The George W. Housner Student Discovery Fund

Project Proposal Guidelines

This guide should be used for submitting proposals to the Housner Fund. Use the same numbering and use a word processor to type your proposal. Depending on your status (individual, group, club, etc.) and the nature of your activity, some requested information may not apply. Please complete all applicable sections.

I. Project title

II. Contact information, including names, campus mail stop, e-mail addresses, status of:
- Individual(s) submitting the proposal, include date and signature
- Individual(s) responsible for submitting the follow-up report to the Dean's Office
- To whom to make checks payable and where to send them (alternatively, campus account in which funds should be deposited)

III. Project description:
- A detailed description of the project, including background and plan for the proposed activity
- Purpose and intended impact

IV. Club or organization information (if relevant):
- Club/organization purpose and URL
- Membership information: number of active club members, number of undergraduate students. To what extent will non-undergraduate students be involved in the activity?

V. A detailed, item-by-item breakdown of all costs related to your proposal (not just those you are requesting from the Housner Fund).
- List specific items and specify whether they are known costs or estimates.
- Total amount requested
- Include copies of all price quotes you have obtained.
  (Please note: the fund does not cover the cost of food.)

VI. Other funding sources.
- Is the project being subsidized by other funding sources? For what other funding sources are you (considering) applying? What has been approved? List dollar amounts and be specific.
- Past funding: If this is not a new initiative, how has it been funded in the past?

Please include any supplemental information you feel would strengthen or clarify your application. Contact gwhfund@caltech.edu with questions.