All questions have been thoroughly answered and reviewed for spelling and grammar mistakes

The Student Applicant Signature Form has been completed, has the required signatures of the applicant and supervisory professor/academic advisor, and was uploaded under the appropriate question in the web-based application

An **official** transcript has been emailed to [DEED@publicpower.org](mailto:DEED@publicpower.org) (preferred) or sent to the following address:

Attention: DEED Scholarship Program

American Public Power Association

2451 Crystal Drive

Suite 1000

Arlington, VA 22202

The application and its required documents (signature form and official transcript) have been submitted by the application deadline

**General Information**

* If awarded, a DEED utility sponsor will be assigned
* At least one project is awarded annually
* $5,000 will be paid directly to the student by DEED
* Up to $3,000 in travel funds to share project results at APPA’s Engineering & Operations Technical Conference
* Applications and required documents not received by the deadline **will not** be reviewed

**Tips**

* Don’t procrastinate and anticipate delays
  + Contact [DEED@publicpower.org](mailto:DEED@publicpower.org) to obtain login credentials early. This allows you will to build in enough time to deal with unexpected delays
* Type answers into a Word document (to check for spelling and grammar errors) and then paste into the online application or use Chrome/Firefox which have spell check
* Be respectful of the sponsoring utility’s time and communicate with them in a professional manner
  + Contact the utility no later than two weeks before the application deadline
* Should you have any questions throughout the application process please email [DEED@publicpower.org](mailto:DEED@publicpower.org)

**General Questions**

* Project Title
* Project Description
* Project Category
* Geographic Region

**Student Information**

* Student's Name
* Student's Phone Number
* Student's Email Address
* Student's Address
* Student's Course of Study
* Expected Graduation Date (mm/yyyy)

**Educational Institution**

* Name of Educational Institution
* Educational Institution’s Mailing Address
* Name of Supervisory Personnel from Educational Institution
* Title of Supervisory Personnel from Educational Institution
* Phone Number of Supervisory Personnel from Educational Institution
* Email Address of Supervisory Personnel from Educational Institution

**Project Dates**

* Proposed Start Date (mm/yyyy)
* Proposed Completion Date (mm/yyyy)

**Proposed Project Information**

* Short Project Description
* Describe the Problem the Project is Attempting to Solve
* Project Objectives
* Methodology
* Description of Equipment/Hardware/ System to be Used
* Anticipated Deliverable(s) to DEED
* Anticipated Relevance and Transferability of Project Results
* Additional Supporting Documents upload

**Required Approval Signatures**

* Student Applicant Signature Form upload

**Official Transcript**

* Official Student Transcript to be emailed or mailed