**Development and Research Leave Report Template**

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| **Faculty Name** |  |
| **Department** |  |
| **College/School** |  |
| **Leave Semester(s) and Year**  **(e.g. F2018, W2019)** |  |
| **Report Date** |  |

1. **Title of Project**
2. **Goals/Objectives**
3. **Summary of Work Accomplished**
4. **Any Challenges to Accomplishing Project**
5. **Planned Next Steps (e.g. Publications, Grants, Presentations)**
6. **Optional: If you want information posted on the** [**Academic Affairs Faculty Awards Website**](https://www.udmercy.edu/academics/academic-affairs/faculty-awards.php) **then please provide any of the following:**
   1. **Project Abstract**
   2. **No more than two photos**
   3. **A link to more details about your research**