



### Grant Application

**Submit a Written Proposal that follows the format below:**

- I. Heading: College of Health and Human Services PILLARS Grant Application
  - A. Short Title specific to your grant request
- II. Student's name, address, phone and email address
- III. Current Date
- IV. Dates for which funding is requested, if applicable
- V. Student's Program of Study, expected graduation date, and overall GPA
- VI. Describe in approximately 200 – 400 words the purpose of your proposal for PILLARS funding. Include a statement about how your proposal relates to your academic goals
- VII. Prepare a budget with details of your financial needs and/or overall costs associated with your proposal
  - A. If asking for funds to travel to a conference or workshop, please include a copy of your survey or other information that is demonstrative of your research
  - B. If asking for funds to help support research activities, please include a copy of your survey or other information that is demonstrative of your research
  - C. If asking for funds to present at a conference, provide a copy of your acceptance letter/email confirming you will be a presenter
- VIII. The amount requested for your proposal and an indication of whether a partially-funded award is acceptable
- IX. Include a letter of support from a faculty advisor or department chairperson
- X. Only one person may apply per application
- XI. Multiple applications from the same individual will not be accepted in the same academic year

NOTE: Funds will not be disbursed to the student until the project has been completed and a required project summary report, including **ORIGINAL** receipts, is submitted to the PILLARS Committee. (Project Summary and receipts must be submitted within 30 days following the funded event.) **As a state institution, ORIGINAL receipts are required for reimbursements to be processed.**

**Submit Proposal to: PILLARS Committee, 105 Health & Human Services Building**

**Pillars application deadlines are September 30<sup>th</sup> and January 31<sup>st</sup>**  
**Applications will be reviewed during Fall and Spring semesters only;**  
**applications will not be accepted during Summer terms.**