

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

	<ul style="list-style-type: none"> • learning opportunities for EMU students • wider community benefit • other special benefit (explain) 	
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"> • One page describing applicant's likelihood of completing project. (This can be either a written narrative OR a CV detailing scholarly/creative activity over the past five years, OR a combination of the written narrative and CV.) <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • 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) <p style="text-align: center;">also include</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>	
	SUBTOTAL (80 pts.)	
	<p><i>Competitive Priority Points (CCP)</i> (6 pts.) or (4 pts.)</p> <ul style="list-style-type: none"> • New Faculty (first three years at EMU) = 6 pts ~ or ~ • Longer-termed Faculty did not receive a Summer Research/Creative Activity Award in the previous three years = 4 pts 	
	Total (with full CPPs could be up to 86 pts.)	