

## FSU Council on Research and Creativity

### **Criteria for Judging Small Grant Proposals**

#### **Reviewer Criteria:**

Below are the criteria each member of the CRC Small Grant Program (SGP) Review Committee will use to assist them in (a) critiquing a proposal, (b) providing useful feedback to the PI, and (c) determining an overall score for the proposal.

- 1. Project/issue and goals:** Is the project/issue the project will address important/significant in the PI's area of research? Are the goals/objectives of the project clear? Is the proposal designed to allow for the completion of a project for which other funding is not available, and is clearly not supported by any other resources?
- 2. Research methods/creative activities:** Are the research methods and/or creative activities appropriate in light of the goals/objectives of the project?
- 3. Significance of intended outcomes:** Are the intended project outcomes of potential importance/significance?
- 4. Anticipated external funding:** Is it likely that the proposed research or creative activity will enhance the prospects for future external funding? Do the plans for seeking external funding seem reasonable? (Note: As compared to several of the other CRC grant programs, there will be less emphasis in the Small Grant proposal review process on the eventual acquisition of external funding. However, this does not totally remove the need for external funding consideration.)
- 5. Schedule of project activities:** Does the schedule of project activities seem realistic? Does the project schedule reflect no anticipated continuing commitment of funds, but rather the completion of a single, distinct activity?
- 6. Budget:** In light of the project goals/objectives and the proposed research methods/creative activities, does the project budget seem reasonable? Does the budget fund a future completion objective, and not reimburse activity that has already occurred (unique circumstances may be considered)?
- 7. Department/College support:** If the PI's department and/or college will be providing any special or non-routine support for the project, is it likely that such support will contribute to the success of the project?

8. **Professional obligations:** Are the PI's other professional obligations during the award period likely to interfere with the PI's ability to successfully complete the project?
9. **Clarity of the proposal text:** Is each section of the proposal text written in clear, concise language, so that reviewers from any discipline will be able to understand it?

**Program Coordinator Criteria:**

Below are the criteria the CRC Program Coordinator will use to review each proposal. If any of these criteria are not met, the proposal will not be reviewed by the CRC Small Grant Program Review Committee and will not be eligible for funding. Reviewers will not need to review the following items:

1. Is the PI eligible to apply for a CRC Small Grant?
  - a. Has the PI received a SGP in the past two years?
2. Has the PI correctly completed all of the required forms?
  - a. Has the **Proposal Transmittal** been properly completed? Is there a list of Co-PIs and departments, if applicable?
  - b. Is the length of the **abstract** no more than 250 words?
  - c. Does the **Proposal text** include all of the required sections? Is each section properly titled and numbered? Is the length of the proposal text no more than 8 pages (not counting references and appendices)?
  - d. Have any specialized **Research Compliance Forms** been uploaded as required? Human or animal subjects, DNA, RNA, hazardous materials, or marine lab facilities, for example: human subjects, animal research information, Environmental Health & Safety, or SRA forms or other compliance requirements that may apply to research or performance plans.
  - e. Has the **Support Document** been properly completed?
  - f. Has the **Proposal Budget** been properly completed? Is the proposed use of the award funds acceptable in light of the funding rules for this grant program?
  - g. Has the **Curriculum Vita** been properly completed?
3. Did the PI submit the proposal in time to meet the submission deadline?