

Application Instructions

Required Element	Suggested File Name
1. CCRSG Application	Google form application
2. Project Proposal (see instructions below)	Lastname-proposal.pdf
3. Optional supporting documents (see below)	Lastname-appendices.pdf
4. Student Waiver Form	Lastname-waiver.pdf
5. WU Unofficial Transcript (get from SAGE)	Lastname-WUtranscript.pdf
6. CCRSG Sponsor Form or Letter of Support (submitted by sponsor)	See below

Project Proposal

A project proposal is no more than six pages, not including any appendices. Double-space the proposal, using one-inch margins and a font no smaller than 11-point. Include the following:

Page One (title page)

- Name
- GPA
- Major
- Project Title
- Principal Advisor Name
- Project Abstract (50-word maximum)

Pages Two through Six

- Description of the project, including rationale, research design and its relationship to your colloquium;
- Statement on the importance of your project to your own long-term goals;
- Budget outline that covers the expenses that will be covered by the grant (e.g., stipend, travel, supplies, etc.);
- Outline for completion of your project, including a timeline.

Appendices

You may attach additional supporting documents such as photographs, artwork, letters of cooperation from agencies or persons necessary to your research, charts and graphs. These will not count toward your page limit. Be sure to rename all scanned documents before submitting. **Name each supporting document, including your last name as part of the file name.**

Submitting Your Application

Applications are submitted online via emailing to saga-info@willamette.edu. Please include the requested documents, using the suggested file names from the table above.

Sponsor Form or Letter of Support

Sponsors should email their recommendations to saga-info@willamette.edu following the sponsor form template.