

**SECTION 1: APPLICATION**

The *Application* section is presented when the *Create Grant Application* action is initiated. Your responses to the following questions are used to create a new electronic application.

NOTE: An application type cannot be changed after the application is created. If you inadvertently create the wrong type of application, you must delete it and create a new one.

Question 1	
Text:	Please provide a name for your application.
Input Type:	Text
Required:	True
Description:	A non-unique name of your choosing that will allow you to distinguish this application from any other applications you create

Question 2	
Text:	Please select the type of grant you are applying for.
Input Type:	Drop-Down List (Single Selection)
Required:	True
Description:	The type of grant you are applying for. Options include: <ul style="list-style-type: none"> • General Campus Intercampus Exchange Grant • General Campus Research/Bridge Grant • General Campus Travel Grant • Health Sciences Research/Bridge Grant • Health Sciences Travel Grant • Marine Sciences Research/Bridge Grant • Marine Sciences Travel Grant

SECTION 2: DEPARTMENT

The *Department* section requires you to identify the department for which you are seeking intercampus exchange funding.

Question 1	
Text:	Select the department for which you are requesting Intercampus Exchange Program funding:
Input Type:	Autocomplete (Textbox with Filtered Result Options)
Required:	True
Description:	The name of the department. Begin typing the department name and click on the target item in the filtered results to select the department.

**SECTION 3: DEPARTMENT CHAIR**

The *Department Chair* section requires you to indicate whether you are Chair of the department for which you are requesting intercampus exchange funding. If not, you will be required to identify the current department chair.

Question 1	
Text:	Are you the current chair of this department?
Input Type:	Radio Button
Required:	True
Description:	An indication of whether you are Chair of the department for which you are requesting funding. Options include: <ul style="list-style-type: none"> • Yes, I am the department chair • No, I am not the department chair

Question 2	
Conditional (No, I am not the department chair)	
Text:	Please select the current department chair:
Input Type:	Autocomplete (Textbox with Filtered Result Options)
Required:	True
Description:	The name of the department chair. You may enter the name as {last name} {first name} or {first name} {last name}, but the filtered results displayed below the text box will be shown as {first name} {last name}. Click on the target name in the filtered results to select the department chair.

SECTION 4: FUND MANAGER

The *Fund Manager* section requires you to identify the departmental fund manager who would be responsible for an award resulting from this proposal.

Question 1	
Text:	Please select the departmental fund manager who would be responsible for your Intercampus Exchange Program award:
Input Type:	Autocomplete (Textbox with Filtered Result Options)
Required:	True
Description:	The name of the fund manager. You may enter the name as {last name} {first name} or {first name} {last name}, but the filtered results displayed below the text box will be shown as {first name} {last name}. Click on the target name in the filtered results to select the fund manager.

**SECTION 5: FUNDING REQUEST**

The *Funding Request* section requires you to provide the number of eligible Academic Senate members and registered graduate students in your department. The total dollar amount of your request is automatically tallied as the sum of the products of these figures and the per Academic Senate member/graduate student rates.

Question 1	
Text:	Please specify the number of Academic Senate members in your department who are eligible to participate in the Academic Senate Intercampus Exchange Program:
Input Type:	Textbox (Integer)
Required:	True
Description:	The number of eligible Academic Senate members in your department

Question 2	
Text:	Please specify the number of registered graduate students in your department who are eligible to participate in the Academic Senate Intercampus Exchange Program:
Input Type:	Textbox (Integer)
Required:	True
Description:	The number of eligible graduate students in your department

SECTION 7: CONFIRMATION

The *Confirmation* section enables you to view all of your application responses in one screen prior to submission. You can jump to any section to make edits by clicking the Edit link in the top right corner of the section. There is an additional *Comments* section at the bottom of the confirmation screen that identifies the next recipient in the application approval hierarchy and allows you to provide a comment for that approver. You will also be required to check a box certifying that the information in your application is accurate and complete. You may then click the *Submit* button to formally submit your application.

NOTE: You are not required to prepare and submit your application in one session. You can leave your application in the draft state by clicking the Home link on the page title bar. The application will be listed in the *Drafts* application queue on the eGrants home page, and the Edit option will be available until the application is submitted.