

**APPENDIX F**

**SABBATICAL APPLICATION CHECKLIST**

**USC = Unit Scholarship Committee**

**ACSC = All-College Scholarship Committee**

<b>USC</b>	<b>ACSC</b>	<b>REQUIRED MATERIALS</b>
		Completed Common Application and Budget Form ( <a href="https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/APPENDIX-G-Common-Application-Form.pdf">https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/APPENDIX-G-Common-Application-Form.pdf</a> )
		Signed Pledge to Submit a Complete Report Upon Completion of the Sabbatical Project as stipulated in the Common Application Form
		Signed Understanding of Conditions for Internal Awards Form as stipulated in the Common Application Form
		Vita in Ramapo Format
		A Detailed Proposal that has been properly formatted (i.e., 3 pages maximum, double spaced, Times New Roman size 11 font) and that provides all required information)
		Convening Group Letter ( <u>Note</u> : In the case of the Library, the Convening Group and Unit Scholarship Committee letters will be one document.)
		Dean's Letter
		Unit Scholarship Committee Letter ( <u>Note</u> : In the case of the Library, the Convening Group and Unit Scholarship Committee letters will be one document.)