

Time-table for 2008 (exact due dates may vary somewhat from year to year; See Handbook pp. 60-67)

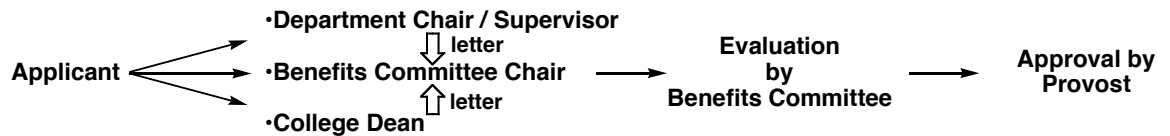
- Oct 7 Proposals due from applicants
- Oct 14 Dean and Department chair's evaluation due
- Nov 5 (on or about) Subcommittee reports due to Full Committee
- Nov 12 (if needed)
- Dec 1 Full Committee report to Provost
- Dec 24 Provost notification to applicants

Application Process

1. Download applications: <http://www.nku.edu/~senate/2008-2009Benefitscommittee.html>

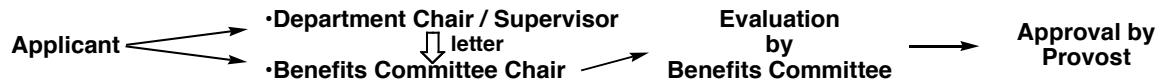
**SABBATICAL LEAVES**

2. Due first Tuesday of October (Oct 7, 2008).  
Send completed application via e-mail attachment (PDF (preferred), Word document, an RTF file)
  - a. The Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu))
  - b. The Department Chair / supervisor
  - c. The College Dean
3. Due second Tuesday of October (Oct 14, 2008).
  - a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu)) (cc: applicant, Dean)
  - b. College Dean sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu)) (cc: applicant, Department Chair / supervisor)



**FELLOWSHIPS AND PROJECT GRANTS**

2. Due first Tuesday of October (Oct 7, 2008).  
Send completed application via e-mail attachment (PDF (preferred), Word document, an RTF file)
  - a. The Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu))
  - b. The Department Chair / supervisor
3. Due second Tuesday of October (Oct 14, 2008).
  - a. Department Chair / supervisor sends evaluation letter via e-mail to the Benefits Committee Chair through Grace Hiles ([hilesg1@nku.edu](mailto:hilesg1@nku.edu)) (cc: applicant, Dean)



Final Report Distribution (send as attachment to each office)



Final Report Deadlines

- Sabbatical: Within 2 mos. after completion
- Project Grant: Upon completion
- Fellowship: Sept. 1