**Follow-up Report**

Sabbatical recipients **must prepare a written report** describing the work undertaken during the leave period. The **report will be submitted electronically** as a Qualtrics survey (recipients will receive an email with a link to the Qualtrics survey in the first week of the fall semester). It will include the following sections:

**1)** A 350 word (maximum) abstract that summarizes the project and its specific results, including a statement in which you specifically describe how your PDA work is of value to Drake and the wider community. This could also include specific classes or courses of study or outreach into the community.

**2)** A narrative description (maximum 2 page double-spaced) of the project: major objectives accomplished, activities pursued, and the results, including publications, presentations, exhibits, new programs or courses, innovative pedagogy, grants applied for or received, or future arrangements for any of these.

**3)** A statement that all objectives and activities proposed and approved in the original application have been completed. If a sabbatical recipient fails to accomplish any of the approved objectives or activities, then the recipient must explain in the report what was not accomplished and why.

The report must be submitted **no later than September 15 of the academic year following the sabbatical.** Failure to submit the report at this time will make the recipient ineligible for subsequent sabbaticals, Drake Research Grants, or Undergraduate Assistantships