Application Checklist

- Does your application contain specific dates? (Date of travel must be within 6 months of application deadline date.)
- Have you included the destination?
- Have you included backup documentation for all funding requests?
- Do you have copies of handouts/brochures or web pages supporting your request?
- Does your application have the THREE required signatures?
- Do you have a letter(s) of support from your supervisor(s) for your grant request?
- If you do not have additional funding sources, have you explained the lack of funding?
- Does the Budget Worksheet have a detailed budget?
- Have you filled out your budget worksheet completely?
- Have you double checked your budget numbers for accuracy?
- Have you checked the pricing with University travel contract vendors?
- Do you have one complete copy of your application package?