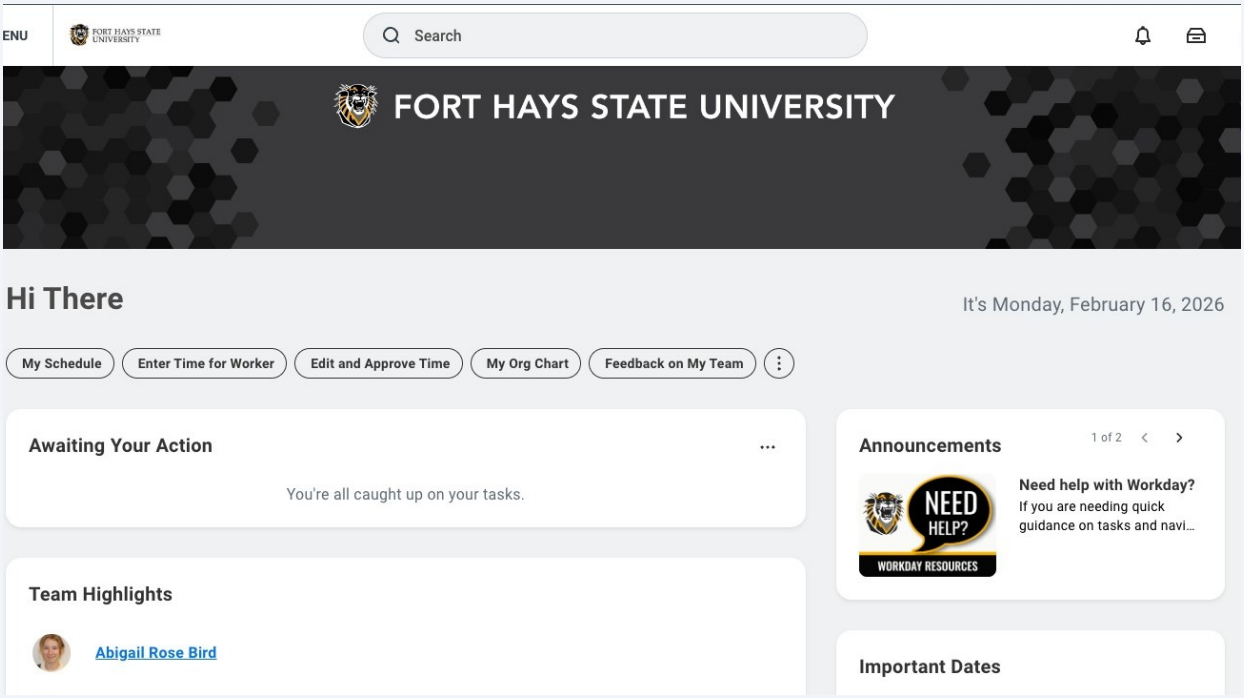
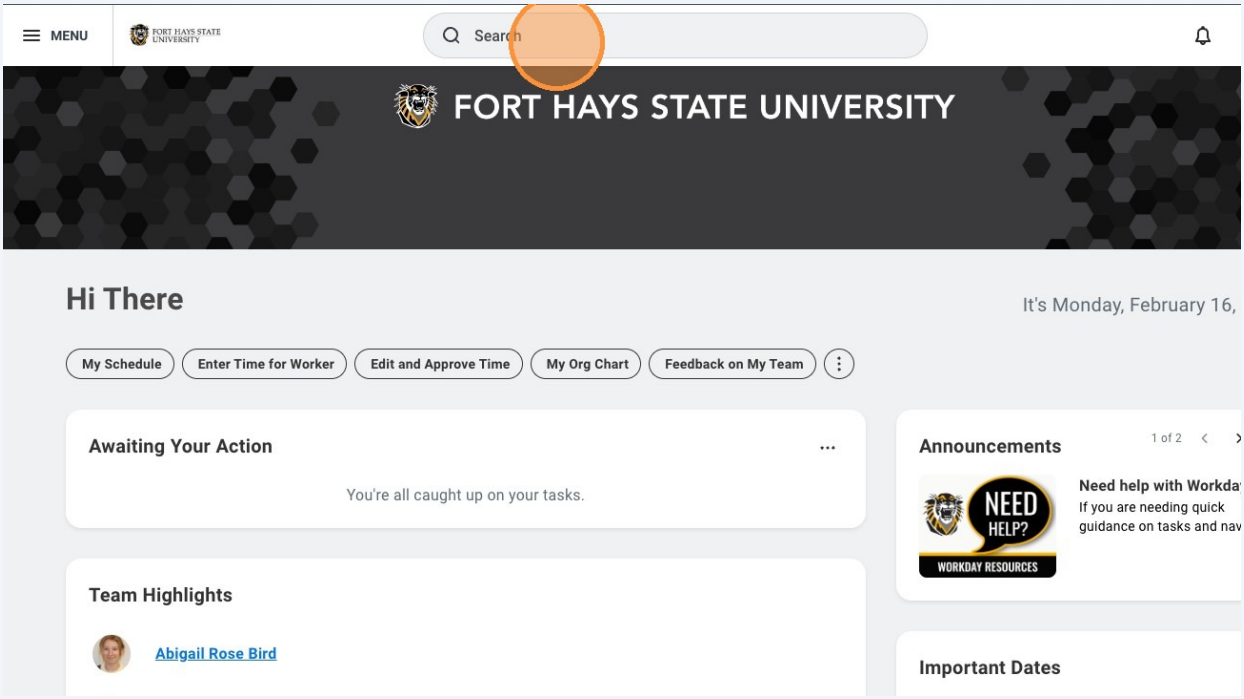
Create a Faculty Summer Grant Application

