

**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 FDF 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 in-house funding this year? No Yes

If yes, please specify: _____

Have you applied for outside funding related to this project? No Yes

If yes, please specify: _____

Have you received in-house support for scholarship within the last five years? No Yes

If yes, list previous in-house awards: FDF, Career Development, Ramapo Foundation, Sabbatical, TLTR:

<u>Year</u>	<u>Award Program</u>	<u>Project</u>	<u>Amount</u>
2018/19	_____	_____	_____
2017/18	_____	_____	_____
2016/17	_____	_____	_____
2015/16	_____	_____	_____
2014/15	_____	_____	_____

I pledge to submit a complete report to the Dean and 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.

Signature _____ **Date** _____

¹ Note: While Faculty may apply for FDF and a Sabbatical in the same academic year, because Faculty are not permitted to receive additional institutional funding while they are on Sabbatical, including FDF, Faculty applying for FDF and a Sabbatical are responsible for ensuring that any work and/or projects related to his/her FDF award must be completed outside of the semester(s) he/she has been awarded a Sabbatical leave. As such, any FDF reports submitted to the Dean and the Provost that demonstrate either a portion of an entire FDF 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

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 \$ _____