

Sabbatical Application Checklist:

USC	ACSC	REQUIRED MATERIALS
		Online Application and Budget Form (Insert Link)
		Signed Pledge to File a Complete Report (Insert Link)
		Signed Understanding of Conditions for Internal Awards Form (Insert Link)
		Vita in Ramapo Format (Insert link)
		A detailed proposal that has been properly formatted (3 pages maximum, double spaced, Times font) and addressing all information required (see section 11.6 E)
		Convening Group Letter (In the case of the Library, the Convening Group and Unit Scholarship Committee letters are one document.)
		Dean's Letter
		Unit Scholarship Committee Letter (In the case of the Library, the Convening Group and Unit Scholarship Committee letters are one document.)