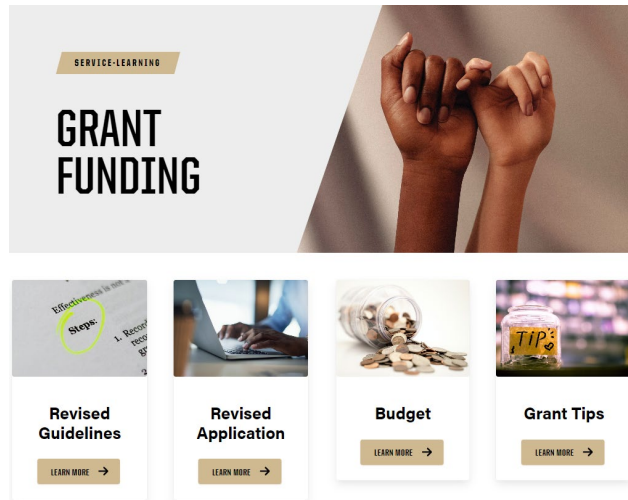


## Service-Learning Grant Submission Process

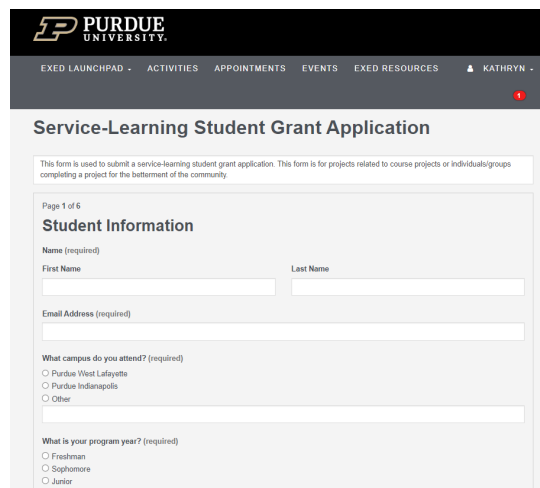
Thank you for your interest in service-learning at Purdue! We have a new Service-Learning Grant application and process this year. This document will guide you through the form submission and approval process. Please reach out to the Office of Experiential Education ([exed@purdue.edu](mailto:exed@purdue.edu)) if you have any questions or need assistance.

### Locating the Service-Learning Grant Application

Visit the Service-Learning Grant Funding page: <https://servicelearning.provost.purdue.edu/grants/> You will find the application by clicking on the Revised Application “Learn More” button on the Service-Learning website.



When you click the “Learn More” button, you will be directed to a Purdue Web Authentication page. Enter your Purdue Username and Password. You will then be prompted to go through the steps to authenticate via Duo. Once you have logged in, you will be taken to the Service-Learning Student Grant Application form in ExEd Launchpad-UniHub.

Screenshot of the Service-Learning Student Grant Application form in ExEd Launchpad-UniHub. The form is titled "Service-Learning Student Grant Application" and includes a header for Purdue University. The form fields include Name (First Name, Last Name), Email Address, What campus do you attend?, and What is your program year?.

PURDUE UNIVERSITY

EXED LAUNCHPAD - ACTIVITIES APPOINTMENTS EVENTS EXED RESOURCES KATHRYN

### Service-Learning Student Grant Application

This form is used to submit a service-learning student grant application. This form is for projects related to course projects or individuals/groups completing a project for the betterment of the community.

Page 1 of 6

#### Student Information

Name (required)

First Name Last Name

Email Address (required)

What campus do you attend? (required)

Purdue West Lafayette  
 Purdue Indianapolis  
 Other

What is your program year? (required)

Freshman  
 Sophomore  
 Junior  
 Senior

## Completing the Service-Learning Grant Application

Complete the form as directed.

Note: On page 5 of the form, you will be directed to download an Excel file budget template (See gold arrow). Be sure to use this template and then upload your completed budget (See black arrow) on page 5 of the form.

Page 5 of 6

### Expenses of Proposed Budget

#### Instructions

Provide an itemized list of the expected expenses by expenditure type that will be charged to this grant. The following items are included as approvable expenditures: marketing/publicity, postage, printing, travel/transportation, supplies/materials necessary to complete the project, and minimal refreshment costs where justified as necessary for the service or project. For example budgets, see the Grants page on our [website](#).

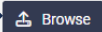
#### Download the Budget Template

Please download the **expected expense template** and upload below with your project's expected expenses inserted into the file.

