



GUIDE TO THE PREPARATION OF THESES

By

The College of Graduate Studies and Research

Revised 2023

These guidelines specify the thesis requirements established by the College of Graduate Studies and Research of Northern Michigan University. All completed theses, from whatever department or discipline, must meet these requirements.

When conflicts arise between formatting recommended by this manual, and that recommended by a specific style guide, follow the recommendations provided in this manual.

The College of Graduate Studies and Research may request reformatting of the manuscript if it is submitted with deviations from the Guidebook format.

**Role of Academic Departments:**

The College of Graduate Studies and Research assumes that the thesis research meets departmental standards and that the final thesis has been approved by the thesis advisor and committee.

Many departments require an oral defense of the thesis. All requirements, including the oral defense, must be completed before the thesis is submitted to the College of Graduate Studies and Research.

Any deviations from these guidelines must be approved by the thesis advisor. It is the thesis advisor's responsibility to determine whether these deviations are acceptable to the department and to the College of Graduate Studies and Research before signing the final Signature Approval Form.

**Student Responsibility:**

The student is responsible for making certain that the signed signature form and the electronic version of the thesis are submitted to the College of Graduate Studies and Research before the deadline.

All questions regarding the thesis format not adequately answered in these guidelines should be directed to the thesis advisor, and then the College of Graduate Studies and Research if further clarification is needed.

This edition of *The Northern Michigan University Guide to the Preparation of Theses* supersedes all previous guides.

## Thesis Submission Procedure

All theses must be submitted electronically to the NMU Commons at

<http://commons.nmu.edu/>

There is no fee for associated with Commons usage.

Theses are due by the thesis due date set by the College of Graduate Studies and Research. This date is roughly 30 days prior to the end of each semester. For exact dates for upcoming semesters, visit here: <https://nmu.edu/graduatestudies/thesis>

To submit your thesis, you must send two items to the College of Graduate Studies and Research:

1. **Signed signature page** with the typed names and signatures of the thesis committee and department head, updated thesis title, department, and student name. This must be signed by everyone on the form with the exception of the Dean of Graduate Studies and Research, who will sign in the event the thesis is accepted.

The **Signature Page** template can be found here:

<https://nmu.edu/graduatestudies/thesis>

2. **Upload the final electronic version of your thesis** along with the information requested by the Commons Upload page. *The signature page included in the thesis must have the names of the thesis committee typed, but is not signed.*

Submit to NMU Commons: <http://commons.nmu.edu/>

## Preparing a Thesis for Submission

Before submitting the thesis to the Commons, students must submit their thesis to the thesis advisor/chair for departmental suggestions and approval.

The thesis author is responsible for editing the thesis and making the corrections required by their thesis committee.

### Acceptable Thesis Style Manuals

Many departments specify a preferred style manual. Student must use that manual or other sources specified by their department. If the department does *not* specify a manual, the student may use any of the below-named thesis guidebooks as a final guide. For consistency of style, a student should choose only one reference as a guide.

**The guide or format followed *must* be specified in the acknowledgments, the preface, or the introduction, in that preferred order.**

*The ACS style guide: a manual for authors and editors.* Washington, DC: American Chemical Society, most current edition.

*American Medical Association manual of style: a guide for authors and editors.*  
Baltimore: Williams and Wilkins, most current edition.

*The Chicago manual of style: the essential guide for writers, editors, and publishers.*  
Chicago: University of Chicago Press, most current edition.

*MLA style manual and guide to scholarly publishing.* New York: Modern Language Association of America, most current edition.

*Publication manual of the American Psychological Association.* Washington, D.C.: American Psychological Association, most current edition.

*Scientific style and format: the CBE manual for authors, editors and publishers.*  
Cambridge; New York: Cambridge University Press, most current edition.

An exception to the acceptable style manuals noted: if students wish to submit either their entire thesis, or a thesis chapter, in a specific journal-ready format they may do so.

