



BEFORE YOU SUBMIT:

For Group Projects:

- All groups must designate one person as **Primary Project Coordinator**. The Primary Project Coordinator serves two important functions:
 - completes and submits all application materials. Do not delegate this function to project collaborators or staff assistants.
 - acts as project lead and primary liaison between your group and the Simpson Center throughout the term of your funding. The Simpson Center requires streamlined communications with a single group representative.
- The signature sheet and WebQ Proposal Identification Information Survey require the following information for each of your Key Project Collaborators: name, title, department/school, UW Box #, and UWNet ID.

For All Projects:

- You may upload no more than one file to the Catalyst Collect-It Dropbox. This is your **Bundled Proposal File**.
 - The contents of the Bundled Proposal File vary depending upon the category for which you are requesting funding. It is your responsibility to include the correct documents, as specified in the guidelines for your funding category. Review your funding category guidelines at www.simpsoncenter.org/apply.
 - It is your responsibility to combine the separate components of your Bundled Proposal File into a single document.
- For best results, submit your Bundled Proposal File in PDF format.
 - PDF format preserves your layout and formatting and ensures that the appearance of your application represents you in the manner you intend.
 - The Simpson Center will not reformat any documents or convert files to PDF for you.
- Proof your application and turn off any track-changes features. Your application will reviewed by the Simpson Center Executive Board exactly as received. This is another good reason to submit in PDF format.
- Follow all steps required by your submission category and include all components. Check twice before submitting.
- If you have a question or are confused by any aspect of the application process, call the Simpson Center to seek clarification *before* submitting your application: 206.543.3920. Our office is open Mondays through Fridays, 9am – 5:30pm.

FREQUENTLY ASKED QUESTIONS:

Five pages for a CV is too short, can I make mine longer?

No. The Board requires an abbreviated CV; do not submit a comprehensive one.

Does the 1,750 word limit for the Society of Scholars research fellowships (fall funding round only) include bibliography?

No. Bibliographies are counted separately. The proposal is limited to 1,750 words, the bibliography to 550.

Is there a maximum overall page length for the Bundled Proposal File I upload to the Catalyst Collect-It Dropbox?

Page length varies according to funding category. Follow the requirements for the category to which you are applying. (See the funding category guidelines at www.simpsoncenter.org/apply.) When in doubt, remember that clarity and brevity are not mutually exclusive concepts. Simpson Center Executive Board members often read nearly 100 proposals in a funding round; your sensitivity to this fact will be appreciated.

I can't create a PDF from my computer. Can you do it for me?

No. Find another computer with this capability or use one of the many free PDF creators available online.

I can't make my CV look right when I paste it into my Bundled Proposal File. Can you do it for me?

No. Seek the help of a friend, colleague, or computer lab staffer.