R.G.G.S. APPLICATION CHECKLIST

☐ **Completed Cover Sheet:**
- ☐ Abstract comprehensible to a non-specialist.
- ☐ Signatures from your major advisor or mentor and your department chair.

☐ **Proposal Narrative:**

- ☐ Written so that it can be understood by a reader who is not a specialist in your area.
- ☐ Follows the prescribed format and reproduces the format's headings.
- ☐ No more than five pages with normal margins and 12-point font.
  [The five-page limit does NOT include the cover sheet, budget request form, and budget narrative.]
- ☐ Written as a response to Evaluation Criteria #2 - #4 as stated in the RGGS Guidelines.
- ☐ Structured as a persuasive demonstration of the importance of your project; clearly justifies the expenditure of funds in support of your work; foreshadows the budget narrative.
- ☐ Carefully proofread and corrected to eliminate errors in logic, grammar, spelling, typing, etc. *[Don't rely only on "spell check" and "grammar check" programs! Ewe mite bee sari if ewe dew!]*

☐ **Budget Request and Budget Narrative:**

- ☐ Only eligible items / expenses are requested.
- ☐ Items / Expenses on Budget Request Form are clearly stated.
- ☐ Subtotals and Total on the Budget Request Form are computed correctly.
- ☐ Each item on the Budget Request Form is persuasively justified and connected clearly to key elements of your Proposal Narrative.
- ☐ Carefully proofread and corrected to eliminate errors in logic, grammar, spelling, typing, etc. *[Don't rely only on "spell check" and "grammar check" programs! Ewe mite bee sari if ewe dew!]*

☐ **Turn In:**
- ☐ Original of application--cover page, proposal narrative, budget request form, budget narrative--and Departmental Evaluation Sheet.

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The application must be submitted to your department chair in time for it to be reviewed, ranked, and forwarded to the Graduate School, 2202 Rendleman Hall (or Campus Box 1046), by

4:30 p.m. on either 10/1/08 or 2/4/09.