

2019-2020 Student Experiential Opportunities (Hands-On)

Submission Checklist:

1. Complete the proposal submission form, from this [PDF link](#) (page three). Signatures are required for ISU Department Chair and/or fiscal officer, or Drake, UI and UNI institutional contracts and grants, or sponsored programs office. Include any cost share provided on the form where indicated.
2. Project description – header to include: project title; lead student name, phone and email; mentor name and email; submission date (Microsoft Word document)
3. Detailed budget table and justification should be included within the proposal description.
4. Use the Excel budget template provided – change red text in template, as appropriate. Add any cost share available in the Match column first three rows. **DO NOT** change template cell calculations on Total Direct Costs, Indirect Costs, or Total Budget rows. These amounts will self-calculate.