

**RAMAPO COLLEGE OF NEW JERSEY  
COMMON APPLICATION FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE:  Assistant  Associate  Full Professor of \_\_\_\_\_

UNIT:  ASB  CA  LIB  HGS  SSHS  TAS YEAR APPOINTED: \_\_\_\_\_

FUNDING REQUESTED:  Career Development  FSF  Sabbatical  Other

Have you ever been awarded a sabbatical leave?  No  Yes If yes, when? \_\_\_\_\_

Have you applied for or 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<sup>1</sup>: \_\_\_\_\_

Have you applied for or intend to apply for any other internal funding 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 any internal support for scholarship within the last five years?  No  Yes

If yes, please list all previous internal awards: Faculty Scholarship Funding (FSF), Career Development (CD), Ramapo Foundation, Sabbatical, Teaching, Learning, and Technology Roundtable (TLTR):

<u>Year</u>	<u>Award Program</u>	<u>Project</u>	<u>Amount</u>
2025/26	_____	_____	_____
2024/25	_____	_____	_____
2023/24	_____	_____	_____
2022/23	_____	_____	_____
2021/22	_____	_____	_____
2020/21	_____	_____	_____

**I pledge to submit a complete report to the Dean and the Provost Office (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 occurs first.**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean Signature**

\_\_\_\_\_  
**Date**

<sup>1</sup> Note: Faculty may apply for FSF and a Sabbatical leave to be awarded in the same academic year. However, Faculty are **not** permitted to receive any additional institutional funding while they are on Sabbatical leave, including FSF. Therefore, those Faculty applying for FSF and a Sabbatical leave in the same academic year are responsible for ensuring that any work and/or projects related to their FSF award must be completed outside of the awarded Sabbatical leave semester(s). As such, any FSF reports submitted to the Dean and Provost that demonstrate even a portion of an entire FSF project/assignment was conducted while a Faculty member was on a Sabbatical leave will not be approved for payment.

**RAMAPO COLLEGE OF NEW JERSEY  
PROPOSED BUDGET**

Type of award requested:  Grant  Stipend (only complete for Career Development or FSF)

Project Period: \_\_\_\_\_

**STIPEND** (amount requested): \$ \_\_\_\_\_

**GRANT REQUESTS FOR REIMBURSEMENT**

**Educational Materials:** printing services, educational, library, laboratory supplies, etc.

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Travel:** airfare, train, mileage (reimbursable at \$.50/mile per travel policy), etc.

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Professional Services:** outside consultants/technical assistance, etc.

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Equipment:** items purchased remain the property of the College

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Other:** conference, seminar, tuition fees, student aide, etc.

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**SUBTOTAL OF STIPEND REQUESTED** \$ \_\_\_\_\_

**SUBTOTAL OF GRANT REQUESTED** \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_