

**Sabbatical Leave Proposal Checklist**  
**(Please turn in with report)**

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

\_\_\_\_\_ Cover Page with Title, Name and Term of leave

\_\_\_\_\_ Table of Contents (numbered)

\_\_\_\_\_ Numbered pages

\_\_\_\_\_ Identified appendices (if included)

\_\_\_\_\_ A one-page Abstract

\_\_\_\_\_ A one-page summary of expected outcomes.

\_\_\_\_\_ A narrative describing your proposal in detail.

\_\_\_\_\_ A justified and specific timeline.

\_\_\_\_\_ Information on travel (regardless of traveling or not)

7 Forms:

- \_\_\_\_\_ a. Applicant Information
- \_\_\_\_\_ b. Department Chair's Statement
- \_\_\_\_\_ c. Division Dean's Statement
- \_\_\_\_\_ d. Personnel Eligibility Form
- \_\_\_\_\_ e. Letter of Indemnification
- \_\_\_\_\_ f. Service & Prior Sabbatical Form
- \_\_\_\_\_ g. FRC form