**STUDENT ENHANCEMENT AWARD**

**APPLICATION CHECKLIST**

Applicants **must** complete and sign the checklist. The checklist should be included as the second page of

the application (following the cover page).

 Cover page use SEA form

 Checklist use SEA form

 Abstract\* 1 double-spaced page

 Resubmission Summary (**For Re-submissions Only**)\* 1 double-spaced page

 Project Narrative 5 double-spaced pages

 Glossary/Definition of Terms\* (**Not required**) 2 double-spaced pages

 Bibliography (**Not required**) 2 pages

 Presentation of Results 1 double-spaced page

 Mentor’s Endorsement 1 page

 Biographical information (**Applicant(s) and key personnel**) 3 pages per person

 Budget and Justification no limit specified

 Appended Materials/Multimedia Files 5 pages; and no more than 10

 minutes of footage

 Electronic copy of proposal Single Acrobat file, containing

 entire proposal and required

 signatures

Sections marked with a bullet (\*) identify text sections that should be written in language understandable

by an informed layperson to assist the Committee in its review.

**\*\*Please Note: *The committee has the right to return without review any proposals that do not***

***conform to these format requirements*\*\***

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_