

# Office of Experiential Education Student Community-Engaged Learning Grant

This document provides all the needed information and tips to craft and submit your community engaged learning grant application. Note: In previous years, the information below was provided in separate documents. **Questions? Contact [exed@purdue.edu](mailto:exed@purdue.edu)**

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# Purdue University Office of Experiential Education Student Grant Program Guidelines

## **Goal**

Foster the expansion of Purdue student involvement in service-learning, community engaged learning, and experiential education opportunities in partnership with communities, non-profit agencies, schools, and governmental bodies.

## **Plan**

The University will allocate \$10,000 per Fall and Spring semester to fund projects/services that will encourage students to become involved in communities by assisting in solving problems or providing a service while utilizing their education and expertise. The program is intended to give students an opportunity to expand their learning environment. Upon completion of the grant program, students will be required to reflect on their learning to deepen the meaning of the experience.

## **Grant Levels**

Grants will be awarded to groups of students, or student organizations. Grant proposal may be awarded a maximum of \$1,000 for a group or organization (*a group is defined as a team of 3 or more students*). Only one class-based project will be funded with any single community entity.

## **Sponsorship**

To be eligible for a grant, the project/service proposal:

- Must be authored by a West Lafayette or Indianapolis student (or students)
- Must have the approval/sponsorship of a West Lafayette or Indianapolis campus Purdue- affiliated faculty or staff. Students or graduate student staff are not allowed to serve as sponsors. Purdue- affiliated sponsors must agree to serve as the grant mentor, approve all grant activities and expenditures, and serve as the fiscal agent for the project.
- Must have approval/sponsorship from an external community partner. Community partners must be external to Purdue, e.g., non-profit agencies, schools, and governmental bodies. Internal Purdue-affiliated organizations are not allowed to serve as partners.

## **Expected Use of Funds**

- *Funds may be used for travel for students only as needed to provide the service. Travel must be outside of Tippecanoe County for West Lafayette based students and/or outside of Marion County for Indianapolis based students. Flights and hotels are not eligible expenses.*
- Funds may be used for materials and supplies necessary to complete the project, but not equipment.
- Minimal publicity, printing, and postage are allowable costs.
- Minimal refreshment costs may be allowed when justified as a specific activity of the service.
- Other items must be adequately justified in the proposal.
- All funds must be used during the grant eligibility period. Project extensions will not be allowed beyond the grant period.

## **Funds are NOT to be Used for**

- May not be used for salaries, honoraria, or compensation to the individuals working on the project.
- May not be used as a donation.
- May not be used for equipment.

- May not be used for cash awards or purchasing gift cards, as an award or special prizes, etc.
- May not be used for normal departmental instruction costs.
- Funding for field trips or conferences will not be considered, including travel, registration fees, hotel costs, entrance fees.
- May not be used for transportation to and from clinical practicum - including internships.
- If you change your budget (alter/change items from what was originally accepted) you must contact [exed@purdue.edu](mailto:exed@purdue.edu) for approval before making purchases. Failure to receive this approval prior to purchasing may result in funding being denied/disallowed.

### ***Application Guidelines***

To be considered for funding, all applications must include:

- A complete online application form on [ExEd Launchpad-UniHub](#).
- A project/service description, including how the grant will benefit the community and the learning experience of the student(s).
- A detailed itemized budget for the project clearly stating the amount requested.
- Sign-off of the application by the student, Purdue-affiliated Sponsor, and the Community Partner Sponsor. Note, applications without approvals/signatures will not be considered. All review and approvals will take place through ExEd Launchpad-UniHub.

### ***Additional guidelines to be considered:***

- Purdue students involved in projects must be in good standing with the University at the time of fund allocation.
- Preference will be given to applications that benefit organizations and communities within the State of Indiana.
- Proposals for travel outside the West Lafayette/Lafayette area and all international projects must be consistent with all university policies on domestic and international travel as established by the Office of the Dean of Students (ODOS). For further information, first contact the [Student Activity Office](#) (SAO), [sao@purdue.edu](mailto:sao@purdue.edu), (765) 494-1231. If the APF is denied by SAO then your business office may not process payments or reimbursements.
- All funds must be used during the grant eligibility period. Award extensions will not be allowed beyond the grant period.
- In the case of continued projects with community partners, a successful previous partnership, and a completed final report will increase the likelihood of an additional grant award. These terms also apply to new projects with the community partner(s) a student or group of students has worked with previously.
- Community organizations may initiate projects by describing their need directly to appropriate student groups or faculty. Grants will only be made, however, to Purdue students and not directly to the community organization.

