

SAFE – Student User Instructions

1. Log-in to SAFE at <http://www.princeton.edu/studentfunding/>. Enter your Princeton net id and password.
2. Click on “Search for Funding.”
3. Select your activity type from the drop-down selection. ***TIP!***
4. Select the time period from the drop-down options.
5. Select the location from the drop-down options. ***TIP!***
6. Select any certificates you are planning to complete from the drop-down options. If you are planning to complete multiple certificates, use the Control key to click on multiple options.
7. Click the Search for Funding button. The system will generate a list of potential funders. To see the full list, scroll down the page. ***TIP!***
8. Once you’ve clicked on the funding opportunities for which you are eligible, click the “apply for funding” button.
9. At the top of the next page, you will see your personal information. Please contact the Registrar immediately if any of this information is incorrect. Depending on your activity type, you will have a different set of questions and required documents to upload. Be sure to answer all questions and upload any required documents. ***TIP!***
10. The items that appear under “Terms and Conditions” have been generated based on your previous responses. Be sure to read each item carefully and click on the embedded web links, when provided, to read full instructions. Once you’ve read and understood each item, put your initials in the box as indicated.

- 11. You may save and exit from your application at any time until it is complete. At that time you can hit the “submit” button. *TIP!***
- 12. Be SURE to read the “Additional Requirements and Instructions” that appear on the screen after you’ve hit “Submit”. Hit “Done” only after you’ve read and thoroughly understood any additional requirements. *TIP!***
- 13. To see your current applications and follow their progress, click on the “My Projects” tab. From this page, you can edit your application (if it hasn’t been locked) and upload additional documents.**
- 14. Once you have been awarded funding, you will receive an email from the funder(s) and a notice will be posted on your SAFE “Messages” page. Go to the “My Projects” page to see the amount that has been offered, read any special notes from the funder(s), and accept or decline each offer.**
- 15. Be sure to complete any remaining steps required by the funder (which may include completing travel registration on the Travel Database if you are traveling or receiving IRB approval if you are conducting human subjects research). Your funding WILL NOT be released until these steps are documented as completed in SAFE.**
- 16. After you have completed your project, you will need to complete any remaining post-project requirements as stipulated by your funder(s).**

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Selecting the activity type --

- **The four activity types are Senior Thesis Research, Internships, Summer Study Abroad, and Independent Projects.**
- **All of these activities are for individual students only (not groups). SAFE for group projects will roll out next year.**
- **“Independent Projects” is a broad category that includes travel to academic conferences and similar events, junior independent work, or any individual academic or co-curricular activity that doesn’t fit into the other three categories.**
- **If your project involves several activity types (say, for example, that you will be doing a summer study abroad program followed by an internship), you should submit these as separate applications.**
- **If you’re not sure of the correct activity type for your project (what if it’s an internship that might be relevant to your senior thesis research, for example?), check with your adviser or the department that organizes your program, or send an email to safe@princeton.edu .**

Selecting the location –

- **If your project will take you to both domestic and international locations, you will need to split your project into two separate projects. For example, if you are doing research on the Polish community in Chicago and will do some work in the U.S. and some in Poland, you should submit one application for the U.S. portion and a separate one for the Poland portion. You should use a title that clearly reflects this split, so that funders can make the connection. For example, one project might be called “Senior Thesis Research on Polish Chicago – U.S. research” and the other might be called “Senior Thesis Research on Polish Chicago – Poland research.”**
- **If your project will take you to different countries, hit the Control key to highlight multiple countries.**
- **If you are planning to go abroad, BEFORE YOU COMPLETE YOUR APPLICATION, you should check the University Travel website to make sure that travel to your planned destination is not prohibited by University policies. If it is prohibited, you will need to apply for a travel waiver before your trip can be approved or your project can be funded. See:**
<http://www.princeton.edu/travel/policies/warningslist/> .
- **If you are traveling either internationally or within the U.S., you will need to register your trip in the travel database before your funding can be released.**

