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| ORSP | **SABBATICAL application checklist**  |

**The sabbatical application must include the following sections in this order within Cayuse 424, Proposal Summary, Documents page.** This form is provided to ensure completeness of the grant application. Please include this checklist with the application

at the time of submission.

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| [ ]  | Completed **University of Wisconsin-Whitewater Sabbatical Application Cover Page** (including the applicant’s affirmation signature).  |

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| [ ]  | **Application Narrative** (*7 pages total*) completed according to application guidelines, including: |
|  |[ ]  One hundred word abstract |
|  | [ ]  | Objectives and Project Plan |
|  | [ ]  | Rationale for the Project |
|  | [ ]  | Project Evaluation |

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| [ ]  | **Applicant Data** (*2 pages total*) completed according to the application guidelines. The Applicant Data section must include all information requested in the guidelines. Do not submit a complete vita/resume. |

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| [ ]  | **Supplemental materials** as appropriate (*no page limit*). |
|  | [ ]  | Compliance documentation (IRB, IACUC, and/or biohazards) attached if applicable. |
|  |[ ]  Current and Pending Support Form |
|  | [ ]  | Letters of commitment, if applicable. ***Do NOT include letters of support from colleagues, Department Chairs, Deans, or others****. Only letters that confirm the existence of a proposed relationship, travel/residence, or outside institutional commitment germane to the sabbatical proposal, if any, may be included.* |