Reassigned Time for Research or Creative Activity Application: Research and Development Committee

Applicant:	Submission Date:
Department:	
Tenured or Untenured:	

How much reassigned time is requested? Cannot be more than six (6) credits hours per semester. NOTE: Each credit hour equates to a minimum of 45 hours of research time during the semester requested.

Fall		Spring		Year		Credit Hours Requested	
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Application Requirements: Please include the following as appendices. Applications without this documentation will not be considered.

1. Curriculum Vitae, which includes a listing of previously University-funded projects.
2. Documentation that facilities are present on campus and/or accessible to the applicant.
3. If you received previous reassigned time, a report on outcomes must be submitted that reflects what you did in 1-4 below.

In a separate document, please write an explanation of the project for which release time is sought. Please present a clear statement that explains the work to non-specialists. This application will be reviewed by colleagues who work outside of your discipline.

The Committee will review the applications focusing on the following four categories:

1. **Project Description**: What is the research/project/goal/or creative activity you intend to execute? Explain how you will execute the project. Please use layman's terms. People outside your discipline will need to understand the work involved. What do you plan to do?

2. **Literature Review & the Field**: How is this work relevant to a body of literature, scholarly knowledge, or creative activity? How does this project contribute to an existing body of work? Why does this project matter?

3. **Work Plan**: Provide a calendar of your work plan or other material explaining how you will execute the project in the time requested. How do you plan to do this?

4. **Outcomes and Reporting**: What are the plans for reporting on this work, for publishing, presenting, or executing this project? Focus on the impact on your research and discipline or area of teaching and student involvement.

Please print, sign, scan, and submit an electronic copy of this application and all related materials to the Research & Development Committee, c/o the Administrative Assistant to the Provost and Vice President for Academic Affairs (cunninghamj@wcsu.edu) by close of business on November 6th. The chair of your department should be copied on this email.

Department Chairperson Signature & Date:

Applicant Signature & Date:

All applications must be on this form.