

AS Sustainability Fund

Checklist for Submitting a Project Proposal

This page is for you, the Project Director, to confirm that you have prepared all necessary documents to be submitted with your Project Proposal. You do NOT need to submit this checklist with your Proposal.

Mandatory for all proposals:

- I have attended one of the pre-proposal workshops
- Have explore Instructionally Related Activities and Student Learning Fee funding opportunities
- I am enrolled this semester and plan to be enrolled as a student at CSU, Chico next semester as well
- Project Proposal (complete with signatures)
- Acknowledgement of Collaboration form (complete with signatures)
- Appointment with Jamie Clyde for final proposal submission and signature

Mandatory depending on the conditions of your proposal:

- Internship Agreement Form (complete with signatures)
- Internship Supplemental Responses (on a separate page)
- Documentation of matching funds (for off-campus projects)

Encouraged

- Proposal draft review appointment with AS Sustainability Coordinator
- Addendum materials with additional information regarding your project
- Have a friend or advisor proofread for typos, spelling or unclear language
- Double-check the math in budget section