Selecting potential funders –

- **For each potential funder, you will see the title of the funding opportunity, the funding office, any funding limits or restrictions, eligible class years, the term of funding (when it can be used), contact information (this is the person you should contact if you have questions), the date when you may first submit an application and the deadline, and the period of time when you can expect to hear whether or not you’ve been given funding from this opportunity.**
- **If the application cycle is “active” or open, it will be highlighted in green and you will have the option of clicking on the box next to “choose this opportunity.” You should click on all the opportunities for which you are eligible. You will then complete just one application for all these opportunities. DO NOT COMPLETE SEPARATE APPLICATIONS FOR THE SAME PROJECT. DOING SO MAY JEOPARDIZE YOUR CHANCES OF RECEIVING ANY FUNDING AT ALL.**

- **If the application cycle has not yet begun and the funder is not yet receiving applications, the funding opportunity will be highlighted in yellow. You can reopen your project later, after the application cycle opens and apply for new funding opportunities as they go live. You won't need to submit a new application each time; just keep going back to your project and click on the "find and request additional funding" button.**
- **If your preliminary search brings up no potential funders, you may want to wait and try again another time, modify your search criteria, or go ahead and complete an application and return periodically to click on the "find and request additional funding" button.**

Completing the application for Senior Thesis Research funding –

- **For Senior Thesis Research, you will be asked to give the title of your thesis project; the start and end dates for your research (if you aren't sure, estimate); and your faculty adviser's name or net id. (Note: Only active faculty with an active net id are qualified to be advisers – if you don't have a thesis adviser, you can list your JP adviser or whichever Princeton faculty member is most familiar with your thesis project. You should let this person know that you will be listing him/her as your adviser prior to completing your SAFE application. SAFE will send a request to this faculty member upon the date of your first funder deadline.)**
- **Below this section, you will see a list of all the funding opportunities for which you are applying, with information about requirements and a link to websites for more information. If you decide that you do not want to apply for a particular funding opportunity, click on "remove" next to that opportunity.**
- **Under "Anticipated Expenses," read all the instructions carefully. Click on the red X by any pre-populated budget line that isn't relevant to your project. For all the relevant budget lines, put in a general description (such as "airfare" or "train tickets"), enter the cost per unit (what a "unit" is will depend on the budget item – for lodging, a unit is one night; for meals, a unit is one meal, etc.), enter the number of "units" and the system will generate the total cost for that budget line. You then need to enter the total amount you are requesting for that budget line in the "total requested" box. The total amount requested may not match the total cost if, for example, someone outside of Princeton is already**

covering part of this cost for you. If you need more budget items, click on “add more lines.”

- **Under “Documents” you will need to upload a PDF of your unofficial transcript (SCORE report). You must also upload any other documents required by your funders, as listed on their websites or in the funder information section.**
- **Answer all questions under "Senior Thesis Research Questions.”**

Completing the application for internship funding –

- **For internship funding, enter a title for your internship and the estimated start and end dates of your internship.**
- **Below this section, you will see a list of all the funding opportunities for which you are applying, with information about requirements and a link to websites for more information. If you decide that you do not want to apply for a particular funding opportunity, click on “remove” next to that opportunity.**
- **Under “Anticipated Expenses,” read all the instructions carefully. Click on the red X by any pre-populated budget line that isn’t relevant to your project. For all the relevant budget lines, put in a general description (such as “airfare” or “train tickets”), enter the cost per unit (what a “unit” is will depend on the budget item – for lodging, a unit is one night; for meals, a unit is one meal, etc.), enter the number of “units” and the system will generate the total cost for that budget line. You then need to enter the total amount you are requesting for that budget line in the “total requested” box. The total amount requested may not match the total cost if, for example, someone outside of Princeton is already covering part of this cost for you. If you need more budget items, click on “add more lines.”**
- **Under “Documents” you will need to upload a PDF of your unofficial transcript (SCORE report) and a CV or resume. You must also upload any other documents required by your funders, as listed on their websites or in the funder information section.**
- **Answer all questions under “Internships Questions.”**

