

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).

<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 (For Re-submissions Only)*	1 double-spaced page
<input type="checkbox"/> Project Narrative	5 double-spaced pages
<input type="checkbox"/> Glossary/Definition of Terms* (Not required)	2 double-spaced pages
<input type="checkbox"/> Bibliography (Not required)	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 (Applicant(s) and key personnel)	3 pages per person
<input type="checkbox"/> Budget and Justification	no limit specified
<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: _____