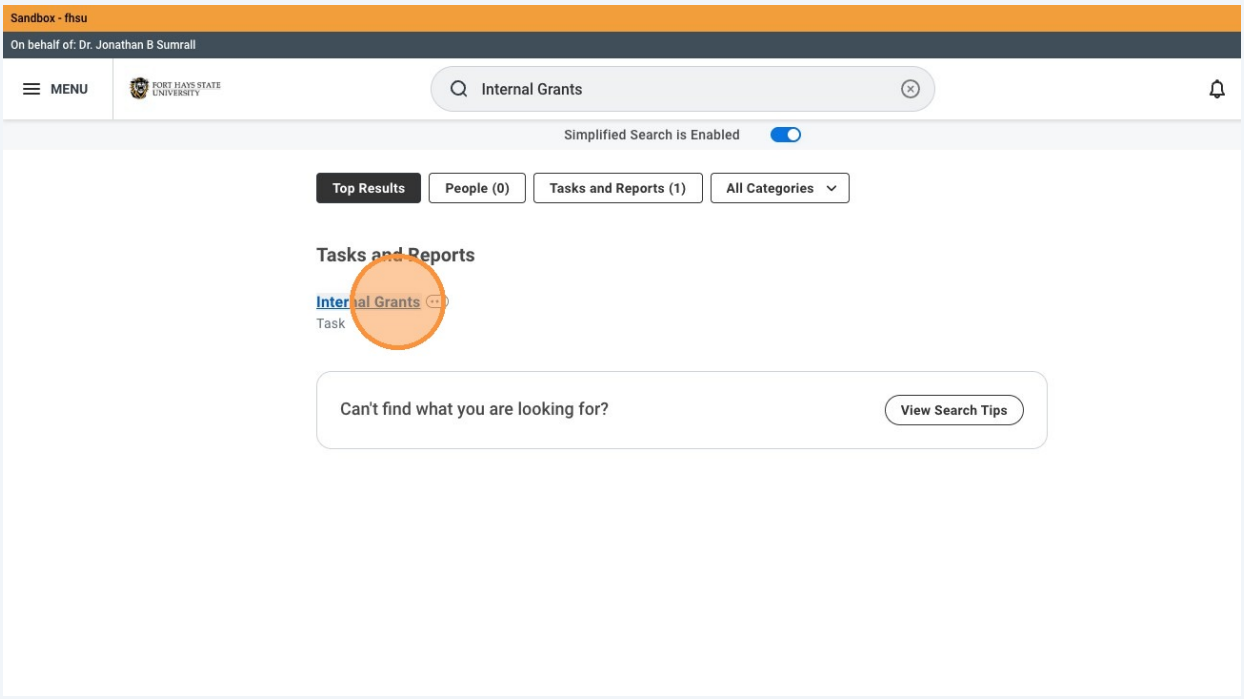
1 Navigate to Workday



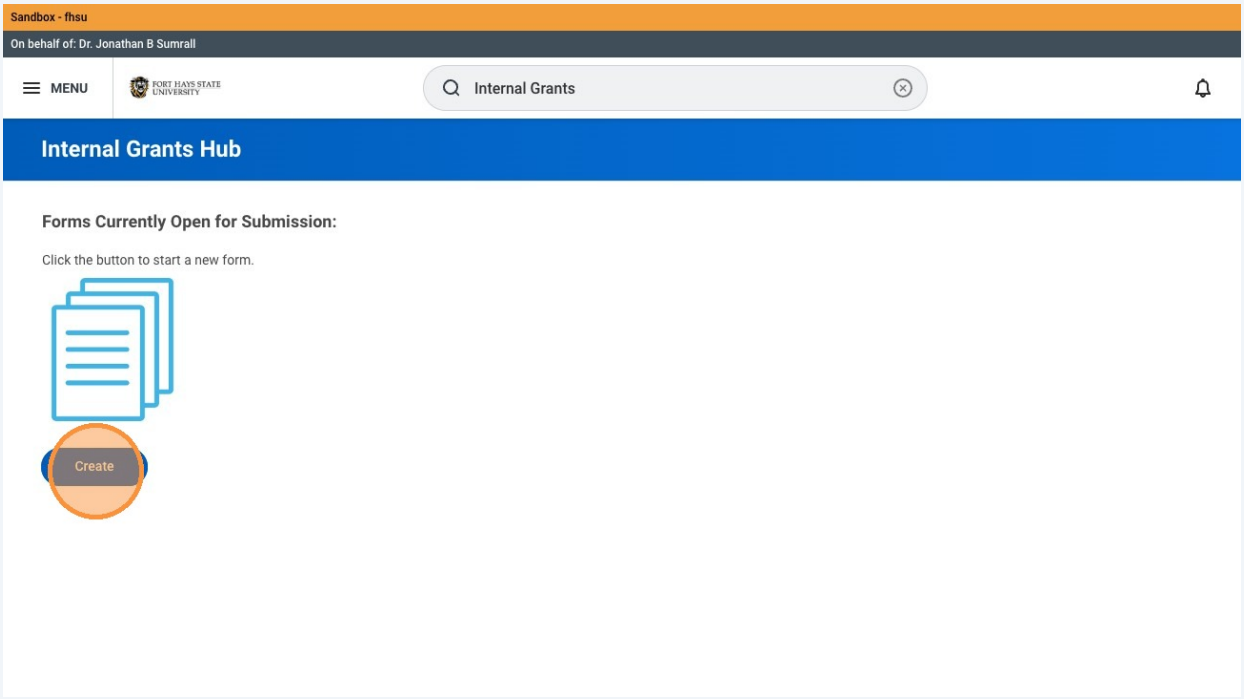