If a student chooses this option, they must:

1. Clearly indicate on the Acknowledgement Page, Preface, or in the Introduction, to which peer-reviewed journal the chapter/thesis will be submitted,
2. Provide a link to the “Instruction to Authors” page for that specific journal, and
3. If only one chapter is written according to the guidelines for a peer-reviewed journal, indicate which style manual has been used for subsequent chapters.

## Format Requirements

- **Fonts**
  - Theses must be written in 12-point fonts.
  - Common symbols, such as those in scientific notation, may be used.
    - Uncommon symbols must be listed on a “Symbols and Abbreviations” page located directly after the Table of Contents
  
- **Text Formatting**
  - Text must be left-justified.
  - Most theses sections should be double-spaced.
  - All margins should be 1 inch.
  - Place centered page numbers at the bottom of the page.
  - Spacing:
    - Double-space the abstract and the general text of the manuscript.
    - Long tables, long quotations, footnotes, multi-line captions, and bibliographical entries should be single-spaced. Follow the guidelines of the style manual used.
  
- **Divisions and Subdivisions**
  - Paragraph divisions may be indicated by an initial left-indented line or by skipping a space between paragraphs. The format followed must be consistent throughout the thesis.
  - If the text is divided into chapters or subdivided sections, any of the methods for headings recommended in the style manuals may be used, provided consistency is maintained throughout the document.
    - Footnotes: Style manuals provide guidelines for footnoting. The footnoting style adopted from a style manual must be used consistently throughout the project. All footnotes must conform to margin and font requirements
  - Any subheading at the bottom of a page must have at least two full lines of text below it or must be moved to the next page

## **ORDER OF THESIS ELEMENTS AND PAGE NUMBERING**

For the purpose of these guidelines, the thesis is composed of three distinct parts:

- Preliminary Pages
- Main Text Pages
- Reference Pages

Each of these major parts has several sections, which are to be arranged in the order listed in the following table.

The “Preliminary Pages,” where numbered, use small Roman numerals, and the “Text Pages” and “Reference Pages” use Arabic numerals.

Table 1 lists the order in which the elements of the thesis should be arranged, indicates which pages should be numbered and the type of numbering to be used, designates required or optional elements, and indicates which elements are listed in the Table of Contents.

Table 1. *Sequence and Pagination.*

<b>Sequence</b>	<b>Pages to be Counted</b>	<b>Required (R ), May be Necessary (MN), Optional</b>	<b>List in Table of Contents</b>
Title Page	No	R	No
Signature Approval	No	R	No
<b>Preliminary Pages: Begin with Roman numerals starting at i</b>			
Abstract	Yes	R	No
Copyright Page	Yes	R	No
Dedication Page	Yes	O	No
Acknowledgments	Yes	O	No
Preface	Yes	O	No
Table of Contents	Yes	R	No
List of Tables	Yes	MN	Yes
List of Figures	Yes	MN	Yes
List of Symbols & Abbreviation	Yes	MN	Yes
<b>Main Text: Arabic number starting at 1</b>			
Introduction	Yes	R	Yes
Body of Thesis	Yes	R	Yes
Summary and Conclusions	Yes	R	Yes
<b>Reference Pages: Continue Arabic</b>			
References	Yes	MN	Yes
Appendices	Yes	MN	Yes

Key:

R=Required of all theses

MN=May be Necessary, i.e., some elements, such as the List of Symbols & Abbreviations, may be necessary for some theses but not for others; consult the thesis advisor

O=Optional, i.e., the student, working with the thesis director, can choose whether to include these elements.

## Preliminary Pages

All line spacing in the preliminary pages refers to single-spaced formatting. To see the formatting, turn on formatting markup by selecting the ¶ symbol in the Home tab in Word.

### Title Page

1. Place the title centered on the 4<sup>th</sup> line.
2. Type the title in CAPITAL LETTERS.
3. Skip 2 lines and center type “By”.
4. Skip 2 lines and center type the student’s name as it will appear on the diploma.
5. Skip 10 lines and center type “THESIS”.
6. Skip two lines and type, centered and single-spaced:

Submitted to  
Northern Michigan University  
In partial fulfillment of the requirements  
For the degree of

7. Skip two lines and type centered in CAPITAL LETTERS the name of degree you are pursuing.
8. Skip two lines and type, centered, “College of Graduate Studies and Research”.
9. Skip two lines and type, centered, the month and year in which the thesis is completed.

