave is a period of released time during which eligible faculty or researchers engage in scholarly research, professional development, or other activities that could increase their capacity for service to their institution and colleagues. During a sabbatical period, the faculty or researcher's salary, or a percentage of it, is covered by their home institution. Usually, the salary during a sabbatical leave period depends on the length of the sabbatical leave and the home institution policies.

Who is eligible for a sabbatical paid leave?
Each institution has their own policies; however, sabbatical leaves are usually granted to faculty and researchers. In general, a certain number of years (at least six years) must elapse between sabbaticals.

How are sabbatical paid leaves granted?
The process varies by institution. In general, eligible faculty or researchers should complete an application and submit it to their supervisors (usually the Department Chair/Unit) prior to the requested sabbatical leave period. The application is reviewed and forwarded to the college Dean along with a recommendation. This process is repeated between the Dean and the Provost, who receives all recommendations and the original application. (Note: in addition to the aforementioned offices in some institutions there is a special committee that reviews and recommends on all requests for sabbatical leave and forwards all documents to the Provost office). The Office of the Provost makes the final decision regarding the requested sabbatical leave. This process likely takes a few months, and some institutions might have set deadlines to submit sabbatical leave applications.

What information is usually requested in a sabbatical paid leave application form?
The sabbatical paid leave application form varies by institution, but it usually requires a description of the sabbatical project, including attainable objectives and a justification of how this project will benefit both the sabbatical applicant and their institution. In many cases, research and education activities of sabbatical projects are in collaboration with researchers and educators of other institutions. Sabbatical applicants must be able to describe such collaborative projects in their sabbatical paid leave application.

How a sabbatical paid leave relates to the Western SARE Sabbatical Research and Education grant Program?
The Western SARE Sabbatical Research and Education grant program provides funds to conduct collaborative research and education activities between a sabbatical researcher and a research team - faculty, researchers, educators, and agricultural producers - of a host institution in the

Western U.S. Funds can only be used to cover the expenditures of doing research and outreach activities, including stipends for project team members associated with the host institution.

Under this grant program, funds cannot be used to pay any portion of the sabbatical researcher's salary or to cover housing costs. The host researcher (Principal Investigator) along with the sabbatical researcher (Co-principal Investigator) submit a grant proposal to Western SARE, including documentation from the home institution of the sabbatical researcher that attests their granted sabbatical status, and a letter from the host institution agreeing to host the sabbatical researcher. At the time of a Western SARE Sabbatical proposal submission, the host PI and sabbatical Co-PI must have in place all the arrangements related to the sabbatical research and education activities to be conducted at the host institution site(s). To learn more about this program please go to the archived Western SARE Sabbatical Research and Education Call for Proposal. The new Call for Proposal will be posted on January 20 and applications can be submitted then.