

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

NAME: _____ DATE: _____

TITLE: ☐ Assistant ☐ Associate ☐ Full Professor of _____

UNIT: ☐ ASB ☐ AHE ☐ LIB ☐ SSSW ☐ SNH 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 leave¹: _____

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

¹ 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, Faculty members 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 \$ _____