### ***Final Report Requirement***

- Each grant recipient is required to complete a Final Report describing the results and benefits of the grant, as well as a short post-survey of the experience. Final reports, submitted online through ExEd Launchpad-UniHub, are due prior to the end of the grant eligibility period . Failure to submit a final report and survey will restrict eligibility for future funding.

### ***Application Review and Notification***

For specific deadlines, [click HERE](#)

- All applications will be reviewed by the Office of Experiential Education and decisions will be final. The review committee may choose not to award the full amount of funding requested by applicants. Submission of an application does not guarantee funding.
- Applicants will be notified of the committee's decision by the Award Notification date. Further instructions about grant funds and payment processing will be provided with the award notification.

***Grant Inquiries***

The Office of Experiential Education is available regarding any questions involving the grant program. Inquiries should be directed to: Office of Experiential Education, Purdue University, [exed@purdue.edu](mailto:exed@purdue.edu)

## Application Tips and FAQ's

### Before You Begin – Prepping for Success

- Review application questions ahead of time, create a Word or Google document to compile grant application information, and share the document, and assign roles if working on a team.
- Only one team member can complete the grant application in ExEd Launchpad-UniHub, **however a shareable doc** allows you to work together ahead of time.
- If working on a team, clearly determine who **will be responsible** for submitting your grant application, submitting the final report, etc. will help keep your project running smoothly. Don't forget that things don't always go as planned. You may need to adjust assignments to ensure that everything gets done; thus, fluid team communication is key!

### Important Guidelines to Consider

Please note these rules as you craft your proposal:

- Some limited travel funds are allowable; however, flights/hotels are not eligible for grant funding.
  - Ground transportation to project sites (outside of Tippecanoe county for Lafayette campus, outside Marion county for Indianapolis) is considered an allowable travel expense.
  - Examples of eligible travel: Renting a van to take 6 students from a hotel in Kenya to the project site; mileage reimbursement for driving a group to a project in South Bend.
- A group application is any team of 3 or more individuals.
- You must receive community organization partner approval to conduct your project. In the grant application, please upload a PDF/PNG/JPEG of an email/ MOU/project agreement. This proof of agreement must be current.
- Project type
  - There are two project types you can classify for your project: Service-Learning Project or Community-Engaged Research Project.
  - Community-Engaged Research Project is collaboratively conducting research with or for a community to produce knowledge that addresses a community-identified issue.
  - Service-Learning Project is a project that involves direct service to meet a community need.
  - If you are unsure about where your project qualifies, reach out to an advisor or [exed@purdue.edu](mailto:exed@purdue.edu)

### Create Appropriate Title

Avoid using abbreviations or names of organizations in your title. Make sure your title includes language that captures the core/main objective of your project.

Below are a few examples of good application titles.

- Urban Water Projects: Storm Water Best Management Practices for STEM Education
- Preserving our Roots: The Hanna Center Service-Learning Project
- Teaching young learners computational thinking skill through museum activities

## Give Short Project Overview

At the beginning of your proposal, you should provide an overview of the project. *An important part of grant-writing is specificity*; this provides necessary context to reviewers, helps your project planning, and most of all communicates you have a strong grasp on the work you are proposing.

Being detailed helps you stand out- include information such as: How many people are part of your team, describe the organization you want to work with, and what your project is.

Below is an example of a good project summary

- Urban Water Projects, a team of 5 Purdue students in environmental and ecological and biological engineering are teaming up with the Wabash River Enhancement Corporation (WREC), a non-profit organization dedicated to improving the quality of the Wabash River and the surrounding area, and the Dennis Burton Right Steps Child Care Center to install rain barrels and a native savanna. To increase the visibility and learning opportunity of the project to public park users, Hanna Center members, and Right Steps faculty and families, we are seeking funding through this grant to purchase 1 educational sign to highlight the projects throughout the Right Steps facility, 5 rain barrels, drip irrigation and fittings as well as some plant materials.

