

CHECKLIST FOR SUBMISSION OF APPLICATION
(Ten completed copies)

- _____ Typed application form and completed responses
- _____ Signature of student, faculty mentor and school director on application form
- _____ Brief statement of support from faculty mentor in a sealed envelope. (Additional 9 copies will be made by the Dean's Office)
- _____ Current résumé

CHECKLIST FOR FUNDED PROJECTS

Expectation if partial/full funding is awarded

- _____ Meeting with Assistant Dean and Dean of Fine Arts in the Winter quarter
- _____ Sign an agreement form which outlines the terms of the award
- _____ Participate in the University's Annual Research & Creative Activities Fair
- _____ Submit a status and/or project completion report as appropriate

Status Report

- _____ One page report filed by the end of Spring quarter 2008 if the project is not yet completed
- _____ Signature of faculty mentor
- _____ Signature of school director

Project Completion Report

- _____ One-two page report should be filed after the completion of the project/research/creative activity (no later than the end of Spring quarter 2008).
- _____ Documentation of project (paper, photos, prints, digital, cd, etc.)
- _____ Signature of faculty mentor
- _____ Signature of school director