

Peter White Scholars Grant Application Instructions

It is helpful to look over the information posted on the [Peter White Scholar Program web page](#), including the evaluation criteria posted there. Proposals will be evaluated based on scholarly significance, guided by these proposal requirements. Proposals that do not follow the guidelines will lose points.

The proposal is submitted through the [Cayuse online system](#) consists of an abstract (250 words or less), a narrative, and the appendices. The abstract, narrative, and appendices should be combined into a **single PDF document** and posted in Cayuse.

- **Narrative Format:** The narrative is limited to ten double-spaced pages. Single spacing is not allowed. Proposals must have one-inch margins and be printed in Times New Roman, 12-point font size. Also, the applicant's name must appear in the top right-hand corner of each page, and the entire document must be paginated. Applicants with a visual impairment should contact the [Office of Sponsored Programs](#) for information regarding alternative formatting instructions.
- **Narrative Body:** The narrative will describe the project objectives, the scholarly significance of the project, relationship of the work to current research in the discipline, project methods, projected project outcome deliverable(s), and plans for seeking external funding, and it will include a timetable.
- **Budget:** A detailed budget and corresponding **budget narrative/justification** is required. A budget justification template is available [here](#). An itemized budget of all anticipated expenditures must be included with the following categories:
 1. Faculty salary and fringe benefits
 2. Student assistant salary and benefits
 3. Supplies (items greater than \$200 require a specific statement of justification in the budget narrative)
 4. Contractual services
 5. Travel
 6. Equipment
- **Appendices:** The appendices will contain a curriculum vitae documenting the investigator's research productivity (Note: the CV is limited to two pages) and any supporting documents (e.g., citation lists, supporting technical data, letters of invitation or agreement for collaboration).

All proposals that include release time must contain a detailed description of how the request for released time will be handled within the department. The department head and appropriate dean must approve requests for a release time in a written document attached to this proposal when the proposal is submitted.

Any applicant who proposes to use human subjects (e.g., clinical or survey work) must have

applied for the approval of NMU's Institutional Review Board (IRB) (see the [Human Subjects research page](#)). Any project involving the use of animals must have applied for approval of the Institutional Animal Care and Use Committee (IACUC) (see the [Animal Subjects research page](#)). Applicants must attach a copy of their Institutional Review Board (IRB) or Animal Care (IACUC) approval letter or confirmation of application from the Chair of IRB or IACUC, with their application to be considered for funding.

****NOTE:** 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.