## State Your Need

Near the middle of your proposal, you should state the specific need that the project will help fulfill.

Below is an example of a good way to state the need of a project.

- Once installed, the rain barrels will not only help Right Steps with their storm water run- off but also the neighboring Hanna Center in watering their landscape. The native savanna will improve the movement and infiltration of water through the Right Steps property, while also creating a more aesthetically pleasing environment in which the children can play.

## If Your Project Has Been Previously Funded/Ongoing

If your project has previously occurred or will occur for more than one semester, you will need to indicate how the grant will move your project closer to completion. A previous project may look like an ongoing effort that your faculty sponsor conducts each semester.

- As an ongoing project, we have successfully identified the ideal type of rain barrel and location for installation and confirmed its location with community staff. With this work completed, the present grant will allow us to purchase and place these barrels.

## State Your Learning Goals

You will need to reflect on what you/your team anticipate learning from participation in this project.

- We expect this project to provide opportunities in developing the following skills; communicating with community stakeholders and children, assessing soil and elevation data, environmental management, and basic building skills.

## What To Do If You Receive a Grant

Specific practices will vary by project, but here are some key things to consider:

- Keep an **open line of communication** between yourself, your team, your sponsor, and your community partner.

- You can always ask questions during this process. This can only make your project stronger!
- Trust yourself and don't be afraid to think outside the box. Have an idea that you think would really help the community partner? Maybe it's something they haven't thought of before; perhaps it can be incorporated into your project; maybe it could even lead to another engagement project in the future!
- **Please note:** If you change your budget (alter/change items from what was originally accepted) you must contact [exed@purdue.edu](mailto:exed@purdue.edu) for approval before making purchases. Failure to receive this approval prior to purchasing may result in funding being denied/disallowed.
- **Submit your final report.** Doing this will not only give you an opportunity to reflect on your project experiences and accomplishments, but it will also enable you to be considered for another grant in the future! Failing to submit your report may result in a lower chance of receiving a future grant.

# Budget Writing Tips and Tricks

## Overview

A proper budget proposal will have every necessary item listed, along with the quantity and price of each.

Click here to access the budget template: [Service-Learning-Grant-Budget-Template.xlsx](#)

Below are some things to consider when drafting your project's budget.

- Minimize or exclude food
- Minimize paper/printing costs
  - Paper/printing costs that are integral to the project (handouts, informational posters, etc) are permitted.
  - Excessive promotional materials or printed surveys are not permitted.
- No promotional items such as t-shirts/mugs/pens
- Travel may be reimbursed as appropriate
  - Ground transportation to project sites (outside of Tippecanoe county for Lafayette campus, outside Marion county for Indianapolis) are eligible
- No payments for salaries/honorarium

## Exemplar Budget Example

Item	Expense Type	Quantity	Unit Cost	Total Cost
500 liter water storage	Supplies/Materials	2	\$ 394.00	\$ 788.00
Gutters	Supplies/Materials	7	\$ 22.00	\$ 154.00
Valves	Supplies/Materials	3	\$ 9.00	\$ 27.00
Electrical Wires	Supplies/Materials	2	\$ 76.00	\$ 152.00
Light Sockets	Supplies/Materials	5	\$ 3.00	\$ 15.00
Switches	Supplies/Materials	5	\$ 2.00	\$ 10.00
Power Saving Bulbs	Supplies/Materials	10	\$ 3.00	\$ 30.00
Tube Lights	Supplies/Materials	6	\$ 7.00	\$ 42.00
Distribution Board	Supplies/Materials	1	\$ 43.00	\$ 43.00
Cement	Supplies/Materials	2	\$ 57.00	\$ 114.00
Sports Equipment	Supplies/Materials	1	\$ 125.00	\$ 125.00
<b>TOTAL AMOUNT REQUESTED</b>				\$ 1,500.00

## Problematic Budget Examples

- A. This item is problematic for two reasons: It covers a large quantity of food (40 pizzas!), while food purchasing should be kept to a minimum and be an integral part of the project. In addition, you do not need to state which supplier you are obtaining an item from
- B. Only limited flyering is permitted for this grant. In addition, we can see the two flyer items are different prices, however the item description does not tell us how these two flyers are different.
- C. In this example budget, the items are particularly vague. When writing your budget, consider what specific supplies you intend to purchase and itemize them one by one. Additionally, ineligible items are included, such as honorarium, t-shirts, and flights.

