

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: _____