

Reassigned Time Awards Application Instructions

Applicants must submit their application through the Cayuse platform. The application in Cayuse consists of answering required questions, as well as the following documents, which should be loaded in the Attachments section.

1. **Project Abstract:** 250 words or less
 - Includes a clear, concise description of the proposed project need/purpose, objectives/methods, and deliverables.
2. **Project Narrative:** maximum of 6 double-spaced pages (excluding references/bibliography) using Times New Roman 12-point font, and with 1-inch margins. Please see the [Evaluation Criteria](#) for content and format requirements.
3. **Required Appendices:**
 - Curriculum vitae of no more than 2 pages (a sample CV is available [here](#)).
 - References or bibliography
 - If applicable, a copy of IRB or IACUC approval letter, or a letter of confirmation of application receipt from IRB or IACUC (see Notes below).
 - If applicable, permits that may be required to complete the project (e.g., those issued by the National Park Service, City of Marquette).
 - If applicable, the Final Report from previous Reassigned Time Award(s).

Notes:

- **IRB or IACUC Approvals:**

Any applicant who proposes to use human or animal subjects must have applied for approval from NMU's Institutional Review Board (IRB) or NMU's Institutional Animal Care and Use Committee (IACUC), respectively, prior to applying for an RTA award. Applicants must attach a copy of the IRB or IACUC approval letter or a letter from the head of the appropriate review body confirming that the application was received.
- **Questions:**

Should any applicants need clarification about proposal or any accommodations, please contact the Office of Sponsored Programs at grants@nmu.edu/ phone 906-227-2300