### Signature Approval Form:

A template of the Signature Approval Form may be found on the Graduate Studies and Research website: <https://nmu.edu/graduatestudies/thesis>.

- The form included within the thesis should include the thesis title, the student’s name and all the correct names and titles for the thesis chairperson, reader(s), department head, and the Dean of Graduate Studies.
- The version of this form submitted with your thesis on the Commons should list the names of your committee members and the Graduate Dean, but not be signed by them.
- Separately from your thesis document, you must turn in a signed signature page to the College of Graduate Studies and Research. This can be a physical paper, or electronically signed through a verified signature system. The signed version of the Signature page must be signed by all members of your committee. The Dean of Graduate Studies and Research line is left blank. That will be signed when your thesis is accepted by Northern Michigan University.

**Abstract:** Number this page with the Roman numeral “i”.

1. Type “ABSTRACT” centered at the top of the page.
2. Double-space and type, centered, the thesis title in CAPITAL LETTERS.
3. Double-space and type, centered, the word “By.”
4. Double-space and type, centered, author’s full name as it will appear on diploma.
5. Double-space and type, left-justified and double-spaced, the text of the abstract.
6. Include in the abstract a statement of the problem, a description of the methods, and the major findings of the study.
7. The abstract must not exceed one page or include any figures.
8. Students submitting a creative writing thesis should follow the directions of the thesis advisor for the format and content of the abstract.

### **Copyright Page**

The copyright page is optional. Copyright can be noted on the title page or a separate copyright page. If the student chooses to include a copyright page, this page should be noted with the Roman numeral “ii”. The copyright statement is placed anywhere on its own page using the author’s legal name and the date of acceptance of the thesis:

© 2076 VanHelsing

**Dedication Page:** The dedication page is optional. The dedication page should be brief with text centered on the page. A dedication page is for non-professional support people whom the author wishes to acknowledge.

**Acknowledgments Page:** This page is optional but highly recommended. An acknowledgments page is for acknowledging professional assistance you received while working on your thesis. This page is where you thank your thesis committee, other faculty who may have helped, lab partners, and anyone who has contributed financially to your research (including NMU if you have been funded through internal awards. Acknowledging these supports is considered professional best practice.

1. Type “ACKNOWLEDGMENTS” centered at the top of the page.
2. Skip four lines. Begin the text, left-justified, and double-spaced.
  - The acknowledgments page must be no more than one page.
  - List the citation style employed in the thesis at the bottom of this page.

**Preface:** (optional)

1. Type “PREFACE” centered on the first line of the page.
2. Skip four lines and begin the text, left-justified and double-spaced.

**Table of Contents:**

1. Type “TABLE OF CONTENTS” centered at the top of the page.
2. Skip four lines and begin the listings.
3. Single space within each left-justified entry and double-space between entries.
4. The titles of the chapters or sections and subdivisions should be listed. Titles must be worded exactly as they appear in the body of the thesis.
  - No material preceding the Table of Contents is listed in it.
  - Include appendixes in the Table of Contents. Label them with the word Appendix and the content of the page, i.e. Appendix A: Chart of Vampire Stake Trees
  - Use leading periods between the end of the page or subsection title, and the page number. Tip: Word has a Table of Contents creator feature under the References tab.

**List of Tables:**

Use only if you have tables in your thesis. If not, skip this page.

1. Type “LIST OF TABLES” centered at the top of the page.
  2. Skip four lines and begin the entries.
- Single-space each left-justified listing and double-space between entries.
  - Use leading periods between the table title, and the page number.
  - List the table title as it appears in the text.

**List of Figures:**

Use only if you have figures in your thesis. If not, skip this page.

Use the format described above for List of Tables.

