

## 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.

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