Candidate Instructions:

1. Begin by filling out the **Sabbatical Proposal Application** on the R&D Website. This replaces the previous sabbatical proposal and combines with the R&D application for sabbatical funds. All faculty with an approved sabbatical are eligible for up for $1,600 per sabbatical semester.
   a. Information about what will be asked in the Sabbatical Proposal Application can be found on the second page.
2. Once the application is submitted, **it will be added to a case in Interfolio**. You will receive an email alerting you to the creation of the case. **Please log in and add the required documents below**. Make sure to click submit for each section once the documents have been added.
   a. Updated CV
   b. Documents from your previous sabbatical (if applicable)
      i. Sabbatical Proposal
      ii. Department Approval
      iii. FPC Approval Memo
      iv. Sabbatical Report
      v. Department Post-Sabbatical Memo
      vi. FPC Post-Sabbatical Memo
3. After all documents have been added and submitted, your department chair will be asked if the department supports the sabbatical proposal. They can make comments and submit any additional documents if needed.
4. The case will then move to R&D or FPC, depending on the type of sabbatical or any other circumstances that would require an FPC review.
5. You will receive notification about the approval of your sabbatical and any approved R&D funds at the same time.

Department Chair Instructions:

1. Once the candidate has entered all necessary information into Interfolio, the case will be forwarded to you for review.
2. There will be a form in Interfolio requiring your approval of the sabbatical proposal; here, you will be able to make comments, upload any additional documents, and address the need for a VAP or Adjuncts before the case is forwarded to R&D or FPC. If you express concern about the proposal, it will automatically be referred to FPC for further consideration. Under the new system, you no longer need to form a committee and/or consult with the department. FPC may consult with the department as they consider the case.

Outline of the Sabbatical Proposal Application **(Notes and Tips)**

- 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 (If you have one, if not you can just use "Sabbatical")
    - Brief Summary (150-200 Words) - written for a lay audience in this space in order to have this proposal considered. (This summary is used for Advancement and R&D purposes)
    - 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 - 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: (this is a check box - select one from the list below)
        - 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)
    - Type of Sabbatical: (this is a check box - select one from the list below)
        - Research
        - Developmental
    - Sabbatical Term (this is a check box - select one from the list below)
        - Fall
        - Spring
        - Academic Year (50% pay during sabbatical)
        - Academic Year (75% pay during sabbatical, 75% post-sabbatical)
- Page 3: Project Information
    - Description of the project (750 word limit) Please address what work have you already completed and what work do you plan to do during the sabbatical.
    - Please provide (1-5) specific anticipated outcomes of the sabbatical. (These are to be short, direct, responses in list form.)
    - What significance does this project have on your longer term plans.
    - I have shared my proposal with my department chair (Your chair will have an opportunity to comment on the project once the proposal has been added to a case in Interfolio).
        - Yes/No
    - Is there anything else you would like the committee to know?
    - You will need to upload the below documents from your most recent previous sabbatical into Interfolio after the case has been created.

- Updated CV
- Previous Sabbatical Proposal
- Previous Department Sabbatical Proposal Support Memo
- Previous FPC Sabbatical Approval Memo
- Previous Post-Sabbatical Report
- Previous Department Post-Sabbatical Report Memo
- FPC/R&D Post-Sabbatical Report Memo
- Page 4: 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 Mileage
  - Materials and Supplies
    - Facilities user fees
    - Materials (attach list)
    - Photocopying
    - Other
  - There is then a space to upload a materials list
- Page 5: Budget Summary
  - This page is automatically populated from the previous page
  - You may add notes in the "Notes" box if needed at the bottom of the form
  - Would you like to receive a copy of your application? (This will be emailed to you)
    - Yes/No
    - **Rember to save this report to your files for submission during the reporting process and for later sabbaticals.**
- Page 6: Summary
  - **"Submit Form" at the bottom of the page**