

### ***Service-Learning Grant Guide for Purdue Sponsors***

Thank you for your interest in service-learning at Purdue, and our sincere thanks for serving as a Purdue Sponsor for a Service-Learning Grant. The application form, submission, and approval process will all take place in ExEd Launchpad-UniHub, the platform used by the Office of ExEd. This document will guide you through the approval process for your student's submission. Please reach out to the Office of Experiential Education ([exed@purdue.edu](mailto:exed@purdue.edu)) if you have any questions or need assistance.

[Click here to learn how to learn how to set up your Launchpad-UniHub Account.](#)

### ***Service-Learning Grant Review Process***

**Office of ExEd Initial Review:** When a student submits the Service-Learning Grant application, the Office of ExEd staff will be notified they have a submission for review. Your student lead will need to provide proof of community partner approval in their application via a recent/ongoing proof of approval (JPEG/PNG/PDF/MOU). ExEd staff will conduct an initial review of the application to ensure it is complete, meets the criteria, etc. If the application passes this initial review, the ExEd staff will send the application to either the Business Office for ExEd or the Business Office for Student Organizations (BOSO) for their review.

**Business Office Review:** The applicable Business Office conducts their initial review, and they will have the option to choose to approve the submission, suggest a revise/resubmit, or decline the application.

**Purdue Sponsor Notification of Review:** If the application is approved by the Business Office, you will then be notified via an email from ExEd Launchpad-UniHub that you have a Service-Learning Grant submission to review.

**Final Review and Award Decisions:** Once the application has made it through the Business Office and Sponsor reviews, the ExEd staff will be notified. The grant review committee will review all grants for final award decisions approximately one week before the notification deadline. Please note due to changes in funding levels, it is likely that that not all grant applications are able to be funded.

**Revise/Resubmit or Denial of Application:** If either the Office of ExEd or the Business Office suggests a revise/resubmit status for the application, an email from ExEd Launchpad-UniHub will be sent to the student. This email will include revision instructions. If the application is denied by the Office of ExEd or the Business Office, the student will receive an email from ExEd Launchpad-UniHub letting them know the decision and the reason(s) the application was denied. Purdue Sponsors also have the option to suggest a student revise and resubmit their application. Sponsors also have the option to decline a submission. Instructions about revise/resubmit and denial of application are below.

### ***Accessing Your Student's Service-Learning Grant Submission***

Once your UniHub account is set up, you will be able access your student's grant submission. When your student's submission is ready for your review and approval, you will receive an email from ExEd

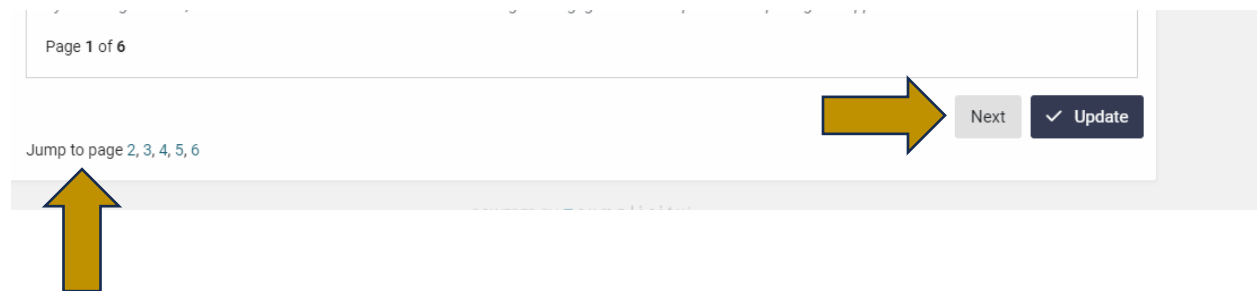
Launchpad-UniHub ([Unihub-Launchpad@exed.purdue.edu](mailto:Unihub-Launchpad@exed.purdue.edu)). This email will contain information about your student's submission and a link to access the full submission. Click the link from the email, log in to UniHub using your Purdue username, password, and Duo, and you will be taken directly to the Admin view of your student's form.

## ***Purdue Sponsor Review and Approval***

After receiving the email notification that you have an application to review, click on the link in the email to access the submission. You will likely be prompted to log into UniHub. Use your Purdue username, password, and Duo to log in.

Upon logging in, you will be taken to a page that displays the first page of your student's submission. Please review the student's submission. There are 6 short application pages in total. If you see any errors or anything that needs revisited by the student, you will be able to suggest that the student revise and resubmit at the end of the application.

