|  |
| --- |
| EASTERN OREGON UNIVERSITYSHARING THE LEARNING APPLICATION: COVER SHEET |
|  |
| Applicants Name: | Email: |
| Faculty Sponsor:  |
| Descriptive Title of Project: |  |
| Brief Summary of Project (300 words)(To be used to announce funded proposals) |
|  |
| Signature of Student Applicant: | Date: |
| Signature of Faculty Sponsor: | Date: |
|  Checklist□ Completed Project Description (300 words above)□ Attached Budget and Justification (separate page)□ Identified “Tangible Outcome” (separate page)□ Submit Completed form to Sponsoring Faculty who sends to RAG ChairForm Date 021709 |

# Application Instructions for EOU Sharing the Learning Program

A completed application will consist of the following documents:

1. a signed Application Cover Sheet;
2. a description of the proposed study, not to exceed 300 words
3. a detailed budget and item justification
4. a description of tangible product

# A. EOU Sharing the Learning Application Cover Sheet

Cover sheet available from the Office for Research and Sponsored Programs (ORSP). Student and sponsoring faculty must sign the cover sheet.

# B. Description of Proposed Study (300 words)

 The proposal is the only demonstration that evaluators will have of the substance of your project, the contribution it makes to your scholarship. The description must include details about the ideas, objectives, and methods of your project. A simple statement of need or intent will be insufficient evidence that your project merits support. Evaluators may not possess specialized knowledge of the proposed field of study; therefore, the description should be free of jargon and unnecessary technical terms.

#### C. Budget and Justification

Include an itemized budget for required materials, supplies, travel, etc. Do not include equipment for department use. Carefully explain why these materials, etc. are necessary for your proposed project. If other funding sources are contributing, please identify these and the amount of their contribution.

#### D. Tangible Product

 Describe the outcome of your proposed project. Will you be making a presentation? Will it be available for public appreciation?

For additional information on the criteria for the Sharing the Learning Program please consult the ORSP website.