

2023-2024 Student Experiential Opportunities (Hands-On)

Submission Checklist:

1. Proposals must include not only the Mission Directorate alignment, but must also include the rationale for that [Directorate's](#) linkage.
2. Complete the proposal submission form from this [Smartsheet link](#). 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. The signature form link is found on the proposal form, or also located here: [ISGC Student Hands-On Signature Form](#).
3. Project description – header to include project title; lead student name, phone, and email; mentor name and email; include submission date. See project description format instructions here: [Proposal Submission Guidelines](#) (with required cover page).
4. Detailed budget table and justification should be included within the proposal description. (The detail must align using the excel template provided, see #5.)
5. Use the Excel budget template provided online, and illustrated in the announcement, update the red text in template, as appropriate. Select your university in the drop-down box in cell C/D1. Add any cost share, if available in the match column in rows 4-6. DO NOT change template cell calculations on total direct costs, indirect costs, or total budget rows. These amounts will self-calculate. Include the [ISGC Excel budget form](#) with the submission via this [Smartsheet link](#), or <https://app.smartsheet.com/b/form/aa3699f9bfc9439880ed07c32b755e4a>
6. The Excel budget template should also be embedded in the proposal under the budget summary section of the proposal PDF.