



STUDENT GRANT APPLICATION – *Instructions*

Applications must be emailed or postmarked by 27 Feb. 2004

I. Electronic Submission (*preferred method; requires Microsoft Word*)

- A. Open the 2-page Microsoft Word *Student Grant Application Form* (from the "General Information" webpage; open as "read-only" to fill in the form fields and save changes)
- B. Complete the *Student Grant Application Form*, using tabs to move between form fields.
- C. Save the completed form as a Word document, named "YourLastName GAF";
If your last name is Marshall, then save the completed form as "Marshall GAF".
- D. Create a separate Microsoft Word document that contains the text of your grant proposal and your resume or curriculum vitae. Use 2.5 cm (1 inch) margins on all sides and any standard font, with a font size of no smaller than 10 point (12 point preferred). Use single spacing within paragraphs and double-spacing between paragraphs. Include:
 1. Title of the proposal (180 characters or fewer; all capital letters, in bold font).
 2. A nontechnical abstract (350 words or fewer; abstracts of funded proposals will be posted on the SWS website)
 3. The proposal narrative (3000 words or fewer; cite references in the narrative using *Wetlands* format)
 4. Literature Cited (use *Wetlands* format; **maximum number of references is 15**)
 5. A current resume or curriculum vitae; to appear beginning on a new page following the Literature Cited section.

Note: Figures may be included in the proposal. The preferred approach to including Figures is to embed them in text (in Word, use the "Paste Special" function to paste Figures as "pictures;" (in Word, use the "Format, Picture, Layout" functions to customize the appearance of pasted Figures).

- E. Save the document that contains the title, abstract, text, literature cited sections, as well as a current resume or curriculum vitae, as a Word document named "YourLastName Proposal"; if your last name is Marshall, then save the completed proposal as "Marshall Proposal".
- F. Submit your proposal by email.
 1. The *Subject line* of your email should be: "YourLastName SWS Proposal"; if your last name is Marshall, then the *Subject line* should be "Marshall SWS Proposal".
 2. Attach two Word documents: the completed Student Grant Application Form and the text of your proposal.
 3. **Send the email to:** SWS.Student-Grants@Villanova.edu
 4. You should receive an automatic response that your email has been received. We recommend that you save this response for your records.
- G. Two letters of recommendation are required; instructions for preparing and submitting these letters are on the SWS web page. Note: *applications with missing or late letters of recommendation will not be considered for funding.*

II. Submission by mail

- A. Open the 2-page Microsoft Word *Student Grant Application Form* (from the "General Information" webpage; open as "read-only" to fill in the form fields and save changes)

or

Download the Adobe Acrobat *Student Grant Application Form* from the SWS website

- B. Complete either version the *Student Grant Application Form* (note: *application forms that are hand-written, in whole or in part, will not be considered for funding*)
- C. Create a separate typed or word-processed document that contains the text of your grant proposal. Use 2.5 cm (1 inch) margins on all sides; use any standard font, with a font size of no smaller than 10 point (12 point preferred). Use single spacing within paragraphs and double-spacing between paragraphs. This document must include:
1. Title of the proposal (180 characters or fewer; all capital letters, in bold font).
 2. A nontechnical abstract (350 words or fewer; abstracts of funded proposals will be posted on the SWS website)
 3. The proposal narrative (300 words or fewer; cite references in the narrative using *Wetlands* format)
 4. Literature Cited (use *Wetlands* format; **maximum number of references is 15**)
 5. A current resume or curriculum vitae; to appear beginning on a new page following the Literature Cited section.
 6. *Note:* Figures may be included in the proposal.
- D. Mail the completed Student Grant Application Form and the text of your proposal to:

Dr. Patrick Megonigal
Smithsonian Environmental Research Center
P.O. Box 28
647 Contees Wharf Road
Edgewater, Maryland 21037

- E. Two letters of recommendation are required; instructions for preparing and submitting these letters are on the SWS web page. Note: *applications with missing or late letters of recommendation will not be considered for funding*.

Remember, proposals and letters of recommendation must be emailed or postmarked by midnight, March 1, 2002!!!
