**APA Educational Scholars Program Application Checklist**

Each applicant must complete/ include the below items in their submission. Take care reading the instructions. Incomplete submissions and application materials that exceed the requested page limits will NOT be considered for review.

▢ **APA Membership**: Required of the applicant.

▢  **Submit Online Application**

*The below application materials must be combined into a single PDF (NOT a PDF Portfolio) for submission* ***in the order they are listed*** *on the Application Checklist. The .pdf should be labeled using the following format: ESP\_FirstInitialLastName.pdf. For example, ESP\_JSmith.pdf.*

▢ **Cover Page**

Please complete the template. All involved parties should review and sign the Participation Statement.

▢ **Project Description**

The proposal must be no more than 3 pages in length including References (up to 5) using font and size Arial 11, with 1” margins.

Use the following format:

* Proposed Project Aims (up to 3)
* Rationale for the study and feasibility
* Clearly stated hypothesis and project goal
* Educational significance of project
* Design and Methods (who, what, where, when and how)
* Evaluation plan, including for each project objective, what you will measure, how your will measure it, how often, and using what standard of quality to demonstrate success
* References (up to 5)

▢ **Personal Statement**

Describe your reasons for wanting to participate in the ESP. Please limit to 250 words.

▢ **Diversity Statement**

 Diversity is represented in many different forms, including but not limited to socioeconomic status, race, ethnicity, gender, sexual orientation, nationality or place of origin, disability, and work or other life experiences. Briefly share how you may contribute to the diversity of the ESP related to your experiences, background, and/or skills*.* Please limit to 250 words.

▢ **CV +/- Educator Portfolio**

Please provide a copy of your curriculum vitae. If you have an Educator Portfolio (EP), you may upload it in addition to your CV. Note: EP is not necessary for your application and will be created as a part of the ESP.

▢ **Letter of Support - Supervisor**

A letter of support is required from your supervisor. Please forward the *ESP 2024 Letter of Support Instructions* to your referee. Letters must originate from the author, be forwarded to you with an electronic signature, and be uploaded by you into your application as part of the single PDF.

▢ **Letter of Support - Institutional Mentor**

A letter of support is required from your institutional mentor. Please forward the *ESP 2024 Letter of Support Instructions* to your referee. Letters must originate from the author, be forwarded to you with an electronic signature, and be uploaded by you into your application as part of the single PDF.

**Proposals that do not follow the above guidelines may not be reviewed.**

**Applicants will be informed of this decision once the ESP review process is complete.**