

LEAVE REPORT
(Due November 1, the academic year after leave)

The report includes three components:

1. A summary form
2. A one-page narrative of your activities during the leave
3. Copies of the table of contents or chapter titles of manuscripts, articles, papers, grant proposals, etc. compiled during the leave (please try to keep to 10 pages)

Name: _____

Rank: _____

SMU ID: _____

Department: _____

Date of Leave: _____

1. Manuscripts:

2. Working Papers:

3. Grant Proposals:

4. Other: