FACULTY OF SCIENCE, ENGINEERING, ARCHITECTURE AND DESIGN
Research and Study Leave: Guidelines for Applicants

Application process for Research and Study Leave:

Applicants must submit their application on the ‘Faculty Leave Committee Research & Study Leave Application Form’ to their Head of School and School Research Committee by the due date. The applicant is expected to provide a succinct outline of their leave plan along with adequate information in order to enable the R&S Leave Committee to give Preliminary Approval.*

- Applicants must also enter Project Description details into the Grants Management System (GMS) and Save (do not Submit). This will generate a Grant ID which is to be entered on the application form.

- The School Research Committee - after assessment and ranking, will submit all applications for consideration by the Faculty Leave Committee to the Committee Secretary.

- The Committee Secretary will advise applicants of the decision made by the Academic Leave Committee by email.

- Successful Applicants must then complete their application in the GMS and submit it.

- The Committee Secretary will advise if further information is required and return the GMS application to the applicant if this is the case.

Successful Applicants: Three months prior to leave being taken - when all details of the leave plan have been finalised, the applicant emails the Committee Secretary with the revised details.

The Academic Research Committee Convenor & the PVC will then give final approval to the Committee Secretary and the application will be forwarded for final grant set up.

* Preliminary Approval status means that the application is provisionally approved, subject to confirmation of application details, provided three months prior to the leave being taken. When final details of the plan are provided, it will be approved and financially supported.
Following Final Approval
A relevant School Representative on the Academic Leave Committee (Guide) will be asked to keep in contact with the applicant until they go on leave and whilst on leave, to ensure that plans provided at the time of application have not changed and that the leave is going as planned. The guide will also assist the grant holder in the procurement of a satisfactory Leave Report.

The Academic staff leave regulations specify certain requirements for staff wishing to take Research & Study Leave (R&SL). All staff preparing for Research and Study Leave are encouraged to obtain and read the full regulations (available on the HR Toolkit).

Leave Report. The member of staff shall make a general report to the Science Faculty R&S Leave Committee, not later than three months after return from leave, setting out the way in which the leave was spent. Upon approval, the report becomes a public document. Fresh leave eligibility may not begin to accumulate if a satisfactory leave report is not received within three months of return from leave.

(Note: it is the responsibility of individual academics to provide their report on time.)

ADDITIONAL INFORMATION
Grants Management System (GMS)
Training is provided in the use of the GMS system. If you have any queries please contact Donna Jamieson the Internal Grants Administrator, Research Trust Victoria, ext. 6723 or donna.jamieson@vuw.ac.nz

Managing your grant.
The system is designed to be self managing and the training provided is sufficient to allow you to track your expenditure in ORACLE. Access to the budget information allows you to work within the budget specified in your application. Responsibility for operating within the amount granted lies with you.

In order to claim reimbursement, original receipts must be produced
Please contact your School Manager for more information on managing your grant.

Travel
Travel must be booked through the University Travel Provider APX Limited. This information can be accessed at:
https://intranet.victoria.ac.nz/staff/services-resources/finance/travel/book-travel

The University Travel and Expenses Policy and the Academic Leave Allowances Policy can be found at:
It is advisable that all staff consult these policies prior to submitting expense claims and booking travel.

Insurance is automatic for all VUW staff members travelling internationally on authorised university travel. Please check with Facilities Management for any information regarding insurance. Copies of the insurance policy document are available at:

The University also provides security information via SOS International. You can log on to the
website to access information yourself using the membership card received with your travel documentation [https://www.victoria.ac.nz/staff/services-resources/finance/travel/international SOS log in box].

Duty of Care
Prior to departure, travellers should view the International SOS (ISOS) to obtain detailed information on the countries they are intending to travel to visit. The University log-in is 25ACPA000013. ISOS specialise in advice on health and security related issues and provide up to date information on over 190 countries from their website. They also undertake emergency evacuations from countries where security issues have become extreme and provide assistance with urgent medical care that may be required.

Annual Leave
As per clause 4.6 (a & b) of the Management of Staff Annual Holiday Entitlement Policy it is expected that the appropriate pro-rata amount of annual leave be taken during Research and Study Leave. Annual leave is to be taken within the R&SL period, and is not additional to. An annual leave application form can be submitted in HR Kiosk and printing a copy of the approved leave details.

General Enquiries
For all general enquiries please contact the Committee Secretary Margot Neas, Room CO148, on ext. 8293 or Margot.Neas@vuw.ac.nz