## Grant Application Questions

To prepare your application, see below sample questions you will encounter when accessing the grant portal on UniHub

### Student Information

1. Student Name (auto-fills for the student logged in)
2. Student Email Address (auto-fills for the student logged in)
3. What campus do you attend?
  - a. Purdue West Lafayette
  - b. Purdue Indianapolis
  - c. Other
4. What is your program year?
  - a. Freshman
  - b. Sophomore
  - c. Junior
  - d. Senior
  - e. Graduate/Professional
5. You selected Group in the above question. Is this group a registered student organization or an EPICS team?
  - a. Yes, this group is a registered Purdue student organization
  - b. Yes, this group is an EPICS team
  - c. No, this group is not a registered Purdue student organization or an EPICS team
6. (Only displays if Student org or EPICS team is selected) What is the full name of the Student Organization or EPICS team name?
7. Approximate number of Purdue students organizing this project. (*Please note only students who will be actively assisting in the organization and implementation of the project in this number.*)
8. Upload the preliminary list of students who will be organizing this project. This list should contain the first names, last names, and Purdue email addresses of the Purdue students who are a part of the group working on this grant. File formats can be PDF, Excel, or Word documents.
9. Before you proceed to the application page, please watch the following 3-minute video. <https://www.youtube.com/watch?v=2HRQ1p6QlpY>
  - a. Did you watch the video above? (Check the box)

### Community Partner Organization Information

1. Name of the Organization (No Abbreviations, should not be a Purdue Orgnaization)
2. Name of the Community Partner Contact
3. Organization Contact Phone Number
4. Organization Contact Email Address
5. Organization Address

- a. Address
- b. City
- c. State
- d. Country
- e. Postcode/Zip

6. Upload screenshot/pdf of approval of project from your community organization partner. Community Organization approval is required for grant consideration. Approval/agreement from your community organization partner must be uploaded in the form of a PDF or JPEG/PNG. This agreement can be an email sent from your community partner to the student lead or Purdue Sponsor. MOUs or project agreement forms may also be used. The Agreement/Approval document must be current and in line with your project's timeline.

#### Purdue University Sponsor Information

- 1. Sponsor's Name
- 2. Sponsor's Email Address
- 3. Sponsor's Department
- 4. Sponsor's Campus Location
  - a. West Lafayette
  - b. Indianapolis
  - c. Other (Fill in the box with Location)

#### Project Information

- 1. Project Title
- 2. Project Description—Describe the project you intend to complete. Description must contain at least 6 sentences of a project overview.
- 3. Statement of Need: What is the community need for this project? How will those needs be met by your project?
- 4. Is this a continuation of a previous project?
  - a. As a previous project, briefly describe how this grant would move your project towards completion
- 5. Student Learning: What will the student(s) involved with this project learn from participating in this project?
- 6. Approximate number of Purdue students organizing this project
- 7. Proposed Start Date
- 8. Proposed End Date
- 9. Would you be interested in publishing your project with the Purdue Journal of Service Learning
  - a. Yes
  - b. No
  - c. Unsure

## Expenses of Proposed Budget

1. Upload your completed budget template.
  - a. Use this template: [Service-Learning-Grant-Budget-Template.xlsx](#) access; Template file will download to your computer.)
2. What is the total amount of funds you are requesting? (Use the total amount from your budget spreadsheet).

