**NMU Reassigned Time Award proposal evaluation form**

Members of the review committee will complete the following information for each internal NMU proposal submission:

**Title of project:**

|  |  |
| --- | --- |
| Principal Investigator: | Signature on cover sheet:Y 🞎 N 🞎 |
| Discipline/Department: | Department head signature:Y 🞎 N 🞎 |
| College: | Dean signature:Y 🞎 N 🞎 |

**Eligibility:** Any tenured, tenure-earning faculty or continuing contract status member may apply for a reassigned time award, with each award not to exceed four (4) load credits, to support scholarly activity. Normally, a faculty member will apply for one (1) award per semester, but a faculty member may apply for up to two (2) awards per semester. An individual may be granted up to three (3) reassigned time awards in a five (5) year period. If an award recipient fails to submit a final report for a previous reassigned time award, the applicant may not apply for a new reassigned time award for at least one year from the submission date of the belated final report.

**Applicant eligible:** Y 🞎 N 🞎

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Detail** | **Points received** | **Points possible** | **Comments** |
| 1. **Required proposal components—**Are all components present?
 |  | **(20 total)** |  |
| * Signed cover page
 |  | 4 |  |
| * Project abstract
 |  | 4 |  |
| * Project narrative (all components addressed)
 |  | 4 |  |
| * References Cited
 |  | 2 |  |
| * Budget and justification
 |  | 2 |  |
| * CVs (2 pages)
 |  | 2 |  |
| * Letters of Support (if applicable)
 |  | 1 |  |
| * IRB/IACUC (if applicable)
 |  | 1 |  |
| 1. **Statement of purpose**
 |  | **(20 points)** |  |
| Does the project qualify as scholarship as Reassigned Time Award Guidelines state: *Scholarship involves one or more of the four forms: 1) Discovery; 2) Integration; 3) Application; 4) Teaching.* |  | 5 |  |
| Is/are the research question(s) or creative project clearly defined with appropriate rationale? |  | 5 |  |
| Are the goals clearly stated and objectives measureable and achievable? |  | 5 |  |
| Is the scope of the question(s) or project manageable within the timeframe and context of the study? |  | 5 |  |
| 1. **Impact/Significance of project**
 |  | **(15 total)** |  |
| Does the project suggest a novel approach to addressing a problem/need? |  | 7 |  |
| Is the impact/significance of this project such that the request of release time is justified? |  | 8 |  |
| 1. **Background to the project**
 |  | **(10 points)** |  |
| Is the literature review included that offers historical context and/or appropriate overview of the issue to be explored? |  | 5 |  |
| Does the section provide convincing support for the purpose of the proposed project? |  | 5 |  |
| 1. **Methodology**
 |  | **(20 total)** |  |
| Are the project design/argument of the study, methods of data collection, and analysis feasible (given timeline) and appropriate to the aims of the project? |  | 10 |  |
| Are the proposed methods delineated and the rationale for the methodology clearly stated and supported? |  | 10 |  |
| 1. **Description of final product**
 |  | **(10 total)** |  |
| Does the proposal include adequate description of anticipated tangible deliverable(s) (Publication, artwork, dataset, etc.)? |  | 10 |  |
| 1. **Personnel**
 |  | **(5 total)** |  |
| Qualifications - Does the track record (background/previous studies) of the Investigator(s) indicate they have the expertise to conduct this study? (As demonstrated in the curriculum vitae and the proposal narrative.) |  | 5 |  |
| **TOTAL POINTS** |  | **100** |  |