GEAR UP 2017 Application Frequently Asked Questions

Application: Budget, Resumes, and Formatting

I don't see a budget portion of the GEAR UP application. Is my Collaborative responsible for submitting a sample budget in order to be considered for GEAR UP?

No, your Collaborative is not responsible for submitting a sample budget in your GEAR UP application. GEAR UP grantees will form their budget, in consultation with THEC staff, after the final award amount has been calculated.

Am I required to submit any resumes with my GEAR UP application? My Collaborative has a few candidates in mind for a Site Coordinator, but without a job posting, we don't have their resumes.

No, you are not required to submit any resumes with your GEAR UP application.

If I submit resumes, do they count against my page limit for my Collaborative's application?

No, resumes do not count against your page limit for your application.

My school has not written many grant proposals. Can we see a sample GEAR UP proposal that was funded in the previous grant competition?

THEC does not have any sample grant proposals that can be shared with prospective applicants. For grant writing technical assistance, we recommend Dr. Nancy Gregg's recent webinar, a recording of which can be watched [via this link](#).

When formatting our application, should I include each question and a response under that question, or does THEC prefer that applications answer the questions all together?

THEC recommends that applicants include the questions in their application, and respond specifically to each question. For example, your formatting would be as follows:
Question 1
Response to question 1
Question 2
Response to question 2

May we use bolded or underlined text in our responses? Are there any restrictions on double versus single spacing?

You may bold and underline text as needed. THEC does not have a preference regarding double versus single spacing in your proposal, so long as the application does not exceed the page limit.

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Frequently Asked Questions

Application: Formatting and Submission

I'd like to include a bulleted list so that it's easier for a reader. Is this formatting allowable?

Yes, you may include bulleted lists in your response.

Should I create a cover page for each section of the application?

No, THEC recommends that you use the application template provided rather than creating cover pages for each section.

I have begun to receive Letters of Support and each letter is currently its own PDF file. May I submit multiple files with my application?

THEC prefers that you consolidate all parts of the GEAR UP application into a single PDF file.

I am concerned that my PDF file may be too big to send over email. What is the maximum allowable size of a PDF that THEC can receive? How will I know if my PDF is too large?

The maximum attachment size that can be received via the **THEC.proposals@tn.gov** email is 25 MB. THEC prefers that all parts of the application be consolidated into a single PDF. If you are concerned about file size, we recommend submitting your application in advance of the **Friday, February 23rd** deadline and following up to ensure your application has been received. Please note that it is the sole responsibility of the applicant to confirm that the application has been received prior to the deadline.