## Acceptance/Signature

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 (Check the box)

For Purdue Sponsors only—These questions only appear for the Purdue Sponsor after the Sponsor has approved the grant application

1. Is this project part of a service-learning or community-engaged learning course?
  - a. Yes
  - b. No
2. If yes, enter the name and number of the course (Ex: EEE 47200 Community Engaged Engineering Design)
3. Business Office Contact Name
4. Business Office Contact Email
5. Department where the funds will be distributed
6. Responsible Unit Cost Center
7. Business Office Area

## Grant Rubric

See below an example rubric of how reviewers will score while reading your proposal

Category	Points	Criteria
<b>Clarity of Proposal</b> (5 possible points)	/1	Application is clear, well-written, free from jargon and major spelling errors.
	/1	The project overview provides enough context for a reviewer unfamiliar with the organization or topic.
	/2	The purpose and activities are explicitly stated, easy to understand, and the proposal flows logically.
	/1	Provides sufficient evidence that the project is an organized service activity that meets community-identified needs.
<b>Description of Need</b> (4 possible points)	/1	Clearly identifies the community partner's need(s).
	/1	Explains how the project addresses partner's need(s).
	/2	Shows an understanding of the community context and potential impact, by including specific, concrete examples.
<b>Basic Requirements</b> (3 possible points)	/1	Purdue-affiliated sponsor approval
	/1	Community partner approval
	/1	Student(s) in good standing (i.e., all required forms, signatures, and supporting documents are complete and uploaded.) If a previously funded/ongoing project, reviewers will consider previous team's completion of final reports.
	/1	
<b>Budget Clarity and Appropriateness</b> (4 possible points)	/1	Budget is complete, itemized, and realistic.
	/1	All requested expenses align with grant guidelines (no ineligible costs).
	/1	Each item is justified and directly supports the project goals.
	/1	No vague or lump-sum categories.
<b>Description Outcomes and Learning</b> (4 possible points)	/2	Specifically lists benefits to the community partner. These benefits should be weighed with the level of effort given by the community partner. The cost of the partnership should not outweigh the benefit for the community partner.
	/2	Describes what students will learn through the project by linking learning goals to skills, knowledge, or personal/professional growth.

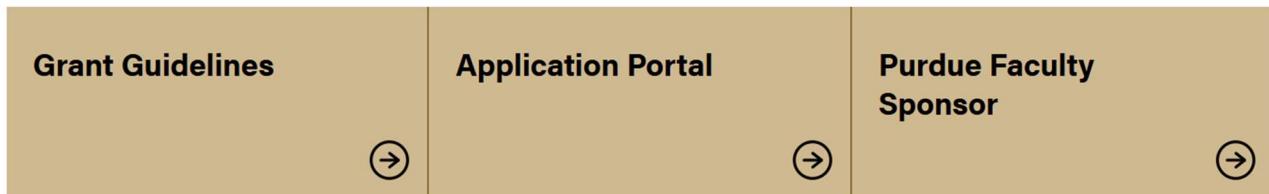
# Community-Engaged Learning grant Submission Process (Accessing UniHub)

Thank you for your interest in Community-Engaged Learning at Purdue! 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 Community-Engaged Learning Grant Application

Visit the Community-Engaged Learning Grant Funding page:

<https://servicelearning.provost.purdue.edu/grants/> You will find the application by clicking on the Application Portal “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 Community-Engaged Learning Student Grant Application form in ExEd Launchpad-UniHub.

Spring 2026 Community Engaged Learning Grant Application

This form is used to submit a community engaged learning student grant application. This form is for projects related to course projects or 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  
 Graduate/Professional

The current grant is for group submissions only (3 students or more). Is this group a registered student organization or an EPICS team?

Yes, this group is a registered Purdue student organization  
 Yes, this group is an EPICS team  
 No, this group is not a registered Purdue student organization or an EPICS team

Approximate number of Purdue students organizing this project (required)

Please note only students who will be actively assisting in the organization and implementation of the project in this number.

Upload the preliminary list of students who will be organizing this project (required)

This list should contain the first names, last names, and Purdue email addresses of the Purdue students who are a part of the group working on this grant. File formats can be PDF, Excel, or Word documents.

Upload file

Before you proceed to the application page, please watch the following 3 minute video. <https://www.youtube.com/watch?v=2HRQ1p6QipY>

Did you watch the video above? (required)  
By checking this box, I declare that I have viewed the service-learning and engagement video prior to completing this application.

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## Completing the Community-Engaged 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.

