Sabbatical Application

- Applicant Information - Landing Page, this is where you will select the type of application you would like to fill out. This page will also ask for:
  - Name
  - Date
  - Location of project
- Page 2:
  - Title or Topic of your project
  - Abstract (max ?? Words) - written for a lay audience in this space in order to have this proposal considered. (Please note that for Student-Faculty Research and Dana Research Assistantships proposals this abstract will be made publicly available on the Students as Scholars website. Please notify us if you wish to opt out.)
  - Have you applied for any other support for this project? (Yes/No)
    - If yes, you will be asked to list the internal and/or external funding sources
  - This project is: (this is a check box to select one from the list below)
    - A new project
    - A continuing project
    - Presentation of a previously funded project
    - Previously funded by R&D
  - Does this project involve:
    - Human Subjects activity requiring approval from the Institutional Review Board (IRB)
    - Activity requiring approval from the Institutional Biosafety Committee (IBC)
    - Activity requiring approval from the Institutional Animal Care and Use Committee (IACUC)
- Page 3: Budget Information- PLEASE USE ONLY WHOLE NUMBERS. DO NOT USE COMMAS OR DECIMALS.
  - Round-trip Transportation
    - Airfare
    - Airport Parking
    - Airport Shuttle
    - Tells en route
    - Parking
    - College Car/Driver/Car Rental
    - Train/Bus
    - Subway/Taxi
    - Lodging
    - Meals
  - Total Car Milage
  - Materials and Supplies
    - Facilities user fees
    - Materials (attach list)
    - Photocopying
    - Other

- o There is then a space to upload a materials list
- Page 4: Budget Summary
  - o This page is automatically populated from the previous page
  - o You may add notes in the "Notes" box if needed at the bottom of the form
  - o Would you like to receive a copy of your application? (This will be emailed to you)
    - ▪ Yes/No
- Page 5: Summary
  - o "Submit Form" at the bottom of the page