

## Application Tips & Tricks

### KEEP THE ABSTRACT CONCISE

Make sure your abstract grabs attention, uses simple language for non-experts, and clearly outlines the goals of your project.

### APPLY FOR OUTSIDE FUNDS

Demonstrate that you've applied for funds elsewhere to show your commitment to your project. This shows our Trustees you really care about the initiative.

### COLLABORATE!

Students: seek out help from faculty and staff.

Faculty and staff: seek out help from students! Projects and proposals can benefit greatly from collaboration.

### RESEARCH FOR BUDGETS

Show that you have done your homework and provide vendors, quantities, and specific dollar amounts for every line-item on your budget. This is especially helpful for getting partial funding.

### PROOFREAD

This should go without saying, but we find typos and grammatical errors all the time! This detracts from the message you are trying to convey in your application.

### DOUBLE-CHECK YOUR MATH

Sometimes the math doesn't add up in an applicant's budget, which can throw off a Trustee reviewing an application. Look it over several times and ask a friend to review your budget as well.

### QUANTIFY

Whenever possible, quantify the impact of your project. How many students will be affected? How many research projects will come out of this grant?

### PRACTICE YOUR PITCH

This applies to the presentation portion. The more you practice, the easier it will be to discuss your proposal with Trustees!