**Service-Learning-Grant-Budget-Template.xlsx**

Upload Your Completed Budget Template (required)  
*Using the spreadsheet you downloaded above, upload your completed budget spreadsheet in this field.*


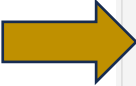
Upload file

 Browse


What is the total amount of funds you are requesting? (required)  
*Use the total amount from your budget spreadsheet.*



\$

Page 5 of 6



After completing all 6 pages of the form, you will be directed to a submission complete page.

 **PURDUE**  
UNIVERSITY

EXED LAUNCHPAD - ACTIVITIES APPOINTMENTS EVENTS EXED RESOURCES  KATHRYN 

### 'Service-Learning Student Grant Application' submitted!

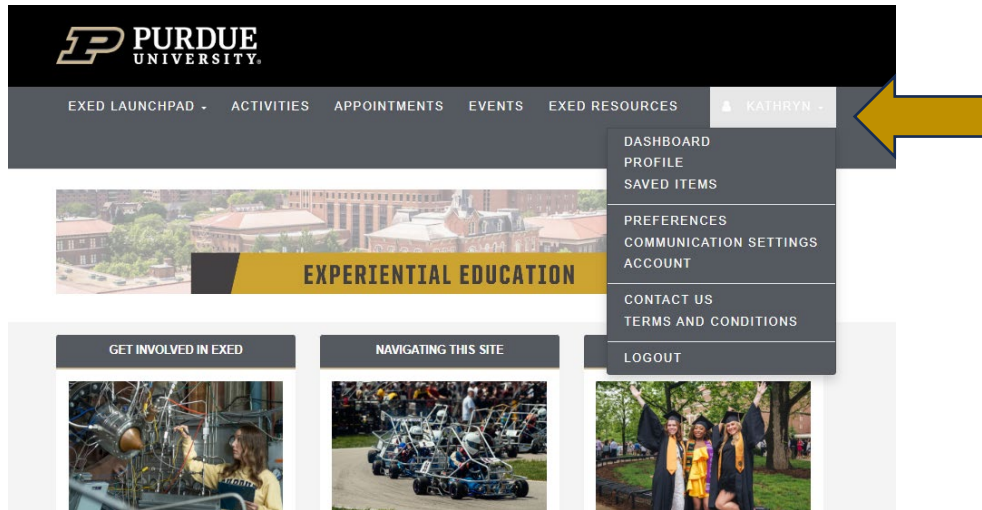
Thank you for your application to the Service-Learning Student Grant Program. Your application will be reviewed in accordance with our posted timeline You can find that timeline [HERE](#).

- [Edit submission](#)
- [Review submission in printer-friendly format](#)
- [New submission](#)

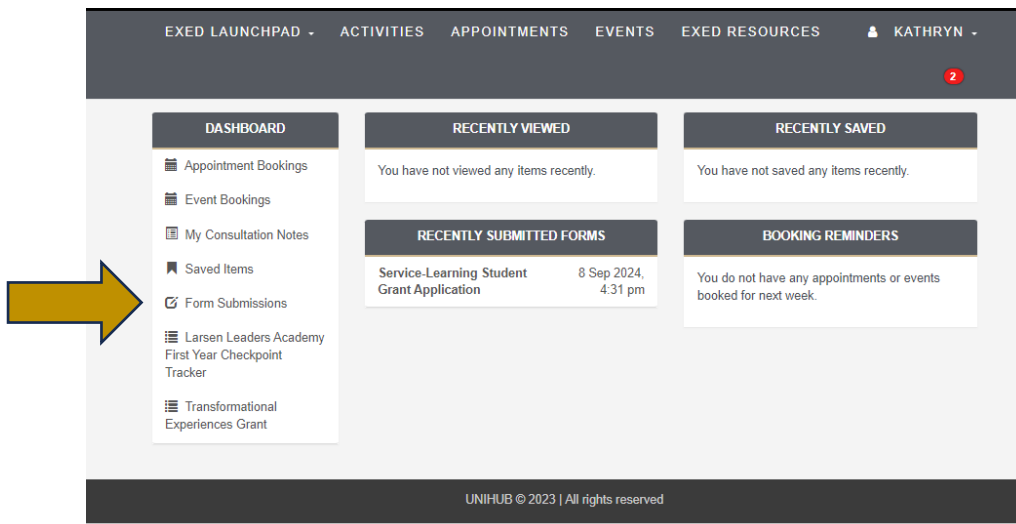
UNIHub © 2023 | All rights reserved

## Locating Your Completed Form Submission

Your completed form will move through an approval process in ExEd Launchpad-UniHub. You can track your submission's progress by clicking on your name in the upper-right corner of your screen. Select Dashboard from the dropdown list (See gold arrow).



