



FWO – SABBATICAL LEAVES
TEMPLATE FOR FINAL REPORT*

*Only use this template to submit your report. Other formats will not be accepted. Please send the report in pdf format and in font size 12 to your account administrator, **within three months after the end of the sabbatical leave.**



Fonds Wetenschappelijk Onderzoek - Vlaanderen
Egmontstraat 5
B - 1000 BRUSSEL
Tel. 02/512.91.10
Fax. 02/512.58.90
E-mail: interprog@fwo.be

Report Form Sabbatical leave

Nr.	File
Date	

Confidential

Submit form at FWO within three months after the end of the sabbatical leave.

1. Administrative details

Name of researcher	
Application number	
Duration of sabbatical leave (from...to...)	

2. Use of the sabbatical grant

Did you use the sabbatical grant for replacement at the host institution in order to be released from your teaching or other duties during your sabbatical leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In case you were replaced, please specify:	
• Name(s) of substitute:	
• Position(s) of substitute:	
• Period(s) of replacement:	
• Tasks performed by replacement:	
• Cost of replacement(s) (EURO/month):	

<p>Did you use the sabbatical grant to support your research activity during your sabbatical leave?</p> <ul style="list-style-type: none"> Specify which research activities were supported by the sabbatical grant and add the cost per research activity (EURO): 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Did you spend your sabbatical leave (partly) at a foreign host institution?</p> <ul style="list-style-type: none"> Specify the foreign host institution(s), department(s) and the name of the host(s): Period(s) of stay at foreign host institution(s): Costs of stay abroad (EURO): 	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Scientific Results

Description of the research performed during the sabbatical leave and the results obtained (max. 1500 words)

4. List of publications resulting from the sabbatical leave

Guidelines*:

1. **Only mention publications realized during this sabbatical.** Other papers should not be listed and will not be considered by the panel.
2. Provide **full bibliographical data** for each publication (journal, page numbers, impact factor in publication year, citations, etc.) and list them in chronological order
3. Clearly indicate whether the publication is published, accepted for publication (indicate in or by which journal), or only submitted (indicate to which journal). Papers that are merely ‘in preparation’ should not be listed and will not be considered by the panel
4. Use the following classification:

Papers

A1 Papers in journals included in the ISI Web of Science – limited to the following types: papers review articles, letters and notes

A2 Papers published in widely distributed scientific journals, for which manuscripts submitted are assessed by international experts and which are not included in (A1)

A3 Papers published in national peer-reviewed journals, not included in (A1) or (A2)

A4 Papers published in journals not included in (A1), (A2) or (A3)

Books

B1 Book author or co-author (limited to books published by a scientific editor; no syllabi or dissertations)

B2 Chapters in books (no conference proceedings)

B3 Books of which you were an editor (including conference proceedings)

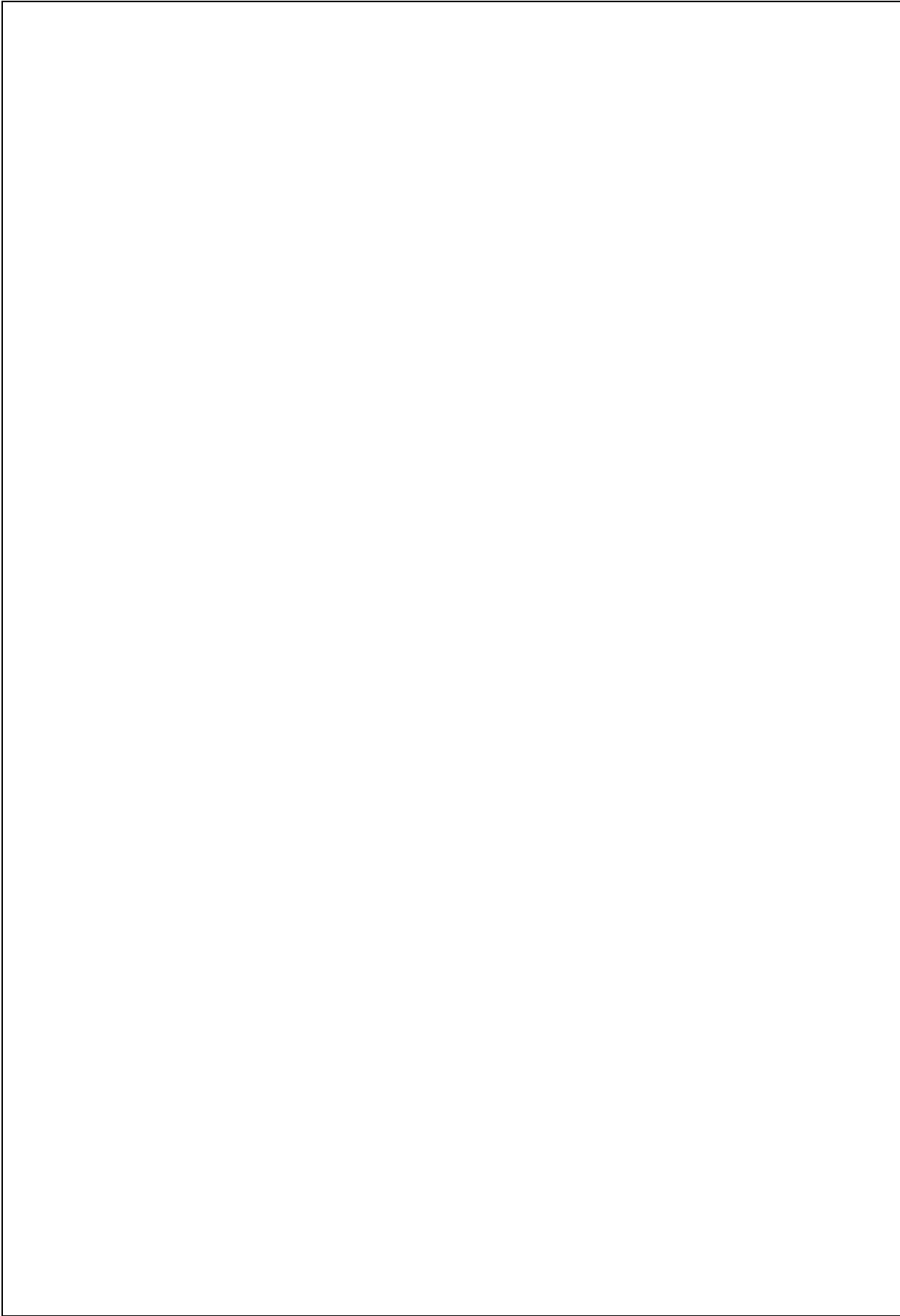
Other publications

C1 Papers in conference proceedings, not included in the previous categories (complete papers, excluding abstracts)

C2 Dissertations, essays, internal reports and conference abstracts

C3 Patents

*Failure to respect these guidelines may lead the panel to downgrade the mark for this report



Date:

Signature: