

Checklist for the Thesis Research Support Fellowship

This checklist must be completed and submitted with your application. Please indicate completion of each required element of your application by typing your initials in each of the fields below.

To submit this form with your application, first download the form to your computer, then open the form to complete and save to your computer. When submitting your application materials in the online scholarship system, you will be prompted with a link to upload the checklist.

REQUIRED

- _____ Narrative description of your thesis research project using jargon-free language appropriate for a non-specialized audience as often as possible. The following formatting specifications must be adhered to:
- _____ two pages or less (a reference section, if needed, does not go in the narrative; see below for the optional reference section)
 - _____ single-spaced
 - _____ 12-point font
 - _____ one-inch margins
- _____ Budget, including the following:
- _____ itemized budget request with exact costs of items (when possible) and not exceeding the **\$2,000** maximum allowable with the fellowship
 - _____ a narrative justification for each item in the itemized budget, including information about purchasing source (when possible)
 - _____ a section answering the following questions:
 1. Does this request cover all the costs for your project? YES/NO
 2. (If NO to Question 1) What is the total budget for your project? (for this question, list amount only, not itemized costs)
 3. (If NO to Question 1) What additional sources of funding have you applied for or already received to support the costs that exceed the \$2,000 maximum allowable budget? (list names of funding opportunities, amounts, and status of application)
- _____ Requested a letter of support from your thesis committee chair indicating the merits of the proposed research and the appropriateness of the proposal's budget

OPTIONAL

- _____ Reference section (if needed)

ACKNOWLEDGEMENT

Please initial in the box to indicate your understanding of the following:

- _____ I understand that submitting an incomplete application, an incorrect budget or budget justification, a budget request that exceeds the maximum allowable amount, or failure to follow the formatting instructions (including page limits, font size, margins, and line spacing) will disqualify my application from review.

Name: _____ Date (mm/dd/yyyy): _____

Texas State ID (A0...) _____ Texas State Email: _____