

# SUMMER RESEARCH/CREATIVE ACTIVITY AWARD

## Evaluation Form

Applicant's Name \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Project Title: \_\_\_\_\_

*Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists.*

**Failure to abide by the published guidelines, including the technical requirements, will result in heavy scoring deductions and a lower overall ranking.**

**SUBTOTAL (80 pts.)**

**Technical requirements for all sections/categories (see note below): pdf, double-spaced, 1" margin, Times New Roman font. Note: Tables, figures, timelines, captions, and CV may be single-spaced.**

Score	Evaluation Category	Comments
	<i>Title Page &amp; Abstract</i> (10 pts.) <ul style="list-style-type: none"> <li>• understandable, brief abstract/title</li> <li>• abstract addresses specific purpose(s) of the award</li> </ul>	
	<i>Project Description</i> (25 pts.) <ul style="list-style-type: none"> <li>• need/significance of project within discipline</li> <li>• goals and objectives--clearly stated, feasible</li> </ul>	
	<i>Project Implementation</i> (20 pts.) <ul style="list-style-type: none"> <li>• methodology described and justified</li> <li>• adequate preparation and resources</li> <li>• well-conceived work plan and timeline</li> <li>• outcomes assessment included in plan</li> <li>• permissions for access to required sites (if relevant)</li> <li>• plans for IRB, IACUC or Biosafety approval (if relevant)</li> <li>• publisher interest or agreement (if relevant)</li> </ul>	
	<i>Time Justification</i> (5 pts.) <ul style="list-style-type: none"> <li>• appropriate scope of work for requested time</li> <li>• project requires four summer months</li> </ul>	
	<i>Benefits</i> (total 10 pts.) ...to the applicant, students, EMU, community, and or discipline. Examples include: <ul style="list-style-type: none"> <li>• collaborative relationships</li> <li>• external funding</li> <li>• patents or copyrights</li> </ul>	

	<ul style="list-style-type: none"> <li>• publications, artistic works, public exhibits, or performances</li> <li>• learning opportunities for EMU students</li> <li>• wider community benefit</li> <li>• other special benefit (explain)</li> </ul>	
Score	Evaluation Category	Comments
	<p><i>Capability/Likelihood of Success</i> (10 pts.)  (Narrative double spaced; CV may be single-spaced)</p> <ul style="list-style-type: none"> <li>• One page describing applicant's likelihood of completing project. (This can be <b>either</b> a written narrative <b>OR</b> a CV detailing scholarly/creative activity over the past five years, <b>OR</b> a combination of the written narrative and CV.)</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• a separate page (1 page) listing the titles of internal awards received during last five years (Summer, FRF or Sabbatical), including final outcomes (presentations, publications, grant applications, other disseminations)</li> </ul> <p style="text-align: center;"><b>also include</b></p> <p>a list of applications for external funding during past five years (final funding decisions are not required; outcomes for external funding are not required)</p>	
	<b>SUBTOTAL (80 pts.)</b>	
	<p><i>Competitive Priority Points (CCP)</i> (8 pts.) or (4 pts.)</p> <ul style="list-style-type: none"> <li>• New Faculty (first three years at EMU) = 8 pts</li> <li>• Longer-termed Faculty: new area of scholarly/creative activity for this applicant = 4 pts</li> </ul>	
	<p><i>Competitive Priority Points</i> (4 pts.)</p> <ul style="list-style-type: none"> <li>• Longer-termed Faculty did not receive a Summer Research/Creative Activity Award in the previous year.</li> </ul>	
	<b>Total (with full CPPs could be up to 88pts.)</b>	