**List of Symbols or Abbreviations:**

Use only if you have uncommon or discipline specific symbols or abbreviations in your thesis. If not, skip this page.

Use the format described above for List of Tables.

## **Main Text**

Number all subsequent pages with Arabic numbers starting with page 1. To do this, utilize the section break function in Word. For tips on how to do this review “How to Format Thesis Page Numbers” at <https://nmu.edu/graduatestudies/thesis>.

Page numbers should be centered 0.5” from the bottom of the page.

**Introduction:** The introduction should contain a brief statement of the investigated problem.

1. Type “INTRODUCTION” centered at the top of the page.
2. Skip four single lines, and begin typing the double-spaced text.

**Body of the Thesis:** This section includes all of the divisions and subdivisions in the same order as the Table of Contents.

1. Type the first division title at the top of the page, skip four single lines, and begin typing the double-spaced text.
2. Major sections should begin on separate pages; sub-sections should not be placed on separate pages.

All sections/subsection titles must have at least two lines of text below them or be moved to the next page.

**Summary and Conclusions:** This section is the last major division of the text.

## References

**Reference Material:** Any thesis that uses other works, either in direct quotation or by reference, must contain a list of these sources.

1. Type “REFERENCES” or “WORKS CITED” centered. Correct choice between these listings depends on the student’s overall format choice. For example, students using APA style will use the former designation; students using MLA style will use the latter.
2. Skip four single lines and begin the list of sources in accordance with the citation style in use in the thesis document.

**Appendices:** Some theses will not need appendices. Others will use them to provide supplemental material.

1. Appendices must meet font and margin requirements.
2. To format the first appendix type “APPENDIX A” centered at the top of the page
3. Skip four single lines, and type the title of the appendix.
4. Skip four single lines and begin the material.
5. For subsequent appendices, on the next page type “APPENDIX B”, “APPENDIX C”, etc., centered at the top of the page. Each appendix starts on a new page with the appendix letter and title at the top of the page.

**Tables and Figures:** The word “Table” refers to tables only. The word “Figure” designates all other material used in the body of the thesis and in the appendices, including charts, graphs, maps, photographs, plates, drawings, recording discs, and diagrams.

Review your style manual for the correct placement of table and figure numbering, titles, and legends.

- a. Give every figure or table a number and a title. Titles should be descriptors of tables and figures and are generally one line of type.
- b. Tables and figures are numbered in separate series, and each table and figure has a unique consecutive number in its own series.
- c. The titles and numbering of tables and figures must be identical with their listing in the preliminary pages and match their placement in the Table of Contents and List of Tables/List of Figures.
- d. A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image.
- e. The page on which the table or figure appears is numbered consecutively with the main text.
- f. Tables and figures may be inserted close to the text that they illustrate, or they may be placed in appendices.

## PLAGIARISM AND USE OF COPYRIGHTED MATERIAL

Plagiarism is defined in the Merriam-Webster's dictionary as "...to steal and pass off (the ideas of words) of another as one's own...". It is the responsibility of the student to avoid plagiarism and the responsibility of the departmental faculty to assure that the thesis work is original. All suggestions of plagiarism will be investigated, and, if guilty, students will be penalized. A discussion of plagiarism and of proper use of citations can be found on the NMU Writing Center site: <http://www.nmu.edu/writingcenter/>. Any thesis writer not familiar with the problem of plagiarism and the penalties that follow from its use should consult the *NMU Student Handbook*.

If a student quotes extensively from copyrighted material, the student is required to obtain permission from the author or publishers. Copies of the permission for use of copyrighted materials must be submitted as an appendix of the thesis. Since obtaining permission is often a lengthy process, students should begin obtaining copyright releases as soon as they decide to use the material. Students can often save themselves this effort by avoiding lengthy quotations that require copyright release.

### USE OF REPRINTS IN THESES

Reprints may be used in the body of a thesis if the student is the primary author, that is, the student must have had primary responsibility for the research as well as the preparation and the editing of the manuscript used for the reprint. Such reprints, if used, must constitute only a subsidiary part of the thesis. Using reprints as part of the thesis must be approved by the student's thesis director and committee. Some discussion of the reprint(s) must occur within the body of the thesis. If the reprinted material is copyrighted, the student has the responsibility to secure permission to use this material in the thesis.

