**SUMMER INSTITUTE APPLICATION CHECKLIST**

**Put a checkmark (Ö) next to each of the statements below:**

**Document Preparation**

CV and cover letter are combined into **one document**

File is named and saved in the format: [Last Name] \_Summer Institute Application.

File is saved in **PDF** or **Word** format (.pdf, .doc, or .docx).

CV and cover letter use **Times New Roman**, font size **12**.

**Content Requirements**

Your **career stage** (e.g., Assistant Professor, Postdoc, PhD: Pre/Post-Candidacy, Master's: Thesis/Course-Based).

Clear **goal for attending the Summer Institute**.

Your **current research focus**.

Highlights of **past achievements and accomplishments**.

**Quality Check**

Documents are **free of spelling, grammar, and typographical errors**.

**Submission**

Application is submitted online using the **official submission platform**.

Application is submitted **before or by February 1, 2025, at 11:59 PM (MST)**.