Directions for Centralized Application Portal

All applicants will need to provide their unofficial transcript, resume, and waiver for these funds. If the project or internship is taking you abroad, without the assistance of the Study Abroad office, then you will also need to complete the International travel waiver. Prior to beginning the application process, please have all documents ready to upload. They need to be saved in a pdf format and the file name needs to reflect your first initial, last name, and name of the fund or award. For other documents, please use your first initial, last name, and name of document. Examples below:

• RHuntleyTranscript
• RHuntleyResume

Once you begin the application process through the portal, you will have 72 hours to complete the process. All documents must be submitted by their individual due dates. Please see each award/fund description for full details.

Here is what to expect in the application portal: Demographic information – enter in your name and all other contact information requested, as well as emergency contact information. Academics – please select your major(s), minor(s), year of graduation, GPA, status for social and/or academic probation. Document request – this is where you will upload your transcript, resume, and waivers. Fund selection – select which of the funds you are applying for; this selection will prompt your next pages. You can apply for multiple at once.

Each award requires different documentation. Please revisit the directions for each award prior to beginning the application process. You will need to upload your documents and type in the names and contact information for anyone that will be acting as a mentor or will be submitting a recommendation letter. Those faculty, staff, and community members will be receiving an email from the Assistant Director for Project, Internship, and Research Funding in order to verify this information, and to request the letters of recommendation.

The last page in the application portal will have the following message:
Thank you for submitting your application(s) for on-campus funding. To complete the submission process, and to see a summary of your application, click on the forward arrow below. A copy of your summary will also be emailed to you. If you are unsure if your applications have gone through, please email Robin Huntley (rhuntley@clarku.edu) for verification.