### HUMAN OR ANIMAL SUBJECT USE

If humans or animals were used as subjects in the experiments that are described in the thesis, a copy of the approval notice (one page) from the Human Subject Research Review Committee (IRB), or the **first page** of the approved application from the Institutional Animal Care and Use Committee (IACUC), must be included as an appendix with the thesis. Research involving human or animal subjects that are exempt from review by the IRB or IACUC review boards must state exempt status in the thesis acknowledgements page, and may include their exempt from review documentation as an appendix.

*SAMPLE TITLE PAGE*

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

THESIS

Submitted to  
Northern Michigan University  
In partial fulfillment of the requirements  
For the degree of

MASTER OF SCIENCE

College of Graduate Studies and Research

May 2078

*SAMPLE SIGNATURE APPROVAL FORM*  
SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This thesis by Abraham Van Helsing, IV is recommended for approval by the student's Thesis Committee and Department Head in the Department of English and by the Dean of Graduate Studies and Research.

---

Committee Chair: Dr. Henry Jekyll Date

---

First Reader: Dr. Edward Hyde Date

---

Second Reader (if required): Dr. Who Date

---

Department Head: Dr. Seuss Date

---

Dr. Lisa Schade Eckert Date  
Dean of Graduate Studies and Research

*SAMPLE ABSTRACT*

ABSTRACT

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

Throughout the history of mankind various methods have been used to rid the world of vampires, otherwise known as *nosferatu*, the undead, Code V situations, and other designations. These methods have ranged from the primitive impalement with wooden stakes and decapitation, through sprinkling with holy water, exposure to sunlight, and, most recently, penetration with graphite “dum-dum” bullets fired from special automatic weapons. This study surveys the currently available methods of destroying vampires and evaluates the positive and negative aspects of each method of elimination. The methods used to evaluate each of the methods of vampire destruction are . . . .

*SAMPLE COPYRIGHT PAGE*

Copyright by

ABRAHAM VAN HELSING, IV

2026

*Sample Dedication Page*

DEDICATION

This thesis is dedicated to my wife, Isabella Smith, and to my parents, Drs. Abraham and Victoria Van Helsing, III.

*SAMPLE ACKNOWLEDGMENTS PAGE*  
ACKNOWLEDGMENTS

The author wishes to thank his thesis director, Dr. Marcie Saberhagen, for her extensive advice and support; Dr. Lance Humboldt, who first suggested and discussed the topic; the staff at Olson Library, especially Dr. Percival White in Interlibrary Loans; and his wife Isabella for her financial support. Without the help of these people, this project could not have been completed.

(If no preface is being included): The cost of the research covered in this project has been underwritten by grants from various organizations, including . . .

This thesis follows the format prescribed by the *MLA Style Manual* and the Department of English. [*IF AN ACKNOWLEDGMENTS PAGE IS NOT USED, INDICATE THE STYLE MANUAL FOLLOWED AT THE END OF THE PREFACE; IF A PREFACE IS NOT USED, INDICATE THE STYLE MANUAL USED IN THE FIRST SENTENCE OF THE INTRODUCTION.*]

*SAMPLE PREFACE*

PREFACE

The cost of the research covered in this project has been underwritten by grants from various organizations, including....

