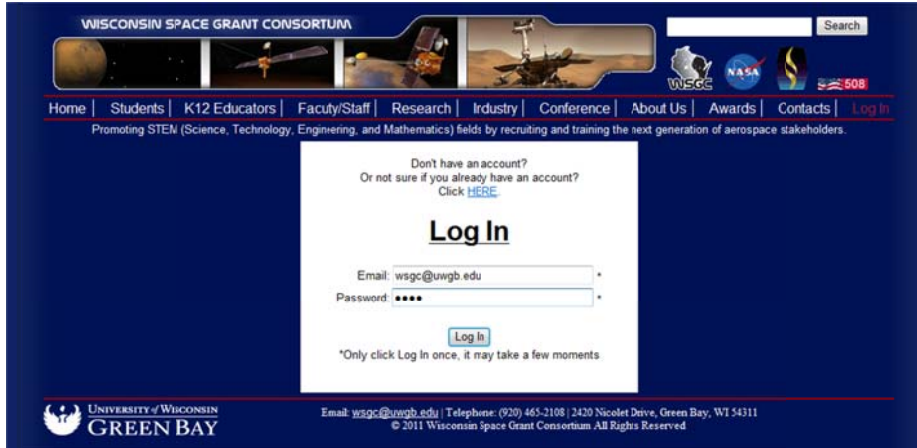
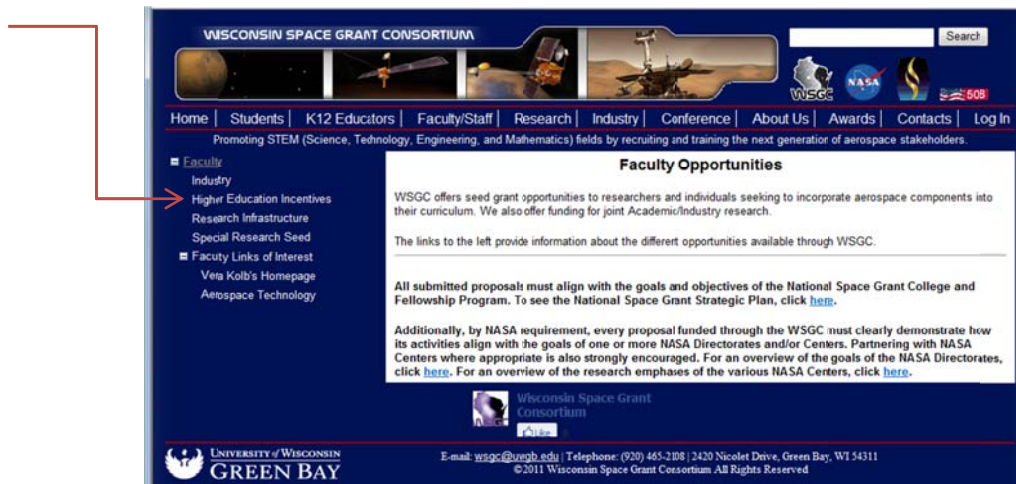


Applying to: Higher Education Incentives

1. Login with your username and password

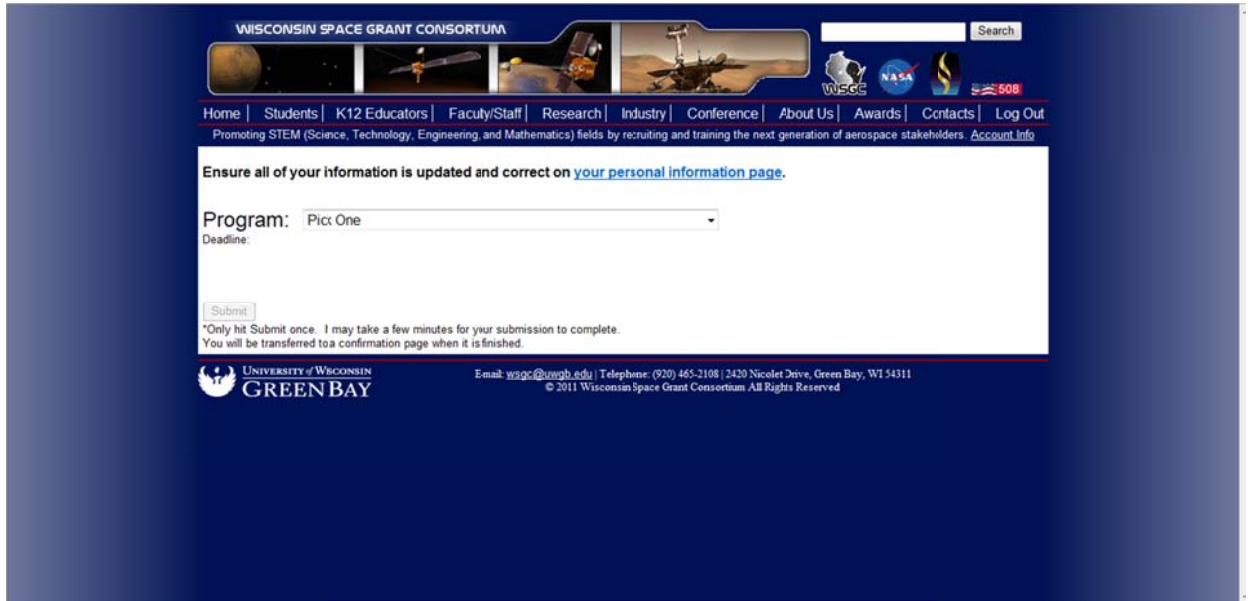


2. Click on the "Faculty/Staff" tab
 - a. Click on Higher Education Incentives



- b. Read all information provided before applying.
- c. Click on the link that says "Application Form"

3. It will bring you to a page that looks like this:



a. Select "Higher Education Incentives" from the drop down menu to see this:

A screenshot of the proposal form for the 2012-2013 Higher Education Incentives program. The form includes a "Program:" dropdown menu set to "2012-2013 Higher Education Incentives" and a "Deadline:" field set to "02/18/2012". The "Proposal Information:" section contains several fields: "Title of Project: (limited to 75 characters)", "WSGC Funds Requested: (no commas) \$", "Proposed match(1:1 minimum): (no commas) \$", "Source(s) of Match:", "Time Frame that Best Matches Your Project: Pick One", and "Location of Project:". Below this is a "Synopsis:" section with a text area and a character limit of 200. At the bottom, there is a "Proposal Requirements" section with a link to the requirements document and an "Upload your proposal file:" field.

b. Read the Proposal Requirements document and upload all required documents.

4. Hit submit and you will be applied.

****NOTE:** You must be classified as a PROFESSIONAL or PROFESSOR to apply to this program. This is determined on your Personal Information page Under the Account info link at the top right of the screen.