Completing the application for summer study abroad funding –

- **For summer study abroad, the first screen you will see informs you that some of the funding opportunities to which you are applying may require letters of recommendation. In that context, you must choose to waive/not waive your right to see the letter(s) of recommendation. Please note that you cannot change your answer after you move from this page. If you have questions about this step, ask before you make a selection.**
- **Next, you will choose a study abroad program from the drop-down menu or indicate the name of a non-Princeton program and select the start and end dates of the program to which you are applying.**
- **Under “Recommenders,” list the name or net id for as many recommenders as are required by your funders. You can find your funder requirements by skipping down to the information provided under “Funding Requests” and clicking on the website link if one is provided. You should be sure to ask the recommender before you list him/her. You will not need to make a separate request for the recommendation, however; when you click on “notify,” SAFE will automatically request the letter of recommendation.**
- **Below this section, you will see a list of all the funding opportunities for which you are applying, with information about requirements and a link to websites for more information. If you decide that you do not want to apply to a particular funding opportunity, click on “remove” next to that opportunity.**
- **Under “Anticipated Expenses,” read all the instructions carefully. Click on the red X by any pre-populated budget line that isn’t relevant to your project. For all the relevant budget lines, put in a general description (such as “airfare” or “train tickets”), enter the cost per unit (what a “unit” is will depend on the budget item – for lodging, a unit is one night; for meals, a unit is one meal, etc.), enter the number of “units” and the system will generate the total cost for that budget line. You then need to enter the total amount you are requesting for that budget line in the “total requested” box. If you need more budget items, click on “add more lines.”**
- **Under “Documents” you will need to upload a PDF of your unofficial transcript (SCORE report). You must also upload any other documents required by your funders, as listed on their websites or in the funder information section.**

- **Answer all the questions under “Summer Study Abroad Questions.”**

Completing the application for independent project funding –

- **For independent projects (which includes junior independent work and junior paper research, travel to academic conferences and similar events, and other individual academic activities that don’t fit under any of the other categories), the first screen you will see informs you that some of the funding opportunities to which you are applying may require letters of recommendation. In that context, you must choose to waive/not waive your right to see the letter(s) of recommendation. Please note that you cannot change your answer after you move from this page. If you have questions about this step, ask before you make a selection.**
- **Next, enter your project title and the estimated start and end dates of your project.**
- **Under “Recommenders,” list the name or net id for as many recommenders as are required by your funders. You can find your funder requirements by skipping down to the information provided under “Funding Requests” and clicking on the website link if one is provided. You should be sure to ask the recommender before you list him/her. You will not need to make a separate request for the recommendation, however; when you click on “notify,” SAFE will automatically request the letter of recommendation.**
- **Below this section, you will see a list of all the funding opportunities for which you are applying, with information about requirements and a link to websites for more information. If you decide that you do not want to apply to a particular funding opportunity, click on “remove” next to that opportunity.**
- **Under “Anticipated Expenses,” read all the instructions carefully. Click on the red X by any pre-populated budget line that isn’t relevant to your project. For all the relevant budget lines, put in a general description (such as “airfare” or “train tickets”), enter the cost per unit (what a “unit” is will depend on the budget item – for lodging, a unit is one night; for meals, a unit is one meal, etc.), enter the number of “units” and the system will generate the total cost for that budget line. You then need to enter the total amount you are requesting for that budget line in the “total requested” box. If you need to more budget items, click on “add more lines.”**

- **Under “Documents” you will need to upload a PDF of your unofficial transcript (SCORE report). You must also upload any other documents required by your funders, as listed on their websites or in the funder information section.**
- **Answer all questions under “Independent Projects Questions.”**

Completing and submitting an application –

- **If your activity type is Independent Projects, your application will automatically be submitted to your funders when you hit submit.**
- **For all other categories, your application is not locked (you can still make changes) up until the first deadline of your funders. In other words, if you are applying to two funders and one funder’s deadline is March 5 and the other funder’s deadline is March 10, your application will be locked and will be formally submitted to both funders on March 5.**

Completing additional requirements –

- **In some cases, a particular funder may have additional requirements in addition to anything that you have already included in your application. This might include uploading additional documents into SAFE or sending materials directly to the department. If you don’t complete these additional steps, your application will not be considered complete. Any time you add new funders to your application and hit “submit,” be sure that you go back and check this section to make sure there aren’t any new additional requirements.**