**Faculty Research Grant Application Instructions**

**It is helpful to look over the evaluation criteria on the**[**evaluation form**](https://nmu.edu/sponsoredprograms/sites/sponsoredprograms/files/2021-06/NMU_FRG_eval_form_4-22-15_elf.docx)**. Proposals will be evaluated based up scholarly significance, guided by these proposal requirements. Proposals that do not follow the guidelines will lose points.**

Applicants must complete their application through the Cayuse platform. The application consists of answering required questions, as well as the following documents:

**I. Project abstract:** 250 words or less, including a clear, concise description of proposed project need/purpose, objectives/methods and deliverable(s). ***Copy text in Cayuse’s Summary of Information Section***

**II. Project narrative:** 10 numbered pages with last name in footer of each page, double spaced, 1’ margins, no smaller than 12 pt font in Times New Roman; use clear language applicable to non-specialty reviewers in the following sections:

1. Significance: Explain specific objective of the proposal, and what need it will meet. (If it is a continuation of a previously funded project discuss the project, results and relation to new proposal).
	1. Statement of need: What issue does your project address/why is it a valued pursuit. Explain what, if any, benefit it will bring to your department and/or college, or NMU as an institution.
	2. Literature review: Provide sufficient literature review to demonstrate how the proposed project fits into scholarship of your academic specialty.
	3. Deliverable: What is your proposed outcome, and how will it benefit your discipline and/or professional portfolio? How will it benefit NMU?
2. Methods: Provide sufficient detail as to how the project will be conducted.
	1. What facilities, if any, are required? Where appropriate, describe arrangements made/expected to be made for use of facilities/equipment at NMU or elsewhere.
	2. Provide an appropriate timeline.
	3. If animal or human subjects will be involved in the proposed project, applications must be submitted to the appropriate IACUC or IRB committee prior to submission of the Faculty Grant Proposal, and a copy of the IACUC or IRB application must be included in this proposal.
	4. If the work is to be conducted on public lands or involves wild animals and endangered plants, appropriate permits must be obtained. Contact the Assistant Provost of Graduate Education and Research for assistance in complying with State and Federal regulations.
3. Personnel Qualifications: Describe your qualifications to lead this project/investigation, and qualifications of other personnel if applicable.

***Upload final narrative to the Cayuse Attachments & Submission Notes Section***

**III. Budget:** A detailed budget and corresponding **budget narrative/justification** is required. An itemized budget of all anticipated expenditures must be included with the following categories:

* Faculty salary and fringe benefits
* Student assistant salary and benefits
* Supplies (items greater than $200 require specific statement of justification in budget narrative)
* Contractual services
* Travel
* Equipment
* ***Upload to the Cayuse Budget Section***

Contact the Office of Sponsored Programs (grants@nmu.edu) for assistance with budget development. A budget justification template is available [here](https://nmu.edu/sponsoredprograms/sites/sponsoredprograms/files/2021-06/budget_justification.doc).

**IV. Appendices**
    1.  List of references cited.
    2.  Curriculum Vitae: Include for each major participant (limit to two pages per CV; template available [here](https://nmu.edu/sponsoredprograms/sites/sponsoredprograms/files/2021-06/sample_CV.docx)).
    3.  Results of Prior Funding: Explain what was accomplished as a result of your most recent Faculty Research Grant funding. *Include a copy of your last Final Project Report or provide a status report for current funding.*
    4.  Additional Documentation (e.g., Dean/Dept.Head letter of support for project and/or reassigned time, IRB Application, IACUC Application, Other Permits that may be required such as those issued by the National Park Service, City of Marquette, etc.)

**Cayuse Proposal Crosswalk**

The above application components should be entered into the following sections of the Cayuse

Proposal Form:

* Required Questions: Answer throughout Cayuse Proposal Form
* Project Abstract: Copy text in *Summary of Information* Section
* Narrative: *Attachments & Submission Notes* Section
* Budget & Budget Narrative/Justification: *Budget Attachments* Section
* References/Bibliography: *Attachments & Submission Notes* Section
* Curriculum Vitae: *Attachments & Submission Notes* Section
* Other Appendices: *Attachments & Submission Notes* Section

**\*\*NOTES:**

* *IRB or IACUC Approvals*:

If your project involves human subjects or animals in any wayyou do need IRB or IACUC approval. If your project involves human subjects but you believe it to be exempt per policy 45 CFR 46.101 you still need an exemption form.

* *Questions*:

Should any applicants need clarification about proposal or any accommodations, please contact the Office of Sponsored Programs at grant@nmu.edu