When reviewing, please be sure that you click the "Next" button or use the "Jump to Page" page numbers at the bottom of the screen. The "Update" button is used only at the end of your review process once you have completed your portion of the form.



After you have completed your review, please complete the following steps on Page 6 of the student's application.

When you arrive on Page 6, you will see the Select the Submission Status question. It will either have SL Business Office Approved selected or SAO Business Office Approved selected.

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### Final Page/Review

By submitting this document, I grant permission to Purdue University and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me related to the work described in the "Description of Project" section of this application (the "Project"), for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release Purdue University and its legal representatives for all claims and liability relating to said images or video related to the Project. Furthermore, I grant permission to use my statements that were given during an interview related to the Project with or without my name, for the purpose of advertising and publicity regarding the Project without restriction. I waive my right to any compensation in connection with my contributions to the Project.

☒ I have read the above Acceptance/Signature information, and I agree to the terms. (required)

SL Staff: Select the Submission Status (required)

- ☐ Office of SL Initial Review
- ☐ Office of SL Initial Review-SAO
- ☒ SL Business Office Approved
- ☐ SAO Business Office Approved
- ☐ Purdue Sponsor Approved
- ☐ Community Partner Approved
- ☐ Office of SL Final Approval
- ☐ Revise and Resubmit
- ☐ Declined

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If you approve of this submission, you will select "Purdue Sponsor Approved" from the list of options.

☒ I have read the above Acceptance/Signature information, and I agree to the terms. (required)

SL Staff: Select the Submission Status (required)

- ☐ Office of SL Initial Review
- ☐ Office of SL Initial Review-SAO
- ☐ SL Business Office Approved
- ☐ SAO Business Office Approved
- ☒ Purdue Sponsor Approved
- ☐ Community Partner Approved
- ☐ Office of SL Final Approval
- ☐ Revise and Resubmit
- ☐ Declined

Is this project part of a service-learning course?

☐ Yes

☐ No

If yes, enter the name and number of the course.

Example: EEE 47200 Community Engaged Engineering Design

Please consult your business office for the following information.

When you select "Purdue Sponsor Approved", the application will display additional questions for you to answer which are described on the following page.

<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">1</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">2</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">3</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">4</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">5</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">6</div> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">7</div>	<div><div><input checked="" type="radio"/> Purdue Sponsor Approved</div><div><input type="radio"/> Community Partner Approved</div><div><input type="radio"/> Office of SL Final Approval</div><div><input type="radio"/> Revise and Resubmit</div><div><input type="radio"/> Declined</div></div> <p>Is this project part of a service-learning course?</p> <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div> <p>If yes, enter the name and number of the course.</p> <p><i>Example: EEE 47200 Community Engaged Engineering Design</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Please consult your business office for the following information.</b></p> <p>Business Office Contact <small>(required)</small></p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;">First Name</td><td style="width: 50%;">Last Name</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td><td style="border: 1px solid black; height: 20px;"></td></tr></table> <p>Business Office Contact Email <small>(required)</small></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Department where the funds will be distributed <small>(required)</small></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Responsible Unit Cost Center</p> <p><small><i>This should be a 10 digit number. Ask your Business Office for this information. Non-Student Organization requests ONLY.</i></small></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Business Office Area</p> <p><small><i>This should be a 4 digit number. Ask your Business Office for this information. Non-Student Organization requests ONLY.</i></small></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	First Name	Last Name		
First Name	Last Name				

1. Is this project part of a service-learning course? Yes or no
2. If yes, enter the name and number of the course.

**For non-student organizations:**

3. Enter the first and last name of your department's Business Office Contact.
4. Enter your department's Business Office Contact's email address
5. Enter the name of the department that will distribute the funds.
6. Enter Responsible Unit Cost Center for your Business Office. This should be a 10-digit number.  
You may need to ask your Business Office for this information.
7. Enter the Business Office Area. This is a 4-digit number. You may need to ask your Business Office for this information.

### For Registered Student Organizations:

3. Enter **Student Organization** as the first name, and **Business Office** as the last name.
4. Enter [boso@purdue.edu](mailto:boso@purdue.edu) for the Business Office Contact Email.
5. Enter “**BOSO**” for the department where the funds will be distributed.
6. & 7. Leave these fields blank.

When you have completed the fields, click “Update”.

