

Information & How-to:

NAISE Mini-Sabbatical Program

About

Northwestern-Argonne Institute of Science and Engineering (NAISE) Mini-Sabbatical Program provides an opportunity for Northwestern faculty to spend a quarter at Argonne National Laboratory to deepen research collaborations between Northwestern faculty and Argonne scientists. This program is enabled by support from NAISE, Northwestern Office for Research, Northwestern Schools and Argonne National Laboratory. Faculty who are selected to participate will be partially in residence at Argonne with the intent to develop and work on collaborative research projects with scientists and engineers there. Towards this interaction, the program provides a quarter-long teaching relief to allow faculty. It is important for the faculty to contact Argonne collaborators prior to applying for the mini-sabbatical.

Eligibility

All tenure-track or tenured Northwestern faculty members are eligible to apply.

How to Apply

1. Prior to application, contact your Argonne collaborator to discuss potential areas of collaboration with clear-defined goals and outcomes which will mutually benefit both Argonne and Northwestern research portfolios.
2. Contact **Begum Gulsoy**, NAISE Director of Research, with intent to apply.
3. Develop your one- to two-page proposal with input from your Argonne Collaborator. Download the NAISE mini sabbatical proposal template [here](#).
4. Submit your application [here](#).

Expectations

- Faculty member will submit a short summary of his/her experience, outcomes, and any collaborations that result from the mini-sabbatical within 60 days of its completion. This report will be distributed to the faculty member's Department Chair and Dean, as well as Argonne.
- If not a Fellow, faculty member will become a member of the Northwestern-Argonne Institute for Science and Engineering to participate in this program.
- Faculty member will abide by all training, security, safety, and other requirements of Argonne.

Other Information

- In the event that the mini-sabbatical occurs during a quarter in which the faculty member is teaching, the faculty member will be released from one quarter of teaching duties, subject to the approval of the School and Department of the faculty member. Funds for adjunct teaching support will be provided to the faculty member's Department per School policy.
- Participation in the Argonne-Northwestern Mini-Sabbatical Program will have no effect on other leave requests including academic, entrepreneurial, and personal leaves of absence.
- Funds are not provided for travel or incidental expenses, but the faculty member may use a discretionary account to defray the costs of travel. Faculty members may also utilize the NU-ANL carpool to drive university-owned vehicles in their commute to Argonne National Laboratory.
- The faculty member may not earn extra pay from Northwestern University for teaching or other activities during the period of the leave.
- Faculty are expected to continue in their regular undergraduate and graduate advising responsibility as well as service on committees, unless other arrangements are made with their Department Chair.

Selection

The selection of faculty for the program will be made by the Associate Laboratory Director of the Argonne National Laboratory division in which the faculty member will be in residence, the Institute, and the Dean's Office. The Argonne Associate Laboratory Director, the Institute, and the Dean will be notified of the project and must formally agree to the scope and nature of the project undertaken during the mini-sabbatical prior to the mini-sabbatical. The Argonne Division Director's approval will include a commitment to provide office space and a desk that can be used while the faculty member is resident at Argonne.

For questions or issues, reach out to NAISE team via naise@northwestern.edu.

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