On your dashboard, click the “Form Submissions” option on the left side of your screen. Select your form submission from your list of completed forms. Your dashboard may look differently than the screenshot below. Your dashboard view will be unique to you and your activity in the ExEd Launchpad-UniHub.



You can track the approval progress of your submission from the view of your completed form. The submission status will change as your form moves through the approval process.

Service-Learning Student Grant Application	
This form is used to submit a service-learning student grant application. This form is for projects related to course projects or individuals/groups completing a project for the betterment of the community.	
Submitted By	Kathryn Stremiecki
Attached To	Kathryn Stremiecki
Began	8 Sep 2024, 4:19 pm
Finished	8 Sep 2024, 4:31 pm
Updated	8 Sep 2024, 4:31 pm
Status	<b>Received</b> Last Status Change: 8 Sep 2024, 4:31 pm by Kathryn Stremiecki <a href="#">STATUS CHANGE HISTORY</a>
Actions	<a href="#">EDIT SUBMISSION</a> <a href="#">Print submission</a> <a href="#">Delete submission</a>

### **Submission Status Terms and Definitions**

The submission process will take place entirely through ExEd Launchpad-UniHub. Each approver will receive an email with instructions about how to review and select their approval choice. You should alert your Purdue Sponsor and your community partner that they will receive an email from ExEd Launchpad-UniHub asking them to review your application submission. This email will come from ExEd Launchpad-UniHub <[Unihub-Launchpad@exed.purdue.edu](mailto:Unihub-Launchpad@exed.purdue.edu)>.

We have created several submission and approval statuses to allow you to track your form through the approval process. As your form moves through the review and approval process, your form's Status will be updated.

**Received:** This status means your submission has been received by the Office of Experiential Education. Staff are currently reviewing your submission to ensure it meets the grant criteria and funding requirements.

**SL Initial Review Complete:** The Office of Experiential Education staff have completed the initial review. Your submission will be sent to the appropriate business office for review: ExEd business office for non-student organization grants; Student Activities Office/Business Office for Student Organizations for student organization grants. Important to note: This does NOT mean your grant has been funded.

**SL: Pending Bus Office Approval:** Your submission is under review by the ExEd Business Office. During this step, staff are checking to ensure expenditures are in line with the grant program and University funding/spending guidelines.

**SL: Pending SAO/BOSO Approval:** *Registered Student Organizations ONLY*—Your submission is under review by the Business Office for Student Organizations. During this step, staff are checking to ensure expenditures are in line with the grant program and University funding/spending guidelines.

**SL: Pending Sponsor Approval:** Your submission has been reviewed by the appropriate Business Office and is now under review by your Purdue Sponsor.

**SL: Pending Comm Partner Approval:** Your submission has been reviewed and approved by your Purdue Sponsor. It is now under review by your Community Partner contact. It is a good idea for you to follow up with your community partner to ensure they know they should have received an email from ExEd Launchpad-UniHub asking them to review the submission.

**SL Grant Final Review:** Your submission has been reviewed and approved by your community partner. It is now under the final review by the awarding committee. All grants for a particular deadline will be reviewed and funding decisions will be made at the same time. You can expect to be notified of the final decision by the deadline (listed in the timeline on the website).

**SL Grant Awarded:** Good news! This means your submission has made it through the approval process and has been awarded! Instructions about next steps will be sent to you via email. This email will come from ExEd Launchpad-UniHub <Unihub-Launchpad@exed.purdue.edu>

**SL: Revise/Resubmit:** During the review process, one of the reviewers has found an issue that needs to be addressed in your submission. An email from ExEd Launchpad-UniHub <Unihub-Launchpad@exed.purdue.edu> will be sent to you with instructions on what needs to be revised. You will be able to edit your submission through ExEd Launchpad-UniHub rather than resubmitting a new form. See instructions above (Locating Your Completed Submission Form) for information on how to access your submission to make needed edits.

**SL Grant Declined:** Unfortunately, your grant application has been declined. If this has occurred prior to the Final Review step, it likely means your submission doesn't adhere to our guidelines. Information will be included about this in a follow up email. If your grant application was declined during the Final Review process, it is likely due to limited funds and the number of submissions. This is a competitive grant process and due to limited funds, not all grant applications can be funded.

### **Accessing UniHub Without the Form Link**

To access UniHub, visit <https://purdue.unihub.us/>. Log in with your regular Purdue username, password, and Duo.