This thesis follows the format prescribed by the *MLA Style Manual* and the Department of English. *[IF AN ACKNOWLEDGMENTS PAGE IS NOT USED, INDICATE THE STYLE MANUAL FOLLOWED AT THE END OF THE PREFACE; IF A PREFACE IS NOT USED, INDICATE THE STYLE MANUAL USED IN THE FIRST SENTENCE OF THE INTRODUCTION].*

*SAMPLE TABLE OF CONTENTS*  
TABLE OF CONTENTS

List of Tables .....	(vii)
List of Figures .....	(viii)
Symbols and Abbreviations .....	(x)
Introduction.....	1
Chapter One: Problems of Historical Accuracy and Reporting.....	6
Chapter Two: Authenticated Methods of Vampire Elimination.....	15
Chapter Three: Evaluation of the Authenticated Methods Using Historically Accurate and Modern Methods to Determine Efficacy.....	30
Chapter Four: (Title).....	50
Summary and Conclusions .....	121
Works Cited .....	130
Appendices.....	140

*Sample List of Tables*  
LIST OF TABLES

Table 1: Parallel Historical Events Involving Vampires .....	10
Table 2: Methods of Vampire Destruction .....	21
Table 3: Relative Merits of Methods of Vampire Destruction .....	55
Table 4: Frequency of Authenticating Vampire Encounters .....	82
Table 5: Probabilities of Identifying Vampire Attacks by Region .....	95

*SAMPLE LIST OF FIGURES*  
LIST OF FIGURES

Figure 1: Position of Sharpened Stake Held by Stakeholder .....20

Figure 2: Religious Elements Used Against Vampires.....25

Figure 3: Gun used for Firing Graphite Bullets .....48

Figure 4: Photograph of Remains of Destroyed Vampire .....84

*SAMPLE OF FIRST PAGE OF INTRODUCTION*

INTRODUCTION

This sentence begins the first page of the Introduction. *[NOTE: IF THE STYLE MANUAL USED IS NOT IDENTIFIED AT THE END OF THE ACKNOWLEDGMENTS PAGE OR THE END OF THE PREFACE, BECAUSE THESE ELEMENTS HAVE NOT BEEN USED, THEN IT SHOULD BE IDENTIFIED IN THE FIRST SENTENCE OF THE INTRODUCTION: "THIS THESIS FOLLOWS THE FORMAT PRESCRIBED BY THE MLA STYLE MANUAL AND THE DEPARTMENT OF ENGLISH." THEN BEGIN A NEW PARAGRAPH WITH THE ACTUAL FIRST SENTENCE OF THE INTRODUCTION.]* The Introduction should give a brief statement of the problem being investigated; it should also outline the scope, aim, and general character of the research as well as provide any necessary background for understanding what follows in the discussion.

The Introduction is left-justified and double-spaced; paragraph divisions may be indicated by left-indentation (as in this example) or by leaving two blank lines in the double-spaced text.

*SAMPLE FIRST PAGE OF TEXT*  
CHAPTER ONE: PROBLEMS OF HISTORICAL ACCURACY AND REPORTING

This line begins chapter one of the text of the thesis. This section should include all of the divisions and subdivisions of the text in a way that exactly matches the divisions listed in the Table of Contents. The text is double-spaced throughout.

Paragraph divisions may be indicated by indenting the first line, or by leaving a blank line in the double-spaced text. Major divisions, such as chapters, should begin on a new page.

*SAMPLE SUMMARY AND CONCLUSIONS*  
SUMMARY AND CONCLUSIONS

This section, the last major division of the text, is double-spaced throughout. Paragraphs may be separated by indenting or skipping a double-spaced line, whichever was followed to format the body of the thesis.

*SAMPLE BIBLIOGRAPHY*  
WORKS CITED

Angstrom, Rabbit. *Vampires of Used Car Lots*. New York: Some Person Press, 1968.

VanScezzle, Eleanor. "Way to Mislead a Vampire." *Journal of Applied Paranormal Investigation* 4.12 (2001): 231-33.

*Sample Page for Appendix*

APPENDIX A

This page represents the form for each appendix used in the thesis. Each appendix starts on a fresh page with the layout as indicated here. Place the appendix letter at the top of the page centered; skip four lines, and type the appendix title in all caps. Skip four lines, and begin the appendix.

