

2020-2021 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 DMACC, Drake, Loras College, 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; include submission date (Microsoft Word document)
3. Detailed budget table and justification should be included within the proposal description.
4. Use the Excel budget template illustrated in the announcement – 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. Include the excel budget form with the submission via email to: isgc@iastate.edu.