2 Click the search field and search for "Internal Grants"



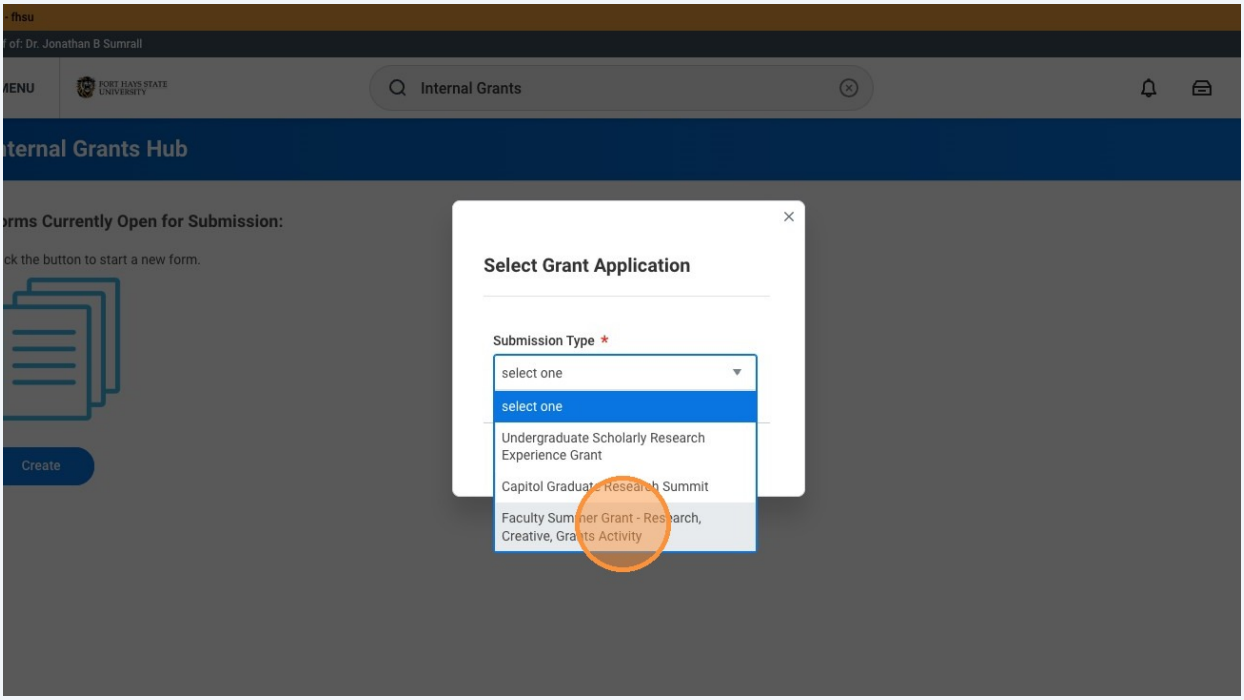
3 Click "Internal Grants"



