

Graduate School and Research Research Grants Review Process

I. Responsibilities of Review Committee

A. The primary responsibility is to make the best decisions possible about which proposals are most deserving of funding. We have \$25,000 to distribute evenly to 5 researchers.

B. A second important responsibility is to provide honest, critical but constructive feedback to researchers. The grant review process should be a vehicle to help researchers. Well-thought out, critical feedback (presented in a cordial, non-insulting way) will be, in the long run, much more helpful for researchers than undeserved positive feedback.

II. Review Process

The review process occurs in 3 stages.

1. Collect, Distribute and Review Proposals

Proposals could be submitted to one of two divisions: the research division and the creative arts division. Applicants should indicate on the proposal form to which division they are applying.

Research Administration collects proposals and distributes them to the committee members. To ensure a blind review, a member of the Research Administration staff removes the cover sheet, which contains identifying information and an abstract, from the proposal. A proposal number is placed on the cover sheet and the actual proposal.

The committee members read and evaluate the proposals according to the review criteria for each division agreed upon by the research council.

2. Committee Meeting

The committee members will meet to discuss ratings of each proposal. Discussion of proposals is critical for coming up with the best evaluations of the proposals that we can, and making the best funding decisions that we can. The discussion helps us in a couple of important ways:

- Perceptions of the proposals. Discussion can help us better understand a proposal that is not central to our area of expertise. One committee member may help clarify for the others why a given project is important or why it's inadequate.

- Use of the evaluation instrument. The committee meeting can also help us “calibrate” the use of the evaluation instrument—the review criteria. This will hopefully lead to consistent ratings and feedback among reviewers.

3. Compiling Ratings and Funding

The committee members will submit their final ratings and feedback forms to the committee chair. The chair will standardize the scores in each category so that fair comparisons can be made across categories. The committee chair will then sort the list of proposals by their standardized rating score (z-score). The committee will recommend funding for the top five proposals and distribute feedback to all of the researchers.