Submitting Your SOSA Application

**Due date**: **Monday, October 6, 2014 by 4 pm to sosa@tcnj.edu**

**What to submit: Send one email with two attachments**

1. **Attachment 1**

**ONE pdf file of your completed and signed cover sheet**

-Open the SOSA Cover Form from:

<http://academicaffairs.pages.tcnj.edu/faculty/research-faculty-development/>

-Type in the information requested and print out form.

**-Obtain appropriate signatures.**

-Scan in the form with signatures to create the pdf file.

-Submit pdf file of signed cover form as an attachment to sosa@tcnj.edu

1. **Attachment 2**

**ONE pdf file of your full SOSA application**

-After the 3-page Narrative of your SOSA application, please insert (copy/paste) your Annotated TCNJ Curriculum Vitae, and SOSA Report Forms (if applicable).

-Convert and save this one file as a pdf file.

-Submit pdf file of entire SOSA application as an attachment to sosa@tcnj.edu

**Confirmation of submission:**

-You will receive a confirmation email from Academic Affairs of receipt of your two pdf files you submitted.

-Files will then be uploaded to the Vibe System for SOSA committee members to access and review your application materials.

**Notification of SOSA awards:**

-You will receive notification of possible SOSA award by mid- to late-January 2015.

**\*\*Please do not email questions or inquires to sosa@tcnj.edu**