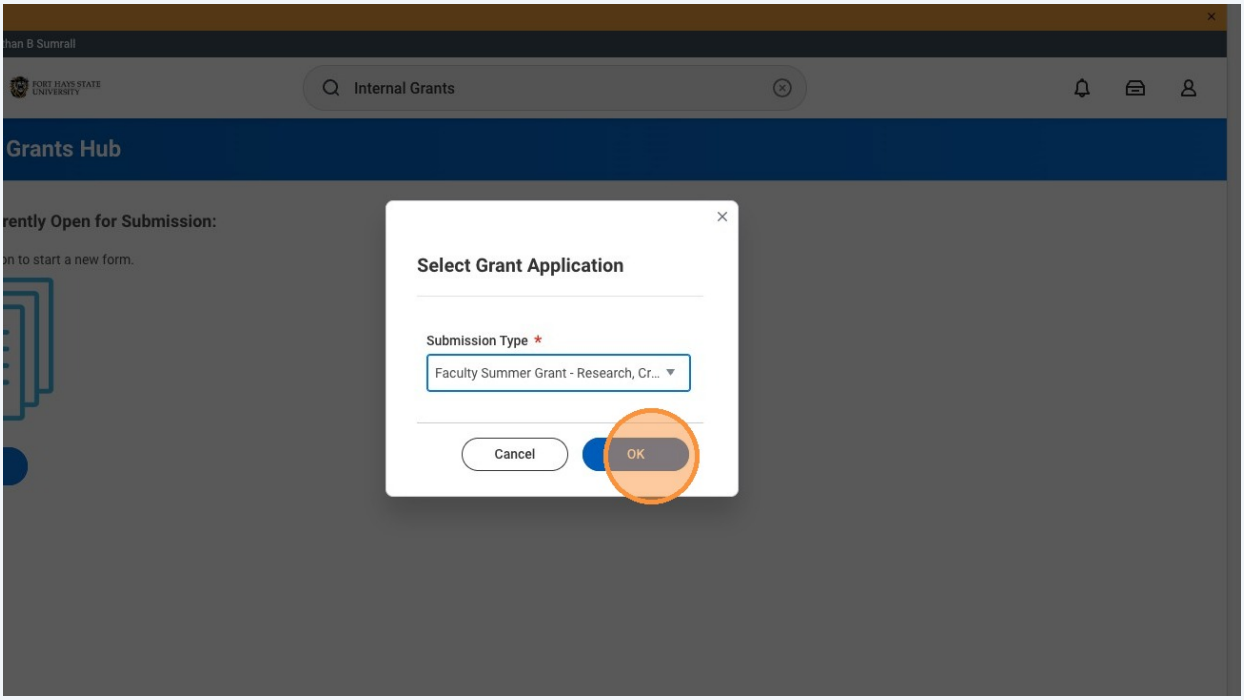
4 Click "Create"



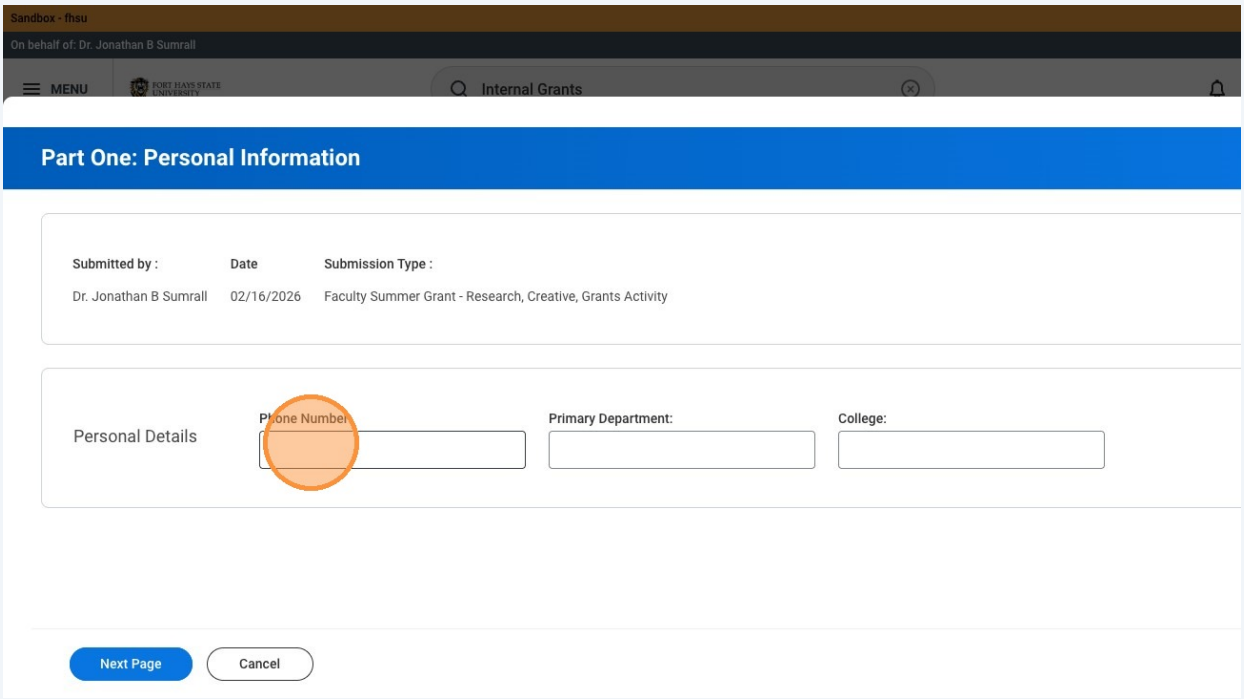
