

# Education Enhancement Grant Check List

Before submission all applicants should check their full application for the following:

- Cover Sheet**, including: Project Director, name of institution, project title, applicant's contact information, public information summary (50 words or less), requested amount, and required signatures/contact information.
- Table of Contents** which includes a description and page number for each outline element
- Project Summary**: 200 words or less; covering Project Goals, Activities, Audience and Impacts
- Project Plan and Intended Outcomes**: Include planning prior to proposal, description of target audience(s) and the learning objectives for each, project timeline, and project description, including, but not limited to, the content to be taught and pedagogical approach. If the project involves the development of new courses or course enhancement, describe the relationship of the affected courses to the curriculum as a whole. Note any collaborators and their role(s) in the project.
- Course Administration**: Schedules and documentation
- Significance and Justification** (Limit: one page)
- Budget Explanation** current and pending grants related to project section comprised of:
  - Describe existing resources to be used in project (see Section IV)
  - For salary requests – role of each individual in project; justify salary requested, if any
  - Letter from budgetary official documenting release time granted, if any, institutional contributions, and other commitments to the project
  - Documentation of support from sources outside the institution
  - Justification of the need for specific budget items requested
  - $\geq 20\%$  match, if required
- Appendix**
  - Course schedules
  - Biographical Sketches (1 page max/person)
  - Ancillary materials
  - Recommended reviewers (optional)
- List of Support Letters**
- Completed EEG Budget Sheet (Excel file)**
- Combined Support/Documentation letters into single file (PDF)**
- Completed Proposal (PDF)**
- Required Documents attached to online application and submitted prior to deadline**