

## 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).

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|---|---|
| <input type="checkbox"/> Cover page   | use SEA form  |
| <input type="checkbox"/> Checklist  | use SEA form  |
| <input type="checkbox"/> Abstract*  | 1 double-spaced page  |
| <input type="checkbox"/> Resubmission Summary ( <i>For Re-submissions Only</i> )*           | 1 double-spaced page  |
| <input type="checkbox"/> Project Narrative  | 5 double-spaced pages   |
| <input type="checkbox"/> Glossary/Definition of Terms* ( <i>Not required</i> )              | 2 double-spaced pages   |
| <input type="checkbox"/> Bibliography ( <i>Not required</i> )                               | 2 pages   |
| <input type="checkbox"/> Presentation of Results  | 1 double-spaced page  |
| <input type="checkbox"/> Mentor's Endorsement   | 1 page  |
| <input type="checkbox"/> Biographical information ( <i>Applicant(s) and key personnel</i> ) | 3 pages per person  |
| <input type="checkbox"/> Budget and Justification   | no limit specified (Including the OHIO-Affiliated Travel Form, if applicable) |
| <input type="checkbox"/> Appended Materials/Multimedia Files                                | 5 pages; and no more than 10 minutes of footage                               |
| <input type="checkbox"/> 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: \_\_\_\_\_