



## ESL Application Review Guidelines

The following set of questions is intended to assist in the evaluation of a proposed ESL activity, but should not be considered the sole criteria for making a recommendation.

### Comprehensive Description of Proposed Activities

**Primary Question: Is the proposed set of activities acceptable for the requested study leave?**

#### Supporting Questions

1. Is the description detailed enough to allow the committee to evaluate it?
2. Do the proposed activities sufficiently fill the requested leave time?
  - a. Was a timeline or schedule of completion provided?
3. Has the applicant identified all the necessary components of their study (where applicable, for instance, REB approval or acceptance in an academic program)?
4. Has the applicant demonstrated the adequate investigation into planning the leave?

### Feasibility

**Primary Question: Is the proposed plan feasible and is the applicant capable of completing the proposed plan?**

#### Supporting Questions

1. Has the applicant provided evidence that they are capable of completing the proposed plan?
2. Does the applicant require external logistical support? If so, have they provided evidence of that support? (e.g., research partnership, access to archives)
3. Does the applicant have the expertise required to complete the proposed activity?  
Alternatively, has the applicant shown that they will be able to gain the necessary expertise to complete the proposed activities?
4. If the proposed activity includes a formal course of study or program, has the applicant provided evidence that they are or will be admitted to the program?
5. Has the applicant shown adequate preparedness to maximize the chance of success for the proposed activities?
6. Is the program of study dependent on funding or other factors for its completion? If so, have they demonstrated the likelihood of success in attaining this requisite support?
7. Will the applicant require REB approval?
  - a. Has the applicant received REB approval or begun the approval process?
8. Has the applicant discussed a reasonable back-up plan if there is a chance that their original plan of action will not occur?

## Outcomes and Benefits

**Primary Question: Are the outcomes and benefits articulated and do they make sense with respect to the applicant's personal and professional growth?**

### **Supporting Questions**

1. Are the outcomes identified and do they make sense with respect to the applicant's professional growth?
2. Are the benefits articulated and do they make sense with respect to the applicant's professional growth? (break into two parts)
  - a. Does the applicant demonstrate the value of the proposed activities to both themselves and their profession?
  - b. Does the applicant demonstrate the value of the proposed activities in both the short term and the long term?