Responsible Unit Cost Center  
*This should be a 10 digit number. Ask your Business Office for this information. Non-Student Organization requests ONLY.*

0123456789

Business Office Area  
*This should be a 4 digit number. Ask your Business Office for this information. Non-Student Organization requests ONLY.*

1234

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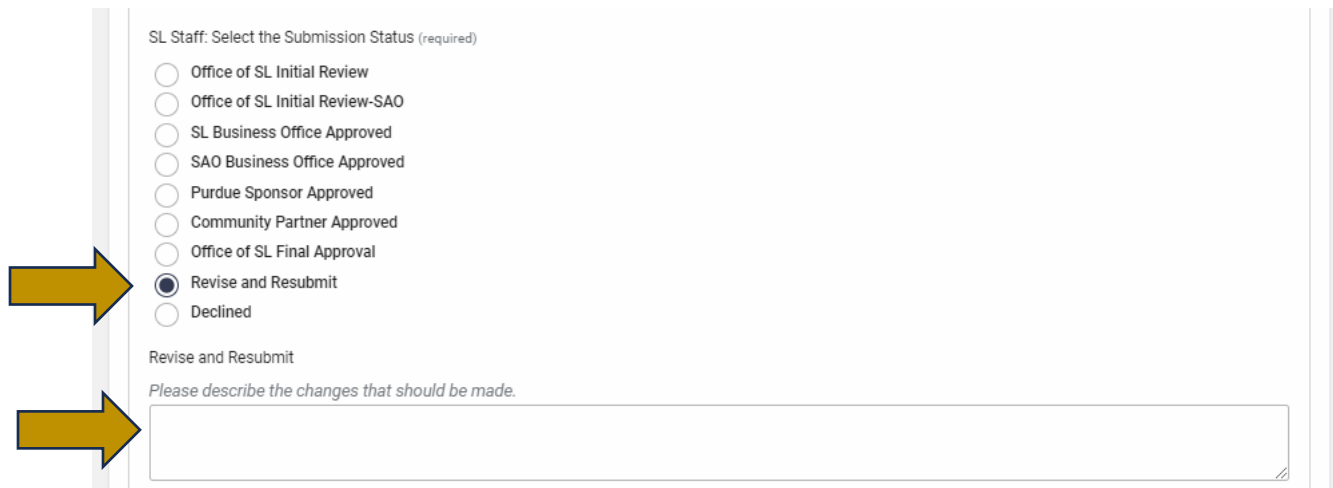
After clicking “Update”, the submission will return to the office of ExEd for final review.

### **Service-Learning Committee Final Review and Approval**

The submission returns to the Office of ExEd for final review by the Service-Learning Grant Review Committee. The Committee will choose to award or decline the submission. Upon making award decisions, the student will be notified of the decision via email. For information on the application guidelines and rubric, see <https://servicelearning.provost.purdue.edu/grants/> and click “Grant Guidelines”.

### **Revise and Resubmit or Denial of Application**

At any point in the approval process, an approver can choose to ask a student to revise and resubmit or outright deny the application. If you choose to select Revise and Resubmit, you will be prompted to enter information about the changes that should be made. An email from ExEd Launchpad-UniHub will be sent to the student with this information.



SL Staff: Select the Submission Status (required)

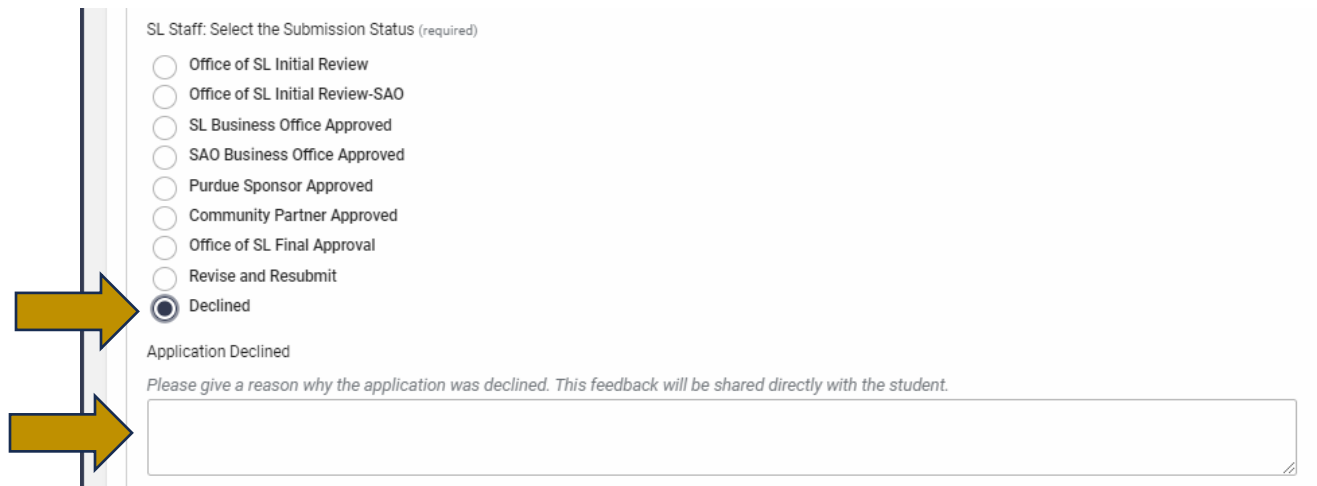
- ☐ Office of SL Initial Review
- ☐ Office of SL Initial Review-SAO
- ☐ SL Business Office Approved
- ☐ SAO Business Office Approved
- ☐ Purdue Sponsor Approved
- ☐ Community Partner Approved
- ☐ Office of SL Final Approval
- ☒ Revise and Resubmit
- ☐ Declined

