

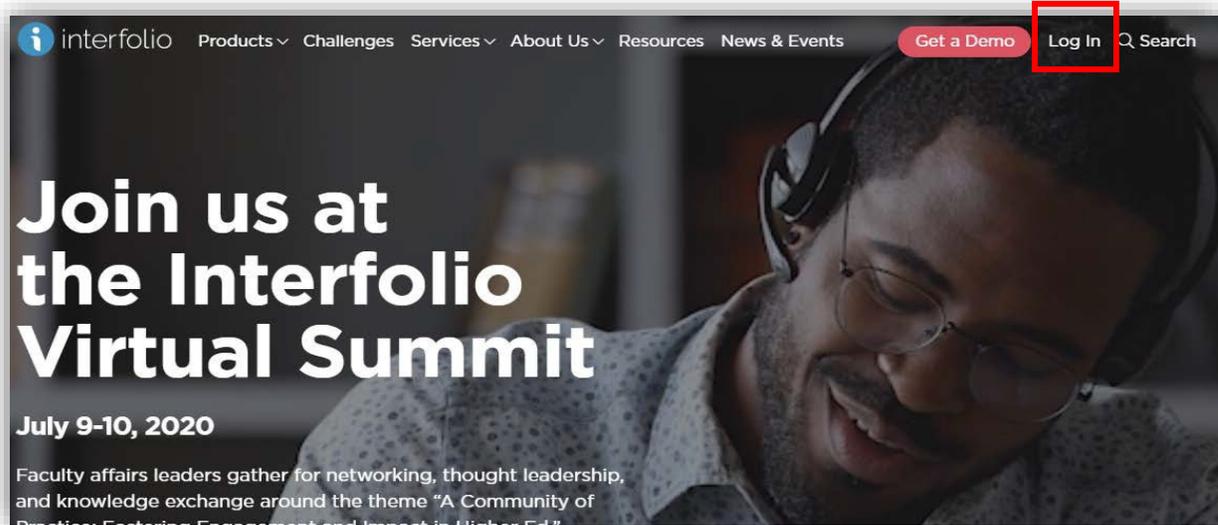
## Eligible Faculty Sabbatical Uploads Step-By -Step Guide

Once you have completed the google form stating you would like to apply for a Sabbatical or Difference-In-Pay Leave for the upcoming 2023-24 academic year, you will be able to access your Sabbatical or DIP application directly by signing into Interfolio.com.

### Interfolio log-In Instruction

#### How to access your Sabbatical/DIP Application:

1. Click **Log In** on the top right of the Interfolio home page



2. Click under *Other Sign In Options*: **Sign in with Partner Institution**

A screenshot of the Interfolio 'Sign In' page. On the left, there is a form with fields for 'Email \*' and 'Password \*', a 'Sign In' button, and a link for 'Forgot your password?'. On the right, under the heading 'Other Sign In Options', there are two buttons: 'Sign in with Partner Institution' and 'Sign in with Google'. The 'Sign in with Partner Institution' button is highlighted with a red rectangular box, and a red arrow points to it from the right side of the page.

3. You will type **California State University Northridge** where it states *Search for your Institution*. After Click **Sign In**.

**Sign in through your institution**

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Search for your institution

**Sign In**

[Sign in with an Interfolio account >](#)

4. You will be taken to the CSUN Single Sign-On page to log in. You will be selecting **California State University-Northridge, NOT Interfolio Dossier**.