5 Click "Faculty Summer Grant - Research, Creative, Grants Activity"



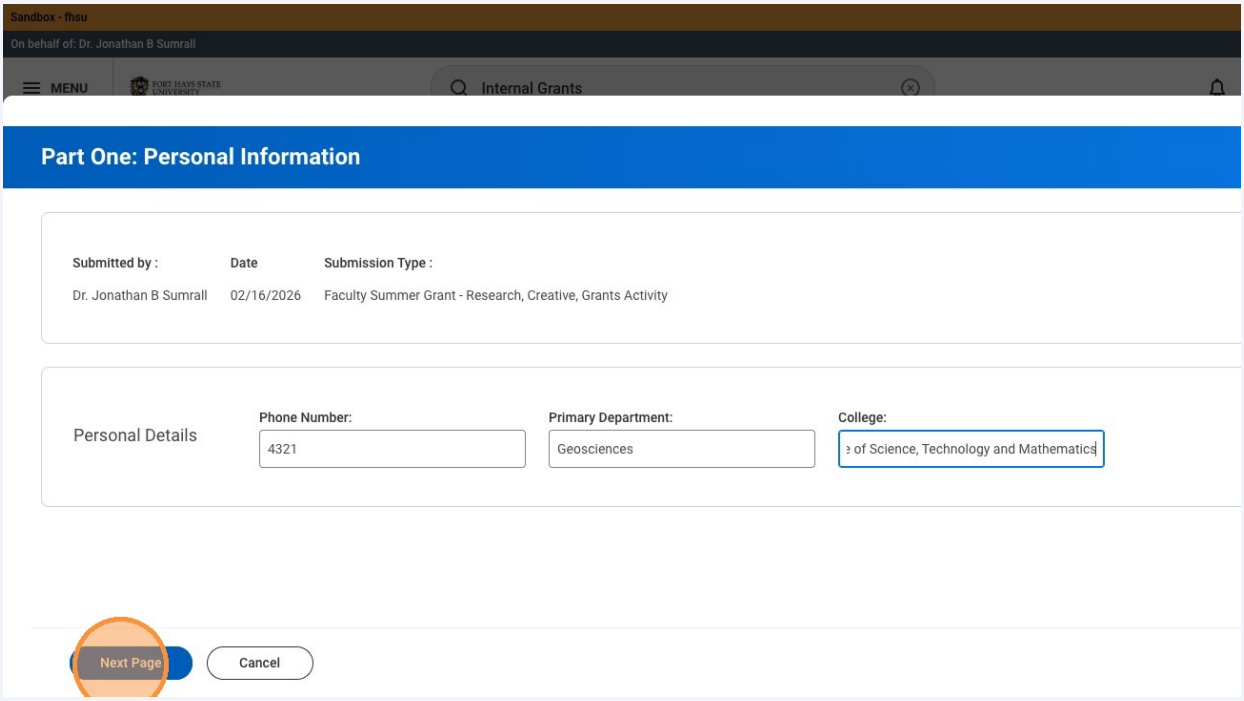
6 Click "OK"



