

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).

Submit one electronic copy of the proposal, including the cover sheet (with required signatures) to: Student Enhancement Awards, Graduate College, 220 Research and Technology Center, Ohio University, Athens, OH 45701-2979, Phone: 740-593-2800, E-mail: sea@ohio.edu

No exceptions: Proposals must be received no later than 5:00 P.M. on the deadline date.

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| <input type="checkbox"/> Cover (Title) page | use SEA form |
| <input type="checkbox"/> Checklist | use SEA form |
| <input type="checkbox"/> Abstract* | 1 double-spaced page |
| <input type="checkbox"/> Introduction (<i>For Resubmissions Only</i>)* | 1 double-spaced page |
| <input type="checkbox"/> Narrative Description | 5 double-spaced pages |
| <input type="checkbox"/> Bibliography (<i>Not required</i>) | 2 pages |
| <input type="checkbox"/> Glossary/Definition of Terms* (<i>Not required</i>) | 2 double-spaced pages |
| <input type="checkbox"/> Presentation of Results | 1 double-spaced pages |
| <input type="checkbox"/> Mentor's Endorsement | 1 page |
| <input type="checkbox"/> Budget and Justification | no limit specified |
| <input type="checkbox"/> International Travel Form (if international travel is proposed) | |
| <input type="checkbox"/> Biographical information (<i>Applicant(s) and key personnel</i>) | 3 pages per person |
| <input type="checkbox"/> Appended Materials | 5 pages |
| <input type="checkbox"/> Appended Electronic Materials (if submitted separately) | No more than 10 minutes of footage |
| <input type="checkbox"/> Electronic copy of proposal | Single PDF file, containing entire proposal (If appended electronic materials submitted separately, please also check appropriate box above) |

* These sections should be written in language understandable by an informed layperson to assist the committee in its review.

Please Note: Proposals that do not conform to these format and section requirements will be returned without review by the committee.

Applicant signature: _____