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# UW-L UNDERGRADUATE RESEARCH & CREATIVITY GRANT CHECKLIST

**Students:** This form is for your own personal use. It **should not be submitted** with your grant proposal. However, your proposal **MUST** be organized in the order of the items listed below.

Student Name(s)	
Project Title	
Department(s)	
Faculty Mentor(s)	

## CHECKLIST:

- Scanned Signed Cover Sheet with Signatures
  - Student
  - Faculty Mentor
  - Department Chair
  - Office of International Studies representative (only if international project)
- Budget Summary
- Previously Funded Research Form (If applicable)
- Signed Faculty Mentor Letter of Support
- Unofficial Transcript (not Student Notice of Academic Progress or SNAP)
- Proposal Narrative (5-page maximum), must be typed, must include title of proposal on first page, page numbers and last name in the header of each page, includes:
  - Background/statement/significance of problem
  - Objectives
  - Research methods
  - Final products & dissemination