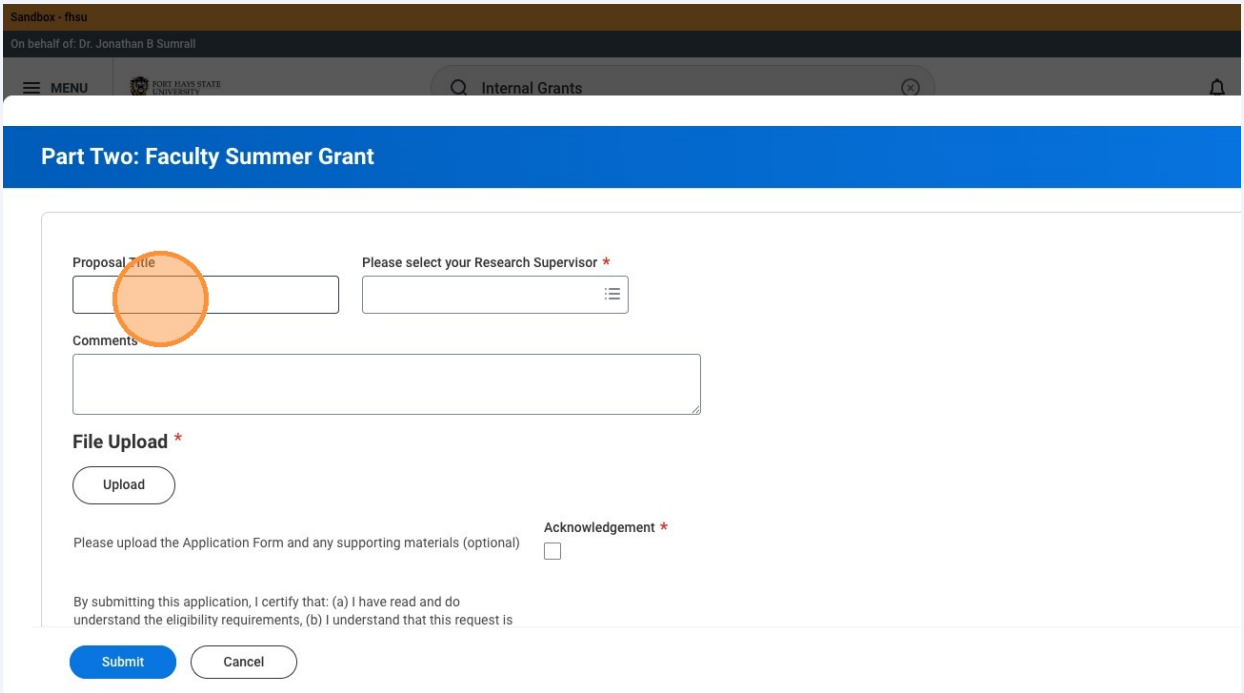
7 Fill in your information.



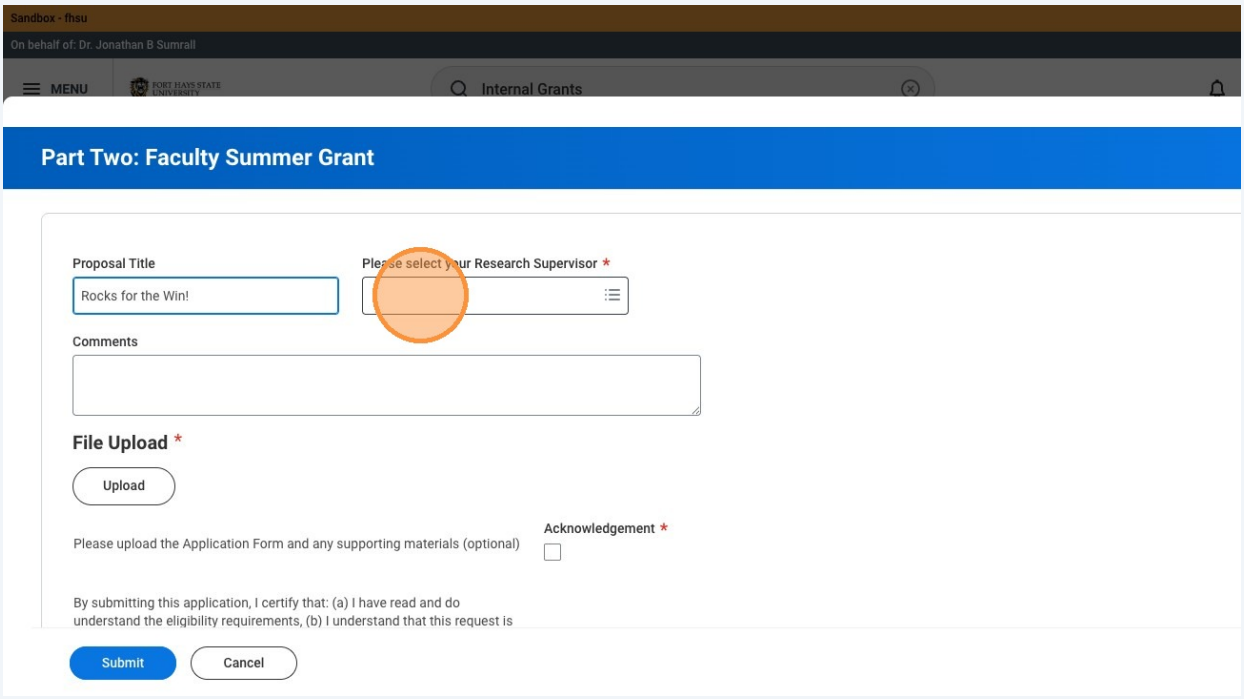
8 Click "Next Page"



