Enhancing Excellence in Teaching Program
Applicant Checklist

If Application or Program of Study is incomplete, NDE will NOT consider applicant for award funds.

Application for Funds Required Fields

- Applicant Information Section
  - Prior Recipient checkbox, Name, Address, and Email
- Employment Information Section
  - School, Administrator or Designated Representative Signature and Date
- Graduate Program Information Section
  - Institution, Completion Date, Program, Type, and Category
- Financial Request Section
  - Number of credit hours requested for award
- Applicant Signature Section
  - US Citizenship Attestation checkbox, Applicant Signature and Date

Graduate Program of Study Required Fields

- Program or Endorsement, Anticipated Graduation Date, and Name
- Coursework for graduate program – include all classes that you will take during 2016-17 and in the future to complete your program. All fields are required:
  - Course Number and Title (or "Elective")
  - Number of credit hours
  - Mark classes for fund request
  - Semester the class will be taken – this can change if needed
  - If a Summer 2016 class – provide class start date as listed on institution's class schedule
  - Program Chair/Designated Representative Signature and Date, if program is outside of the Teacher Education Unit at your institution