**CSUN** Skip Nav | Accessibility | Calendar | Directory | A to Z | Webmail  **Submit**

**IT Help Center** | **IT Services** | **Training** | **IT Policies** | **Information Security** | **About IT**

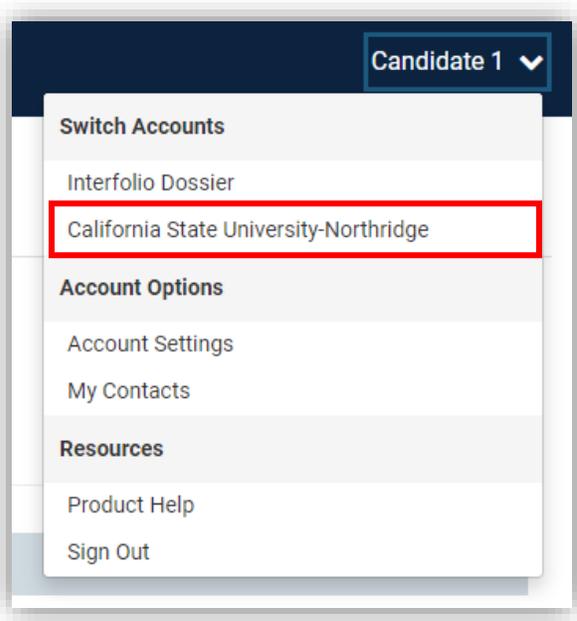
**Navigation**  
[Forgot My Password](#)  
[Forgot My User ID](#)

**Login**  
Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.  
*For increased security, your connection will expire after 27 minutes of inactivity.*  
User ID:   
Password:

**Need Help?**  
CSUN Users  
[IT Help Center](#)  
Chancellor's Office Users  
[CSU IT Support](#)

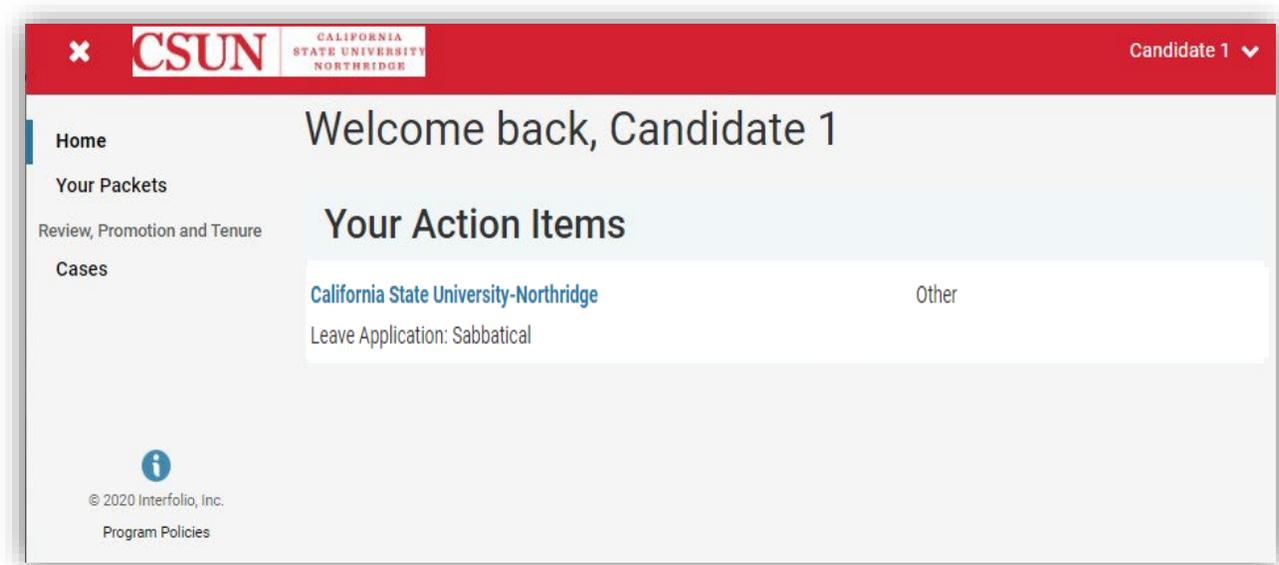
California State University. [Terms and Conditions for Use](#) [Emergency Information](#)  
California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330 / Phone: 818-677-1200  
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If you do accidentally select Interfolio Dossier, you may switch to California State University-Northridge by clicking on the upper right corner.



## How to Navigate and upload your Sabbatical/DIP Leave Materials through Interfolio:

This is the **Interfolio Home Page** where you can navigate through **Your Packets** and **Cases**. This is where you will upload your required Sabbatical/DIP Leave materials.



