# Faculty Fellows Sabbatical Package Completion Checklist

|  | Proposal Narrative Sections | Requirements |
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| Proposal | | |
|  | Project Description | Single-spacedMinimum 1-inch margins11-point Arial font (or equivalent)Maximum of 2 pagesFile Type: .pdf preferred |
|  | Letter of Support from Host Organization | On official letterheadSigned by AOR of the OrganizationInclude proposed start date |
|  | Letter of Support from Home Institution | On official letterheadSigned by AOR of the InstitutionInclude proposed start dateReference Institution’s sabbatical policy (if relevant) |
|  | Budget and Cost Justification | Both must be on NIIMBL templatesMaximum amount: $200,000Maximum duration: 12 monthsCan include 50% salary, fringe benefits, and indirect costs |
|  | Current & Pending | Must be on NIIMBL templateList ALL current Awards and ProposalsInclude number of person-months devoted to each project |
|  | Biosketch | No templateShould include:training and backgroundemployment historylist of peer-reviewed publicationsprior graduate students and post-doctoral researchers |

RFP and Templates are available for download at: <https://niimbl.force.com/s/faculty-fellows>.