

Faculty Research Grant Application Instructions

It is helpful to look over the evaluation criteria on the [evaluation form](#). Proposals will be evaluated based upon scholarly significance and guided by these proposal requirements.

Applicants must complete and submit their application through the [Cayuse platform](#). The application consists of answering required questions and uploading 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).

II. Project Narrative: A maximum of 10 numbered pages with: your last name in the footer of each page, double spaced, 1' margins all around, and no smaller than 12 pt Times New Roman font. Also, be sure to use clear language that makes the information understandable to reviewers outside your specialization. Your Project Narrative should include the following sections :

1. Significance: Explain the specific objective(s) of the proposal and what need it(they) will meet. (If it is a continuation of a previously funded project, discuss the previous project, results, and relation to this, new proposal).
 - a) 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 to NMU as an institution.
 - b) Literature review: Provide sufficient literature review to demonstrate how the proposed project fits into scholarship of your academic specialty.
 - c) 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 describing how the project will be conducted so that reviewers can understand the process.
 - a) What facilities, if any, are required? Where appropriate, describe arrangements made/expected to be made for use of facilities/equipment at NMU or elsewhere.
 - b) Provide an appropriate timeline.
 - c) If animal or human subjects will be involved in the proposed project, applicants will need to apply for approval from the IACUC or IRB committee. See **NOTES below.
 - d) If the work is to be conducted on public lands or involves wild animals and endangered plants, appropriate permits must be obtained. Contact the Office of Sponsored Programs 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.

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

NOTE: This budget should be uploaded on the Cayuse Budget Page, as well as in your response to “Upload Application Documents” on the Cayuse Summary, Attachments & Notes page.

Contact the Office of Sponsored Programs (grants@nmu.edu) if you need assistance with budget development. A budget justification template is available [here](#).

IV. Appendices

1. List of references cited.
2. Curriculum Vitae: Include for each major participant (limit to two pages per CV; a template is available [here](#)).
3. Additional Documentation
 - a) Required if funding for reassigned time is requested: Letter approving the request, signed by both the Dean and the Department Head.
 - b) Required if applicant received funding in prior years: Results of Prior Funding, i.e., 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 any current funding.
 - c) If required to conduct the project: Any permits or approvals that may be needed, such as those issued by the National Park Service, City of Marquette, etc.

****NOTES:**

- *IRB or IACUC Approvals:*
While evidence of submitted IRB/IACUC proposals is not required for this application, successful applicants will need to have received approval to conduct this project from the appropriate committee before they may start their work or receive funding for it. Recommended applicants will be provided adequate time to submit their study protocols to the IRB/IACUC committees and receive the required human/animal subject study approvals.
- *Questions:*
Should any applicants need clarification about this application or any accommodations, please contact the Office of Sponsored Programs at grants@nmu.edu