



Career Development Grant Sample Application

This document is a sample intended to illustrate the structure and questions of the AAUW Career Development Grants application. This is **not** an official application. To apply, please log in to the [AAUW Fellowships & Grants application platform](#).

Section 1: Applicant Background

- **Name**
- **Contact Information**
- **Demographics**
- **Documentation**

If your current legal first or last name differs from the name listed on required application materials (e.g., degree certificates, transcripts), you must provide an explanation, such as a marriage certificate or a court-issued name change document.

Section 2: Experience and Achievements

- **Employment History**
- **Professional Organizations, Affiliations, and Activities**

Please share any relevant work experience that has informed your trajectory toward or within your career.

Please share any relevant professional organizations, affiliations and activities in support of your application. Include information on your role and activities within the organization.



- **Scholarships, Fellowships, Grants, Honors, and Awards**

Please note any past or ongoing awards or distinctions in support of your application. Do NOT include awards you have applied for but are not yet confirmed.

- **Narrative Questions**

1. Please describe how you have faced challenges including, but not limited to, life situations in which your opportunities were diminished significantly by factors beyond your control, such as socioeconomic status, discrimination, sparse academic resources or opportunities, and/or other similar adverse circumstances. (3000-character limit)

2. Please describe how you have demonstrated a commitment to helping women and girls through service in your community or profession. (3000-character limit)

Section 3: Academic History

- **Previous Academic Institutions**

Please list all current and former higher education institutions and any licenses and/or certifications.

- **Document Upload**

- ***Proof of Degree (Required)*** - Copy of all higher education degrees earned to date.
 - Applicants must hold a degree equivalent to at least a U.S. associate's degree.
 - Applicants must upload copies of all diplomas/degree certificates for programs from which they have received a degree.
 - Applicants may upload an official transcript to show proof of degree provided the official transcript shows the degree conferred and date of conferral.
 - The documents provided must correspond to the programs and institutions listed in the application and must include the



applicant's full name, the institution's name, and the degree conferred.

- If the original is not in English, applicants are required to submit certified translation.
- Applicants with an equivalent of an associate's degree (particularly if the transcript or degree certificate does not explicitly state it is an associate's degree) must provide an official explanation from the academic institution or governing body, or obtain a credential evaluation report from services like WES or ECE that clarifies the equivalency of your qualification to an associate's degree.

○ ***Transcript (Required) - Transcripts confirming conferral of all degrees received. (Official transcripts highly encouraged)***

- Applicants must upload copies of all academic transcripts from all programs from which they have received a degree.
- The transcripts provided must correspond to the programs and institutions listed in the application.
- All transcripts must include the applicant's full name, the institution's name, the degree conferred, and the list of courses taken, and grades received.
- Transcripts must also include the name of coursework and grades from transfer courses, if applicable. If transcripts reflect transfer courses without grades, a transcript from the institution where courses were taken is required.
- If a transcript is not written in English, a certified translation must be provided by the applicant.
- Applicants who studied at an institution that does not provide a transcript, or a list of courses taken, and grades received, or the degree did not require coursework, must provide an institutional letter affirming the same as well as the degree completion date.



Section 4: Program and Institution Information

- **Underrepresentation**

- Does the program align with areas where women are underrepresented (less than 50% representation)?
- Provide hyperlink to this data source (national or regional data accepted).

- **Program Information (can list up to 5 programs)**

Please list the name(s) of the certificate, credential or training program to which you've been accepted or enrolled as well as the issuing organization or institution.

- **Matriculation Status**

- Applicants admitted to their program(s) must upload a copy of the official admission letter that indicates the anticipated start date of the program.
- Applicants currently enrolled in their program must upload transcripts/course listings, or an enrollment verification letter from the institution or organization in which the applicant is currently enrolled.

- **Program Credentials and Verification**

You will need to select one or more of the statements below and provide relevant supporting documentation or a direct link that clearly substantiates the information in this section of your application.

Links must lead directly to a webpage or document where the relevant information is prominently displayed. General websites, homepages, or sources requiring additional navigation or interpretation will not be accepted. If submitting a document, ensure that the pertinent information is clearly visible and easily identifiable.

- **My certificate, credential or training program is accredited.**
Please provide a document or link confirming a program's accreditation status and the name of the accrediting agency.
- **My certificate, credential or training program offers industry-recognized credentialing.**
Please provide a document or link to credential details for an industry-specific professional credential or licensure (e.g. LEED Accredited

Sample Application – Not for Submission



Professional, AWS Certified Solutions Architect, American Chemical Society (ACS) Certification for Chemists).

- **Narrative Question**

1. Please describe your career goals, your reasons for pursuing the selected program, and how this program and grant will support your professional advancement. (5000 Character limit)

Section 5: Financial Information

1. What is the total cost of certificate, credential or training program in which you will be enrolled?
2. How much AAUW funding are you requesting? (Up to \$8,000)
3. Briefly explain how AAUW funds will be used, keeping in mind that eligible expenses include: tuition, fees, required course materials (e.g., books and supplies), transportation assistance, and dependent care, and living expenses as applicable.
4. Have you applied for or received any other grants for this purpose? If yes, please specify.