APPENDIX G

RAMAPO COLLEGE OF NEW JERSEY
COMMON APPLICATION FORM

Name:

Date:

Title:

Tenure Status:

Unit:

Year Appointed/Date of Hire:

Funding Requested (circle one):

Career Development   FSF   Sabbatical   Other

Have you ever been awarded sabbatical leave? No / Yes
If yes, when? _____

Have you applied for or do you intend to apply for a sabbatical leave during this academic year?
No / Yes
If yes, please specify what the sabbatical would entail and the semester(s) that you are applying
for a sabbatical leave:

Have you applied for or do you intend to apply for any other College Funds this year? No / Yes
If yes, please specify:

Have you applied for external funding related to this project? No / Yes
If yes, please specify:

Have you received College funding for scholarship within the last five (5) years? No / Yes
If yes, list previous in-house awards by year:

Year	Project Title	Type of Award: FSF, Career Development, Ramapo Foundation grant, Sabbatical, TLTR	Amount Received	Report Submitted Yes/No	Project Completed Yes/No	End Product (e.g., presentation, exhibition, publication, new course development)

Initial each item below to affirm you have read and understand expectations as stated.

_____ I pledge to submit a complete report to the Dean and the Office of the Provost (with a copy to Employee Relations) no later than the end of the academic year in which the award was made or upon completion of the proposed work, whichever is first. I may also share progress at the Sabbatical Roundtable or other on-campus forum.

_____ While faculty may apply for FSF _and_ a sabbatical in the same academic year, faculty are _not_ permitted to receive additional institutional funding (i.e., including FSF) while they are on sabbatical. Therefore, faculty who apply for FSF _and_ sabbatical are responsible for ensuring that any work and/or projects related to their FSF award must be completed outside of their awarded and approved sabbatical leave time. Any FSF reports submitted to the Dean and the Provost that indicate that either a portion of or an entire FSF project was conducted while a faculty member was on a sabbatical leave will _not_ be approved for payment.

RAMAPO COLLEGE OF NEW JERSEY

Proposed Budget for Faculty Scholarship Funding and Career Development Projects/Activities

Type of Award Requested: Project Period (check one or both if applicable):

____STIPEND

____GRANT REQUESTS FOR REIMBURSEMENT

For each category of expense, the applicant must put in the total amount requested, as well as what amounts will be used towards educational expenses (e.g., printing services, educational, library fees, laboratory supplies)**:** Specify: $_____

Travel (e.g., airfare, train, mileage (reimbursable only as per the College's Travel Policy)**:** Specify: $_____

Professional Services (e.g., outside consultants, technical assistance (as per the College's personnel and procurement policies))**:** Specify: $_____

Equipment (Important Note: All items must be purchased following the College's procurement policies and procedures and are the property of the College.)**:** Specify: $_____

Other (e.g., conference registration, seminar fees, tuition fees, student aides)**:** Specify: $_____

SUBTOTAL OF STIPEND REQUESTED (i.e., 4 x rank-specific rate per overload credit) $__

SUBTOTAL OF GRANT REQUESTED $_____

GRAND TOTAL REQUESTED $_____