

Checklist for Student SCAC Grant Applications

Please use this checklist to make sure you follow the submission guidelines. Not adhering to the guidelines will result in delays and may result in disqualification.

Steps:

I read the FAQ (Frequently Asked Questions) document.

I reviewed a previously funded proposal.

Deadline: ALL documents below must be received by Linda Cook by 4:30 pm on the first Monday in November.

The faculty sponsor form may be send through campus mail to Linda Cook at ORSP, Room 4, Penfield Library. All other documents must sent via email.

Email the four Required Documents as attachments to Linda Cook:

TO: linda.cook@oswego.edu

Subject line must contain: Student SCAC (and year)

1. Faculty Sponsor form completed (must include statements of support in addition to the faculty signature)

2. Completed PDF application (text is entered directly into the PDF file.)

3. Narrative (rich text or Word file only)

4. Bibliography/References (rich text or Word file only)

Optional Document(s):

Additional support materials (eg, surveys to be used; proof of additional support).

Only 5 pages of additional materials are permitted.