**Excellence in Education Checklist**

\_\_\_\_ **Project Abstract** (250 words maximum) and Course Name and Number student plans to enroll in during one of the summer sessions

\_\_\_\_ **Narrative** (4 page minimum, 6 page maximum, double-spaced, 12-point Times New Roman font); note that all items specified below **except** Budget, Budget Justification, and Appendices must be included in this 6-page limit.

\_\_\_\_ **Statement of Problem**

\_\_\_\_ **Project Rationale/Literature Review**

\_\_\_\_ **Timetable**

\_\_\_\_ **Expected Outcomes**

\_\_\_\_ **Budget** (must use .pdf budget form on web-site, complete and save to file)

\_\_\_\_ **Budget Justification** (can be put in comments on budget form or in document if more space is

needed.

**Appendices**

\_\_\_\_ **Curriculum vitae**, including qualifications verifying that the student is qualified to conduct the

proposed project.

\_\_\_\_ **Graduate Transcript** (NMU Graduate GPA must be 3.0 or higher)

\_\_\_\_ **Letter of support** from advisor

\_\_\_\_ **Copy of Final Project Report** from previously funded Excellence in Education application, if

applicable. NOTE: Each student is limited to a maximum of two awards.

\_\_\_\_ If research includes animal or human subjects, include a **letter of approval or of confirmation**

**that the application has been filed from the IACUC (first page from Right Signature) or the IRB (approval memo), respectively, with the Excellence in Education application.**