

## 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 ( <b>For Re-submissions Only</b> )*	1 double-spaced page
<input type="checkbox"/> Project Narrative	5 double-spaced pages
<input type="checkbox"/> Glossary/Definition of Terms* ( <b>Not required</b> )	2 double-spaced pages
<input type="checkbox"/> Bibliography ( <b>NEW! Required</b> )	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 ( <b>Applicant(s) and key personnel</b> )	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: \_\_\_\_\_