## APPENDIX B

### Sample IRB Approval



**NORTHERN MICHIGAN  
UNIVERSITY**

**OFFICE OF GRADUATE EDUCATION AND RESEARCH**  
1401 Presque Isle Avenue  
Marquette, MI 49855-5301  
906-227-2300  
906-227-2315  
[www.nmu.edu/graduatestudies](http://www.nmu.edu/graduatestudies)

#### Memorandum

**TO:** Awesome Student who is definitely going to write an awesome thesis  
Department of Amazingness

**CC:** Super Supportive Thesis Advisor who is involved in overseeing this research  
Department of Amazingness

**DATE:** October 12, 2045

**FROM:** O Most Great and Powerful Dean  
Dean of Graduate Education and Research

**SUBJECT:** **IRB Proposal HS45-8924**  
**IRB Approval Date: 10/12/2045**  
Proposed Project Dates: 10/13/2045 – 8/15/2045  
"Analysis of Thesis Procrastination and Motivation"



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Your proposal "Analysis of Thesis Procrastination and Motivation" has been approved by the NMU Institutional Review Board. Include your proposal number (HS45-8924) on all research materials and on any correspondence regarding this project.

- A. If a subject suffers an injury during research, or if there is an incident of non-compliance with IRB policies and procedures, you must take immediate action to assist the subject and notify the IRB chair ([dereande@nmu.edu](mailto:dereande@nmu.edu)) and NMU's IRB administrator ([leckert@nmu.edu](mailto:leckert@nmu.edu)) within 48 hours. Additionally, you must complete an Unanticipated Problem or Adverse Event Form for Research Involving Human Subjects
- B. Please remember that informed consent is a process beginning with a description of the project and insurance of participant understanding. Informed consent must continue throughout the project via a dialogue between the researcher and research participant.
- C. If you find that modifications of investigators, methods, or procedures are necessary, you must submit a Project Modification Form for Research Involving Human Subjects before collecting data. Any changes or revisions to your approved research plan must be approved by the IRB prior to implementation.

All forms can be found at the NMU Grants and Research website:  
<http://www.nmu.edu/grantsandresearch/node/102>

# APPENDIX C

## Sample IACUC approval

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**Application to Use Vertebrate Animals in  
Research, Testing or Instruction**



**Project Title (If using external funds, enter the title used on the grant application):** *So much cool research that it cannot be contained in a title (notitia ex nihilo)*

**General Instructions**

Please check the [IACUC website](#) to ensure you are using the current version of the form. All parts of this form *must be submitted electronically* to the Institutional Animal Care and Use Committee (email: [IACUC@nmu.edu](mailto:IACUC@nmu.edu)) and the relevant Department Head or other departmental designee. Review of this application will commence upon receiving the electronic application, but the project may not begin until all required approval signatures are obtained via Right Signature. Please contact the IACUC chair (email: [IACUCChr@nmu.edu](mailto:IACUCChr@nmu.edu)) if you have any questions.

**Review Dates:**

Designated Member Review of applications (appropriate for USDA Use Categories B and C) will be completed within two weeks after receipt of the electronic application. Full Committee Review of applications will take place on the last Friday of every month. Applications for Full Committee Review must be electronically received by the first Friday of the month. Full Committee Review is required for applications that fall under USDA Use Categories D and E. Applications that fall under USDA Use Categories B and C will receive Full Committee Review if requested by an IACUC member. Detailed procedures on the IACUC review processes are located at the [IACUC website](#).

**I. Principal Investigator** (Must be a faculty member or Department Head): *Dr. Super Researcher*  
Co- Investigator: *Stu Dent*  
Department: *Biology*  
Phone number: *(906) 555-555*

**II. Funding Sources/Course Information and Dates**

If the proposed work is for a course, please include the number of the course and title of the course

Funding Sources (External & Internal, if applicable) *NSF Grant*

Additional Funding Pending (click on the correct box)?  Yes  No

Project/Course Start Date: *July 10, 2023*

End Date (*three year* maximum): *July 9, 2024*

This application is (check one)  New  Modification of an application currently approved by the Institutional Animal Care and Use Committee (a **new** protocol must be submitted after three years)

**Shaded area for IACUC use only.**

Application Number: 381

Date Application Received: 6/1/2021

Approved  Denied on July 7, 2022