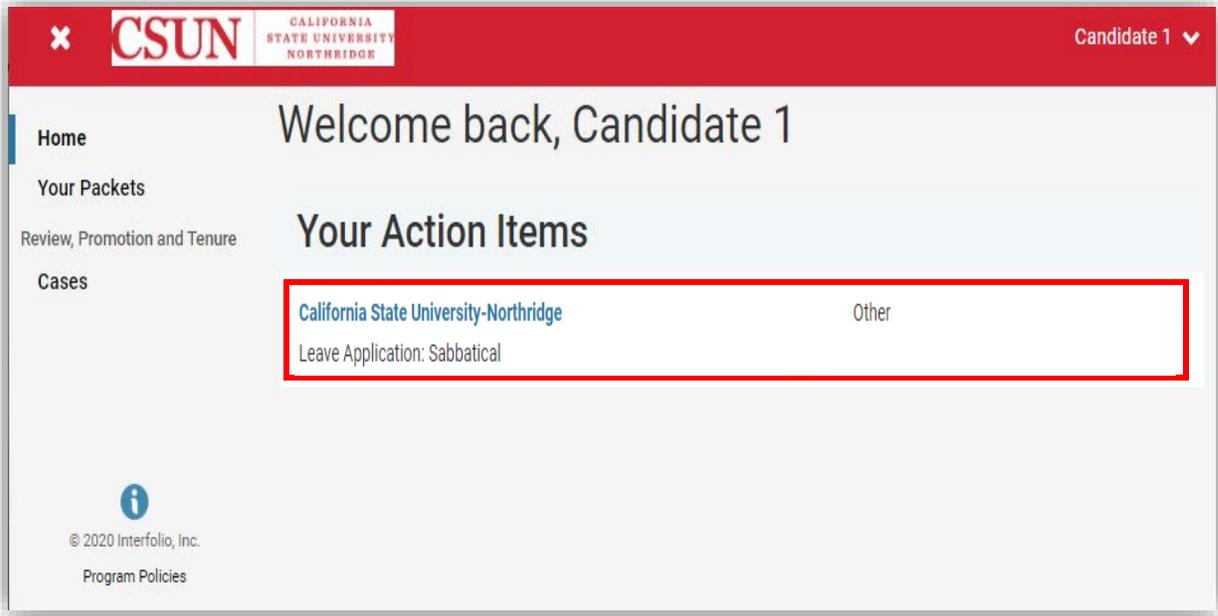
Interfolio accepts the most common file types used by scholars and institutions.

**Accepted Dossier File Types:** DOC/DOCX, XLS/XLSX, PPT/PPTX, DOT, WPD, RTF, TXT, HTML, PDF, PNG/JPEG/JPG, MEDIA FILES, WEBPAGE URL.

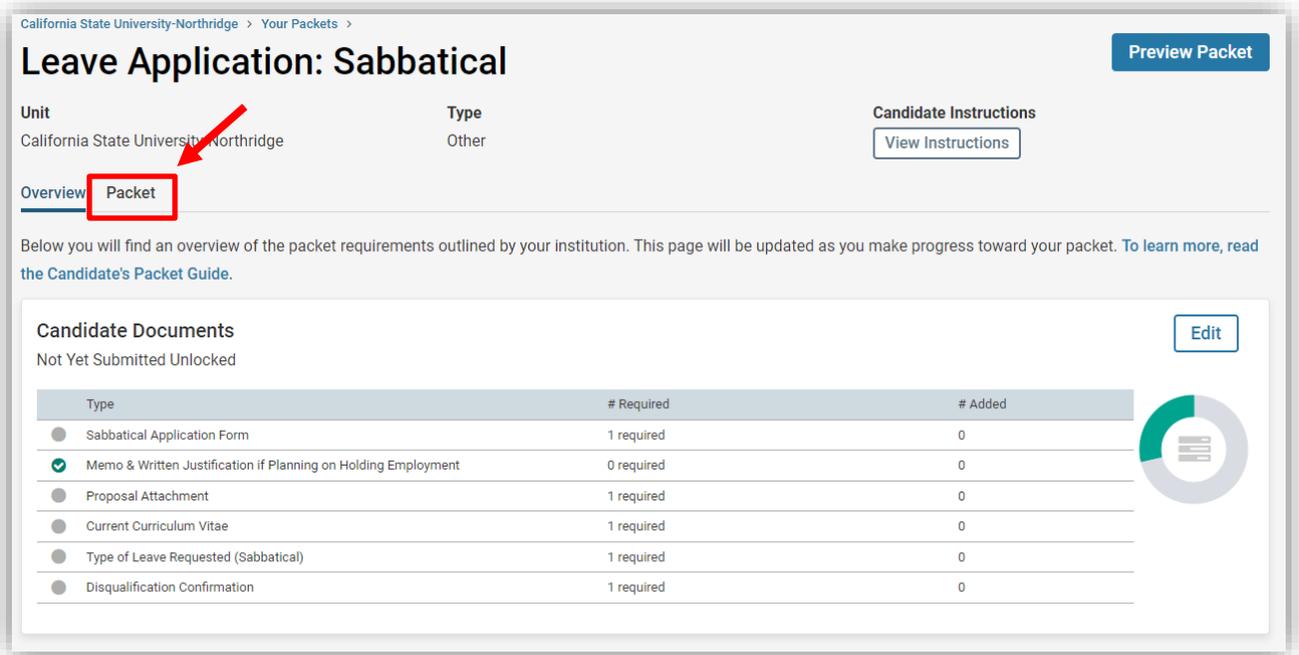
**About Media Files:** You can also add links to webpages which will display in the document reader. Youtube and Vimeo can be pulled as your media content (video and audio) into our reader where it will display along with all of your other materials.

