You must address the following criteria in your Sabbatical Leave Proposal. Type on this form, save as a PDF document, and upload in the electronic sabbatical system under the proposal section. The proposal shall not exceed ten (10) pages, excluding the references/literature cited (item 9) and other supporting documents.

**1. Descriptive Title for the Project**

**2. Executive Summary**

**3. Goals and Objectives**

**4. Background and Significance of Project**

**5. Relevant Preparation**

**6. Project Plan**

**7. Timeline**

**8. Benefit to one's own or other units**

**9. References/Literature Cited** (not included in the 10 page limit) List all sources of information, published or unpublished (e.g., manuscripts, websites, and personal communications), cited in the text.