

## Sabbatical/ DIP Interfolio Instructions

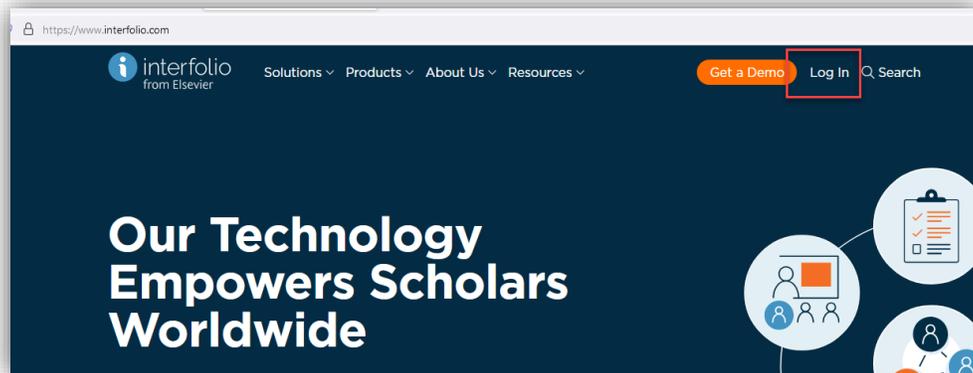
Eligible faculty must submit the Sabbatical & DIP Application via Interfolio. Please notify your college of your intent to apply by the deadline posted in the Sabbatical and DIP [Calendar](#) on the Faculty Affairs webpage. After the deadline passes, Faculty Affairs will create a case for you.

- The application for Sabbatical Leave includes:
  - A detailed outline of the plan of study or experience, research/project, service, and/or travel to be completed during the sabbatical.
  - A statement of purpose that demonstrates the benefits to students, the development of the profession or discipline, Cal State LA, the CSU, and/or the faculty as a teacher scholar or practitioner.
  - Evidence that resources needed to complete the project are available.
  - An updated curriculum vita.

### **Instructions for Accessing Interfolio**

It is recommended that you use Google Chrome, Firefox or Safari (Mac) as your browser when accessing the Interfolio website.

1. Go to **www. Interfolio.com** Click **LOG IN**.



2. Click on **Sign-In with Partner Institution**.

interfolio  
from Elsevier

### Sign In

Sign in with email

Email \*

Password \*

Sign In

Forgot your password?

Other Sign In Options

Sign in with Partner Institution

Sign in with Google

Type **California State University-Los Angeles** on the drop-down menu then **Click SIGN IN.** (Hint: type “Los” in the search box to get to Los Angeles)

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### 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.

Sign In

Sign in with an Interfolio account >

3. **SIGN-IN** using your campus email and password.

**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Sign in**

user@calstatela.edu

[Can't access your account?](#)

[Back](#) [Next](#)

The ITS Help Desk can assist you with questions and problems. They are located in the LIB PW Lobby, or call 323-343-6170.

**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Enter password**

Password

[Forgot my password](#)

[Sign in](#)

The ITS Help Desk can assist you with questions and problems. They are located in the LIB PW Lobby, or call 323-343-6170.

4. Click on **Your Packets** to view your case.

**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Home

**Your Packets**

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

My Tasks

0  
Unread Tasks

Title

5. Your packet should show your **correct name, department, type of case, and due date.**

**Your Packets**

Active

Packet	Type	Status	Due Date	
College of Arts & Letters Sabbatical Leave or Difference-in-Pay Leave (A&L)	Sabbatical	Last Submitted on Sep 11, 2024	Case due Sep 18, 2024	<a href="#">View</a>

6. This is your Candidate Packet. **Click on Edit.**

**Sabbatical Leave or Difference-in-Pay Leave** View Instructions Preview Packet

Unit: California State University-Los Angeles | Type: Sabbatical | Packet Deadline Type: Soft Deadline | Packet Due Date:

Overview | Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

**Candidate Documents** Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
● Outline of Plan	1 required	0
● Statement of Purpose	1 required	0
● Curriculum Vita	1 required	0
● Application for Sabbatical Leave or Difference-in-Pay Leave	6 required	0

7. Click on **Add to open the upload window for the Outline of Plan.**

**Outline of Plan** 1 required, 0 Added Add

Upload a detailed outline of plan of study or experience, research/project, service and/or travel to be completed during the period of the leave. Provide specific timeline and dates and locations.

No files have been added yet.

8. Select **Add New File or Drag and drop/upload a file for your Outline of Plan.**

**Add File** ×

Add New File Previous Reviews

Upload Video Webpage

Drag & Drop your files anywhere or Browse To Upload

✓ Save Cancel

9. Select **Add to open the upload window for the Statement of Purpose.**

Statement of Purpose 1 required, 0 Added

Upload a statement addressing benefits of the proposal to students; to the development of the profession or a discipline within the profession; to Cal State LA; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner.

What resources (other than salary and fringe benefits) are necessary to carry out the project?

Attach evidence that these resources are available to you.

No files have been added yet.

10. Select **Add New File or Drag and drop/upload a file for your Outline of Plan.**

Add File

Add New File Previous Reviews

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Save Cancel

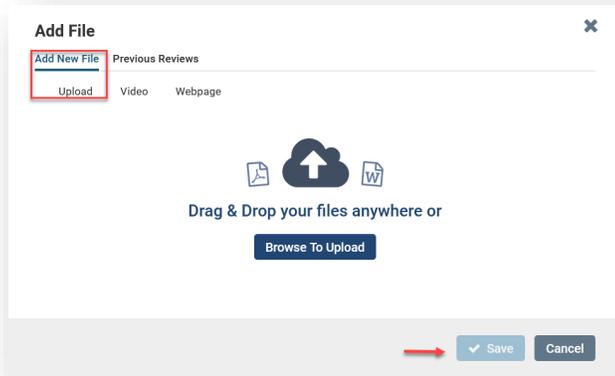
11. Click on **Add File to open the upload window for the Curriculum Vita.**

Curriculum Vita 1 required, 0 Added

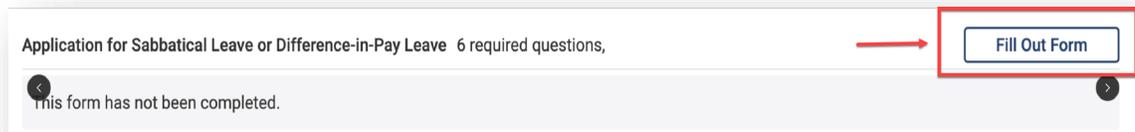
Upload a curriculum vita detailing your professional activities

No files have been added yet.

12. Select **Add New File** or **Drag and drop/upload a file for the Curriculum Vita.**



13. Click on **Fill Out Form.** Complete all the sections of the Application Form. Be sure to **Click on Save Response.**



14. You can **Preview Packet** to ensure that you uploaded a file for every section required.

California State University-Los Angeles > Your Packets >

## Sabbatical Leave or Difference-in-Pay Leave

View Instructions **Preview Packet**

Unit	Type	Packet Deadline Type	Packet Due Date

### Candidate Documents

Submitted Locked View

Type	# Required	# Added
✓ Outline of Plan	1 required	1
✓ Statement of Purpose	1 required	1
✓ Curriculum Vita	1 required	1
✓ Application for Sabbatical Leave or Difference-in-Pay Leave	6 required	6

15. After you have reviewed your packet, please click on **Submit Packet** to complete the application.