

## Study Leave Final Report Template

At the conclusion of your study leave, a full report must be submitted for review. This report will be reviewed by the Associate Dean of Faculty and Academic Affairs. Reports should not exceed two pages. All reports are due not later than two weeks following the completion of your study leave period and should be submitted to Faculty Affairs at [mkfa@gmu.edu](mailto:mkfa@gmu.edu).

Your report should include the following components:

### A. COVER PAGE

- *Project Title: [Title of Your Project]*
- *Full Name: [Your Full Name]*
- *Title: [Your Job Title]*
- *Contact Information: [Your Email Address]*
- *Period of Leave: from [Start Date (dd/mm/yyyy)] to [End Date (dd/mm/yyyy)]*

### B. SUMMARY OUTLINE

#### I. PROJECT DESCRIPTION

- *Purpose: Briefly outline the purpose of your project, highlighting its significance.*
- *Key Activities: Provide an overview of the main activities undertaken during your study leave.*

#### II. PROJECT GOAL

- *Clearly state the overarching goal or goals of your project in one or two sentences.*

#### III. PROJECT OUTCOMES

- *Summarize the accomplishments during your study leave.*
- *Provide a brief overview of the outcomes of your project, emphasizing key results.*

#### IV. PROJECT IMPACT AND/OR LESSONS LEARNED

- *Describe the impact of your project on your work and the broader scholarly community.*
- *Share any valuable lessons learned during the study leave.*