**Sabbatical Leave Program: Research activity plan**

## To: Director of Division of Research,

## Ritsumeikan University

MM/DD/YYYY

Affiliation:　　　　　　　 Position:　　　　　　 Name:　　　　　　　　　　　

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Category, etc. | | | | Unspecified　　　Early-career　　Work-life Balance　　Extramural Funds  　Assistant Teaching Staff　　　　　Research Recovery Measures | | | | | | | | | |
| ２．Any change from descriptions in “Ritsumeikan University Request for Sabbatical Leave Program for Full-time University Teaching Staff/Research Plan” approved in the preceding AY | | | | | | | | | | No ⇒To ３. below  Yes ⇒Fill out (i) and (ii) before proceeding to 3. | | | |
|  | (i) Change | | | | Theme 　 Period  Class.　　 Destination 　 Research institute  Content  Other（　　　 　） | | | | | | | | |
|  | (ii) Detail | | | |  | | | | | | | | |
| ３．Business-related trip immediately ahead of sabbatical period | | | | | | | | | No　　 Yes⇒ (From MM/DD) | | | | |
| ４．Allowance allocation | | | | O.C　 Dom  O.S.　AMT：\  O.C　 Dom  O.S.　AMT：\  O.C　 Dom  O.S.　AMT：\ | | | | | | | | Total \ | |
| ５. Destination | | Please fill in all fields even if there are no changes. If there are more than two locations, please add an additional line. | | | | | | | | | | | |
| (i) | Period | | | MM/DD /YYYY-MM/DD / YYYY | | | | | 【Details】 | | |
| Destination | | |  | | | | |
| Research institute | | |  | | | | |
| (ii) | Period | | | MM/DD /YYYY-MM/DD / YYYY | | | | | 【Details】 | | |
| Destination | | |  | | | | |
| Research institute | | |  | | | | |
|  |  | | |  | | | | |  | | |
| ６．Plan for temporary return to Japan/research-related trip | | | | Date | | | No. of days | Destination/objective/name of academic conference, etc. | | | | | \*Name of funds to be executed |
| ・\*Approx.  ・  ・  ・ | | | ・\*Approx.  ・  ・  ・ | ・  ・  ・  ・ | | | | | ・  ・  ・  ・ |

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| Head's approval | Administrative Manager's approval | Received by Research Office |
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【Notes for filling out/submission】

Upon submission and approval, the details of the program will be finalized.

-Deadline: Three months prior to the commencement of the Sabbatical Leave Program

- To be submitted to: [gairyu@st.ritsumei.ac.jp](mailto:gairyu@st.ritsumei.ac.jp)

- Submission format: PDF or Word