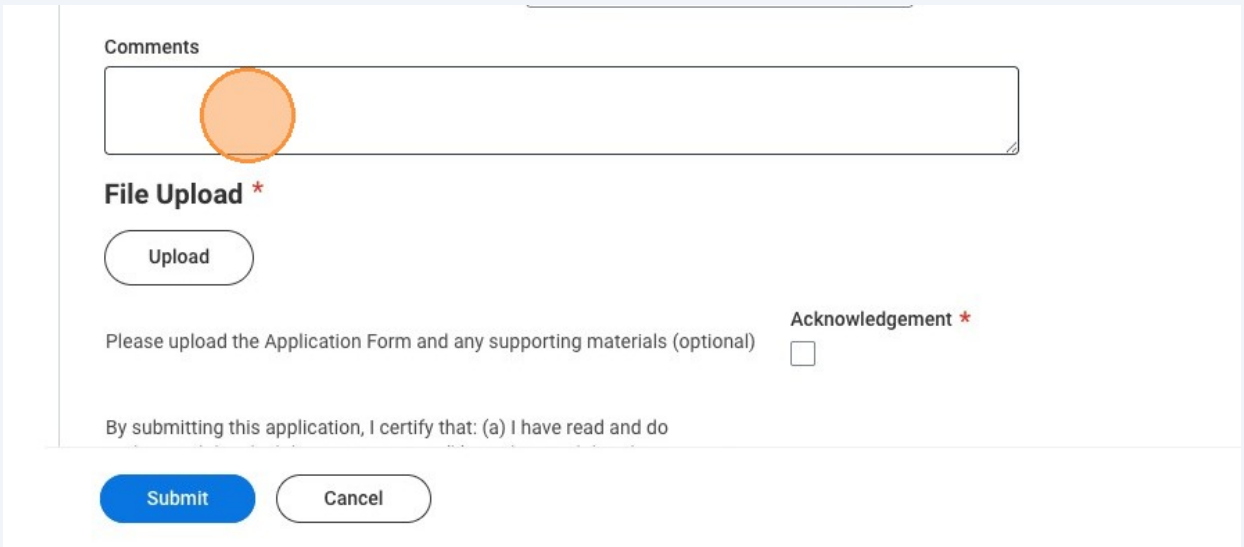
9 Fill in your proposals information.



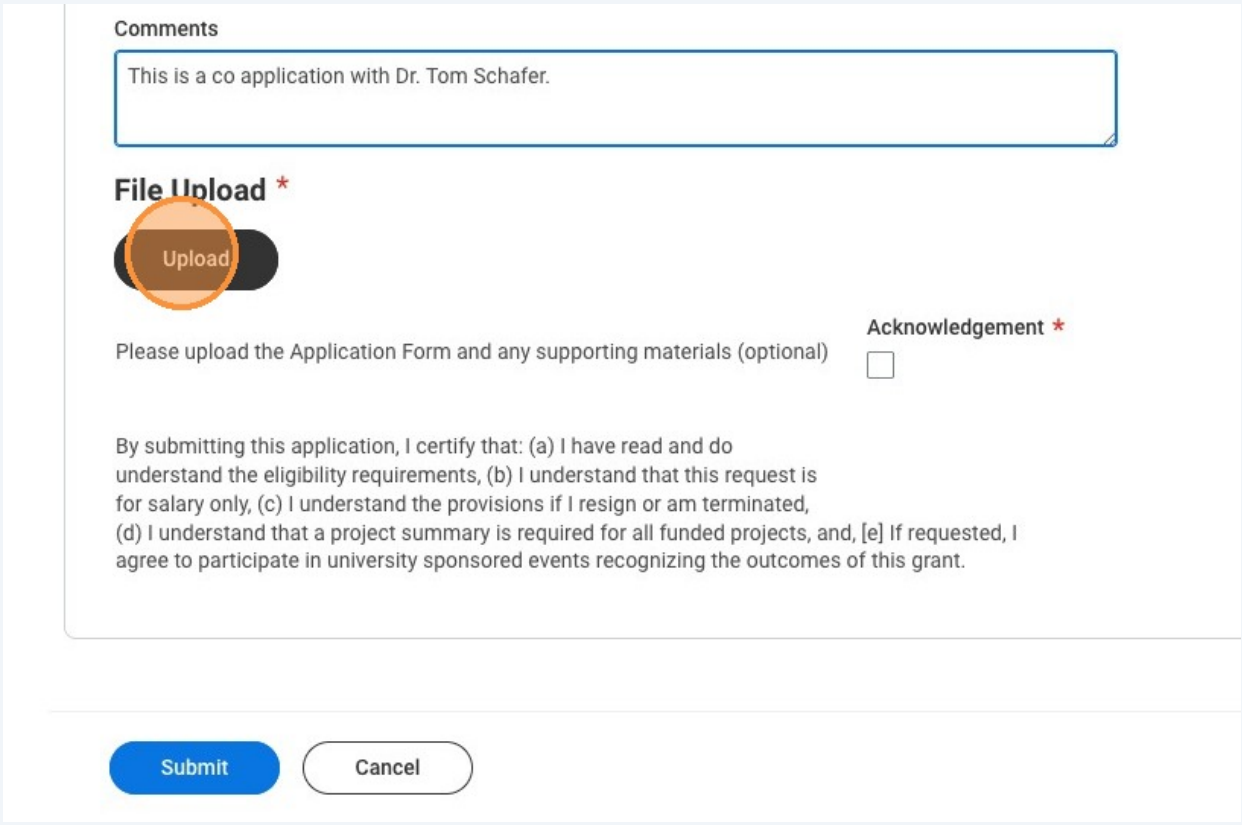
10 Click the "Please select your Research Supervisor" field and enter the name of your Department Chair. If you are a Department Chair, enter the name of your Dean.