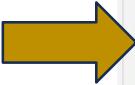
Page 5 of 6

### 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.

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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)

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SAVE DRAFT PREVIOUS  SUBMIT

 PURDUE UNIVERSITY

EXED LAUNCHPAD - ACTIVITIES APPOINTMENTS EVENTS EXED RESOURCES  KATHRYN 

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

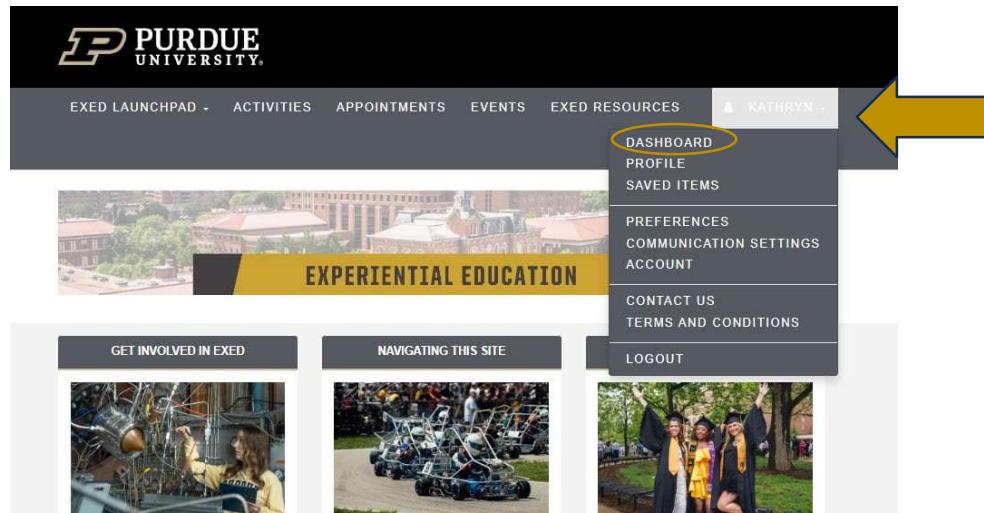
Thank you for your application to the Service-Learning Student Grant Program. Your application will be reviewed in accordance with our posted timeline. You can find that timeline [HERE](#).

- Edit submission
- Review submission in printer-friendly format
- New submission

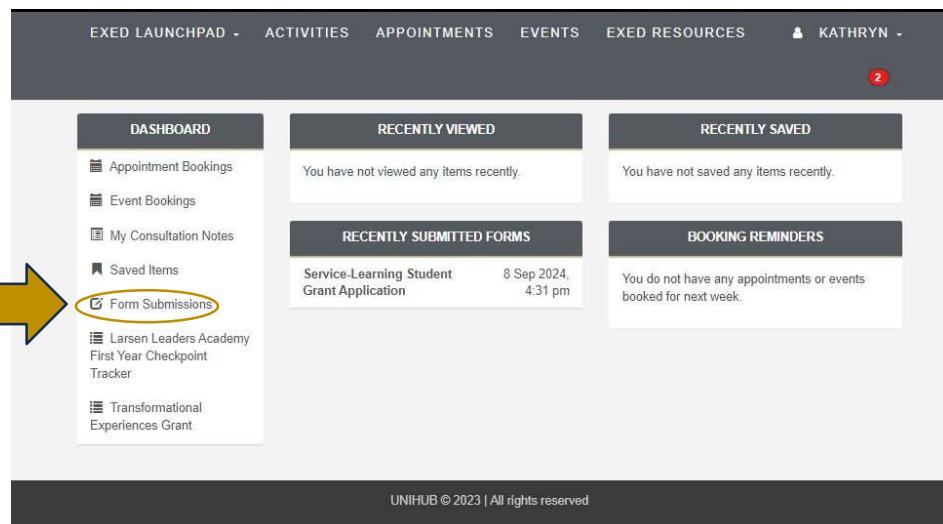
UNIHUB © 2023 | All rights reserved

## 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 on 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.

The screenshot shows a service-learning student grant application form. At the top, the Purdue University logo and navigation links for EXED LAUNCHPAD, ACTIVITIES, APPOINTMENTS, EVENTS, EXED RESOURCES, and a user profile for KATHRYN are visible. A red notification badge with the number '2' is on the profile link. The main title is 'Service-Learning Student Grant Application'. A descriptive text box states: '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.' Below this is a table with the following data:

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 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 Grant Final Review:** Your submission 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](mailto: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](mailto: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.