

## R.G.G.S. APPLICATION CHECKLIST

- Completed Cover Sheet (Including Abstract):**
  - 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, budget narrative, bibliography and appendices (e.g. maps). A bibliography is **required**.]*
  - 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.
  - Correct grammar, spelling and sentence structure is expected
- 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.
  - Correct grammar, spelling and sentence structure is expected
- SUBMIT TO GRADUATE SCHOOL THROUGH ACADEMIC WORKS IN PDF FORMAT:**  
(Cover page, proposal narrative, budget request form, budget narrative).

**The application must be submitted to your department chair prior to deadline in time for it to be reviewed.**

**Upload the completed packet, including a completed and signed cover sheet to your Academic Works RGGGS Application at [siue.academicworks.com](http://siue.academicworks.com)**

*Updated 9-13-16 DDW*