Revise and Resubmit

Please describe the changes that should be made.

*(Two yellow arrows point to the 'Revise and Resubmit' radio button and the text area below it.)*

If you choose to decline a submission, you will be prompted to enter information about why the submission was declined. An email from ExEd Launchpad-UniHub will be sent to the student with this information.



SL Staff: Select the Submission Status (required)

- ☐ Office of SL Initial Review
- ☐ Office of SL Initial Review-SAO
- ☐ SL Business Office Approved
- ☐ SAO Business Office Approved
- ☐ Purdue Sponsor Approved
- ☐ Community Partner Approved
- ☐ Office of SL Final Approval
- ☐ Revise and Resubmit
- ☒ Declined

Application Declined

Please give a reason why the application was declined. This feedback will be shared directly with the student.

*(Two yellow arrows point to the 'Declined' radio button and the text area below it.)*

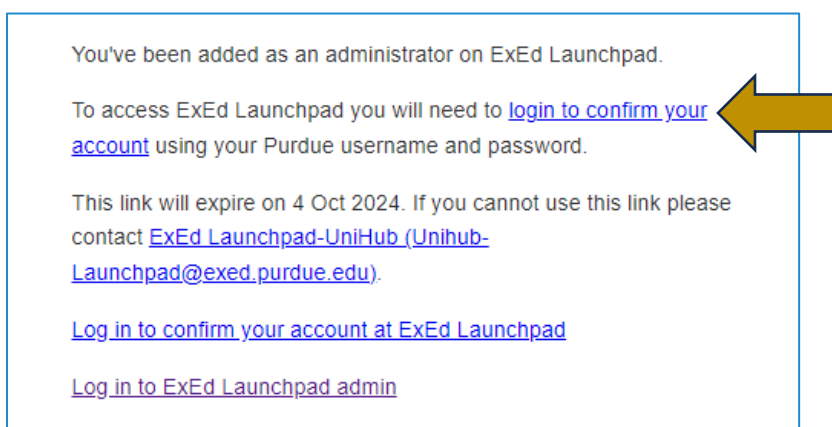
Please be sure that you click the Update button at the bottom of the page after making your selection and completing the information requested in the explanation field.

## ***New Purdue Sponsor ExEd Launchpad-UniHub Account Set up***

As part of the Service-Learning Grant Application, students will provide information about their Purdue Sponsor. This will include your name, Purdue email, and department. We will use this information to create an Administrator account for you in ExEd Launchpad-UniHub. Your Admin account will allow you to not only access your student's entire submission, but it will also allow you to enter information needed in an Admin only section of the form.

Once the Office of ExEd sets up your Admin account, you will receive two system generated emails from ExEd Launchpad-UniHub—a *Welcome to ExEd Launchpad* email and a *Confirm Your Email Address* email. Check your Spam folder as these initial emails often end up in Spam.

- Open the *Welcome to ExEd Launchpad* email first. Click the "Login to confirm your account" link. You will log in using your regular Purdue username/password/Duo.



- In the *Confirm Your Email Address* email, if the email comes as an HTML, you should be able to click the first link in the email. If you do not have your email set as HTML, you'll click the second link, and then enter the code provided in the email. ***As of 10/4, there is a known issue with receiving an invalid code/token error when you attempt to complete this step.*** However, even though you may receive an error, your email will still be confirmed, and you will still be able to receive emails from the site.

