

Passport to Success Proposal Guideline
Center for Advanced STEM Education

Maximum request: \$500.00. (Please note for the Fall semester you can only receive Passport to Success award or Research grant award this semester)

Purpose: The purpose of this program is to provide support for student-initiated activities.

Application Process: You should email a Word document that includes the information requested below to Lori Taylor (ltaylo50@msudenver.edu) at least two weeks before your activity (at least one month when travel is involved).

Request examples: conference registration fee, conference hotel cost, GRE fee, graduate school application fee, textbooks, professional membership fee, etc. These are just examples. Your request is not limited to these examples.

APPLICATION

PLEASE COMPLETE A WORD DOCUMENT WITH THE FOLLOWING INFORMATION. BE SURE TO STRUCTURE YOUR DOCUMENT ACCORDING TO THE FOLLOWING OUTLINE AND LABEL EACH ITEM AS LISTED BELOW.

PART 1. REQUEST

- I. Purpose: Clearly state the purpose of your request. What activity you will participate? (1 paragraph)
- II. Significance: Articulate how the activity will enhance your knowledge in your discipline and/or promote your professional growth. (1 to 2 paragraphs)
- III. Timeline: Your timeline should provide a schedule of when you plan to begin and complete your activity.
- IV. Budget Justification: In the budget justification provide a detailed list of proposed expenditures that includes itemized costs (do not forget to include shipping, if applicable) and a brief explanation. If the costs associated with your project exceed \$500, please indicate in your budget justification the source of supplemental funding that you have obtained. Please also indicate whether you would be willing to undertake this activity if it can only be partially funded.