

Graduate Student Engagement Fund (GSEF) Application Checklist

The Graduate Student Engagement Fund application should be completed clearly and concisely using [this Google Form](#). Applications must be submitted by 11:59 P.M. EST on the due date; no exceptions. Below is a checklist that may be helpful as you prepare your application.

- **Eligibility** (meet all three)
 - All applicants are currently enrolled in a graduate program at Pratt. Students graduating in May are not eligible to apply for awards after March.
 - No applicants have received a GSEF award in the current academic year. Students who have received an award during their first year can apply for the May deadline, which will count toward the next academic year.
 - This application is for unique and particular dimensions of my research. Funding is not available for common requirements related to coursework, theses, or culminating projects, such as printing or materials.
- **General Information** (including resume/CV and professional website/portfolio)
- **Project Information**
 - **Title**
 - **Start/end dates**
 - **Narrative description** - Provide a clear and succinct description about the scope of the work and project deliverables (e.g., creative output). Be sure to explain any field-specific terms or acronyms.
 - **Project Goals** - Include a statement of project goals, about how they will be achieved, and criteria you will use to judge the success of this project.
 - **Contributions** - Describe how this project contributes to your academic/professional development, as well as to Pratt Institute and the community (how will this work be shared).
 - **Work Plan** - Describe the proposed project work plan and timetable.
- **Budget**
 - **Amount requested** (\$1,500 for individual project/\$4,000 for collaborative project)
 - **Budget detail** - Provide specific details for each relevant category. At the end, you may provide justification for these amounts as well as supporting documentation (e.g., quotes or estimates). These figures should add up to the total amount requested.
 - Materials
 - Equipment
 - Facilities
 - Travel
 - Meals & Lodging
 - Fees
 - Consultant Honorarium
 - **Budget Justification** - Provide any additional details about the above budget figures. You may wish to provide justification for these amounts as well as supporting documentation (e.g., quotes or estimates).

- **Additional details** (supporting documentation - compile additional documents into a single file before uploading.)
- **Supplemental Materials** (Compile supplemental materials into a single file, not to exceed five pages total.)