CDII Application Instructions

It is helpful to look over the evaluation criteria on the evaluation form. 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 submit their proposal using the Cayuse platform. After it is submitted, it will be sent to the Department Head for approval.

Document Format. Proposals for all grants must be double-spaced, have one-inch margins, be printed in 12-point Times New Roman font with page numbers and last name in the footer of each page.

Curriculum development grants—Applications include the following:

Project abstract: Limit 250 words, with a clear concise statement about the need and the project.

Project Narrative: Limit 6 double-spaced pages. Appendices are not included in the 6-page limit.
1. Project description and objectives: This should be a concise statement of the nature and objectives of the proposed project.
2. Statement of need: This will justify the need and significance of the proposed work and explain why funding is required.
   a) NOTE: Both the "Statement of Need" and "Project Description and Objectives" sections must clearly demonstrate how the proposed work exceeds those curriculum development activities normally expected from an academic department and thereby justifies additional funding.
   b) Plan and Timetable: This should be a description of how and when the project objectives are to be achieved.
3. Budget: Budgets should provide only for direct costs, such as funding of released time, travel, etc. Fringe benefits must be included for university employees receiving remuneration under the grant. A detailed budget justification must be included; a sample budget justification can be found here. (If there are questions regarding the budget, contact the Office of Sponsored Programs at grants@nmu.edu)

Appendices:
1. Departmental Statement: This statement should be prepared and signed by the departmental curriculum committee. It should contain a statement of how the proposed project would relate to the mission of the department. The statement should also address the feasibility of conducting the project under the released time option. The endorsement and continued commitment by the department to the proposed program modification should be indicated. Interdepartmental curriculum projects should include support statements from each department involved.
2. Approvals: If release time is requested to be absorbed by the department, the

application must include a letter of approval signed by both the department head and appropriate dean.

3. Any applicant who proposes to use human subjects (e.g., clinical or survey work) must have applied for approval of NMU's Institutional Review Board (IRB). Any applicant who proposes to use animals must have applied for approval of the Institutional Animal Care and Use Committee (IACUC). 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.
4. Curriculum Vitae of the principal investigator (**NOTE:** please limit to two pages).
5. References Cited

Instructional Improvement grants—Applications include the following:

Project abstract: Limit 250 words, with a clear concise statement about the need and the project.

Project Narrative:
1. Project Description and Objectives: This should be a concise statement of the nature and objectives of the proposed project.
2. Statement of Need: This should describe the area of instruction which has been identified as requiring improvement and which faculty groups might benefit from or participate in. Also, describe the significance of the work and why funding is required.
3. Plan and Timetable: This section should describe how and when the project objectives are to be achieved. If a training session for faculty is involved, describe when such a session might be scheduled to ensure maximum participation, and detail how faculty will be chosen for the faculty development sessions.
4. Budget: Budgets should provide only for direct costs, such as funding of released time, travel, etc. Fringe benefits must be included for university employees receiving remuneration under the grant. A detailed budget justification must be included. (If there are questions regarding the budget, contact the Office of Sponsored Programs at grants@nmu.edu).
5. Project Staffing: This section should include a description of the project's staffing needs.

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