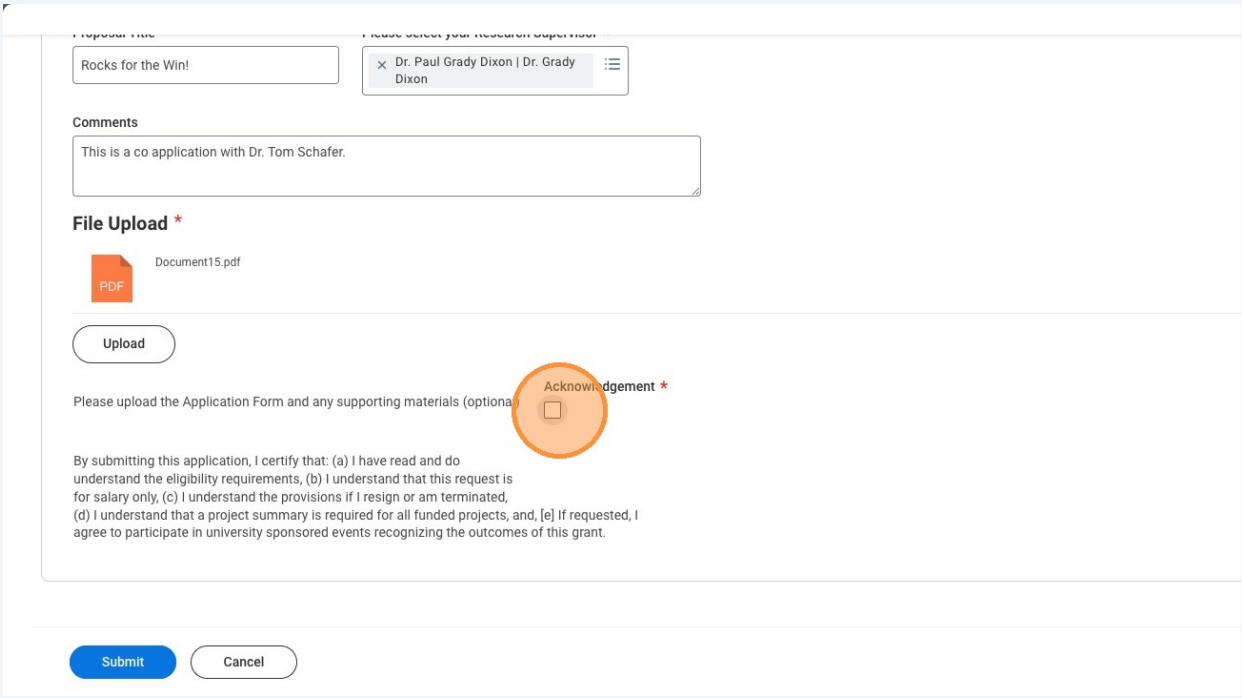
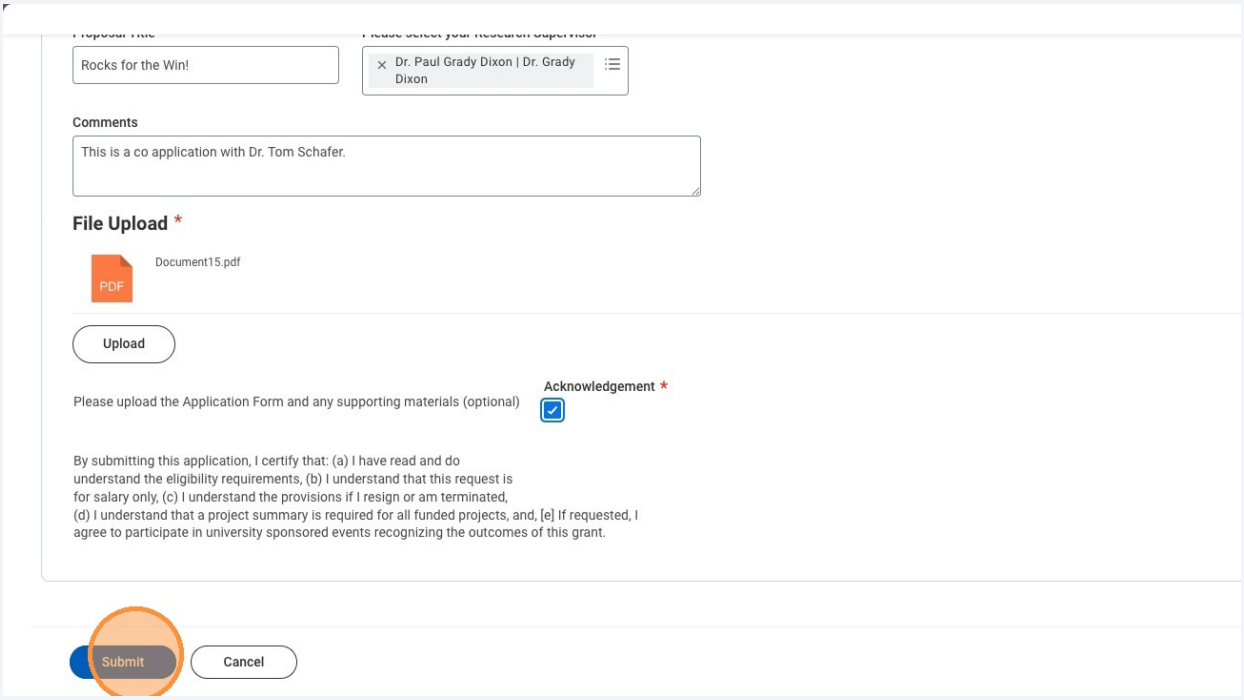
11 Click the "Comments" field and enter the name of your co-applicant if you have one.



12 Click "Upload" and add your application and proposal document.



13 Click here to acknowledge the grant requirements.



14 Click "Submit"