**File Size:** Keep files below 100 MB. Your files can be up to 100 MB in size, but we recommend keeping files as small as possible.

1. You can also **Add files** directly to your case. Click the Packet on the **Action Items**.



2. This is the **Overview** of your packet. Click on the **Packet** section.



3. Check for **Required Files** and Documents that need to be uploaded and then click **Add**.

California State University-Northridge > Your Packets >

## Leave Application: Sabbatical

Unit: California State University-Northridge | Type: Other | Candidate Instructions: View Instructions

Overview | **Packet**

Expand All | Collapse All

**Candidate Documents** | Not Yet Submitted | Unlocked | Submit | 0 of 3 Required Files

- Sabbatical Application Form** | 1 required, 0 Added | Add
- Memo & Written Justification if Planning on Holding Employment** | 0 Added | Add
- Proposal Attachment** | 1 required, 0 Added | Add
- Current Curriculum Vitae** | 1 required, 0 Added | Add

Attached to this application is a current curriculum vitae, **not more than one page in length**, which cites information relevant to the sabbatical proposal.

4. To add files, click **Add New File** directly from a folder where you have saved your Sabbatical/DIP Leave materials. Select **Add** to complete.

### Add Sabbatical Application Form

1 Required

Choose Existing | **Add New File**

Upload | Video | Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add | Cancel

5. After uploading, you should see the file added to your packet. Verify that you have uploaded all required materials for each section of your Packet by clicking **Submit**.

California State University-Northridge > Your Packets >

## Leave Application: Sabbatical

Unit: California State University-Northridge | Type: Other | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

**Candidate Documents** | Not Yet Submitted | Unlocked | Preview | Submit | 1 of 3 Required Files

**Sabbatical Application Form** 1 required, 1 Added | Add

Title	Details	Actions
Sabbatical Application Form 2023 DRAFT - LV completed	Added Jul 26, 2022	Edit   Remove

**Memo & Written Justification if Planning on Holding Employment** 0 Added | Add

No files have been added yet.

**Proposal Attachment** 1 required, 0 Added | Add

In support of this application, I have attached a proposal, which **does not exceed three pages**. It should include a statement of the purpose of the sabbatical leave; a detailed outline of the plan of study, research, travel or service to be performed during the period of the leave; a statement of the resulting benefits which will accrue to the University and its students; the CSU resources, if any, necessary to complete the project; and the nature, amount and source of anticipated supplemental support, if any. Letters of support or recommendation from colleagues may be included as part of the three-page limit. Letters of support or recommendation that result in a proposal of more than three pages **will not be considered. Documents more than three pages in total length will disqualify the applicant.**

No files have been added yet.

**Current Curriculum Vitae** 1 required, 0 Added | Add

You may choose to look at the overview of your packet materials by clicking Overview to view what has been submitted. You may sign-off after this.

**\*Required Materials for Sabbatical/DIP Leave to be uploaded to Interfolio:**

1. Sabbatical/DIP Leave Application Form
2. Proposal (**3 Pages Max**)
3. Current Curriculum Vitae (**1 Page Max**)
4. Memo & Written Justification **ONLY IF** Planning on Holding Employment