**Creative Experiential Learning Funding**

**Application Prep Worksheet**

**Prior to applying for summer internship funding, it is recommended you collect all of the information below. You will be able to save your online application and return to it up until you submit it.**

* UR Student ID Number:
* Country of Citizenship and Work Authorization (undocumented students do not need to enter this info)
* Your summer mailing address (you are also encouraged to update this information):
* You *must submit* an acceptance letter from the program to be considered for funding.

* The program name, location, website, dates, and industry for your experience.
	+ Program Name:
	+ Program Location:
	+ Website:
	+ Type of Experience:
	+ Creative Art Form:
	+ Start Date: End Date:
* Will your program be:
	+ Fully remote/online
	+ Hybrid (some hours on-site others virtual)
	+ Fully in-person
* If you will be traveling internationally as part of your internship, please check the country, region and city you will be visiting against the US State Department’s [travel advisory system](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html), this information will be needed for your application. Countries and locations with a level 3 or 4 warning (which does include most of the world currently) will need additional clearance from the Office of Global Engagement.
* Your Estimated Expenses Budget, including
	+ Cost to arrive at your experience location (if traveling away from home) *Not supported in 2020*
	+ Registration Fee:
	+ Cost of Tuition:
	+ Cost of daily transportation (commuting)
	+ Cost of Room/Board
	+ Other expenses (be prepared to describe)
	+ Total Expenses:
* Estimated additional sources of support during the summer, including:
	+ Scholarships:
	+ Wages from other work (summer jobs, part-time jobs, etc)
	+ Other University-based funding (please indicate sources)
	+ Total Summer Income:
* **TOTAL AMOUNT REQUESTED FROM CREATIVE EXPERIENTIAL LEARNING FUNDING:**

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* Budget Justification: Please describe how you researched each of your estimated expenses, any additional sources of support you'll be utilizing, how you will maximize any funding granted, and any why receiving funding is important in completing this experience. (Limit 500 words)
* Career Impact Statement: Please describe your motivation for completing this internship or research experience, the connections you see between this experience and your academic and/or career interests, and how this experience will help you develop career competencies critical for future success. (Limit 500 words)
* Please describe how the COVID-19 pandemic has impacted your creative experiential learning search, how your program will take place, and any steps you will be taking to socially distance, follow local public health guidelines, and otherwise protect yourself and others from contracting the virus. If your employer has provided information on protections in the workplace you can also include these here. *(Please note answers to this question are informational only, and not evaluated as part of your application score).*