EVALUATION SHEET FOR RCSA GRANT SUBMISSIONS

This sheet should be used as a guide for evaluating each RCSA Grant submission on the 10 criteria below. Please note that a score of "2" is the equivalent of average and each category is evaluated based on meeting the requirements associated with each box.

SCORING INSTRUCTION GUIDE (Scoring is based on your review of whether the submission meets the four requirements associated with each box for each criterion.)				
F	**D**	**C**	**B**	**A**
0	1	2	3	4
Score "0" if no boxes are checked	*Score "1" if one box is checked*	*Score "2" if two boxes are checked*	*Score "3" if three boxes are checked*	*Score "4" if four boxes are checked*

1. OVERALL PROJECT SUMMARY:
The project summary clearly describes: (check all that apply)
☐ what the student will do
☐ how the student will do it
☐ what the student expects to find
☐ why it will be important

2. PROJECT ORIGINALITY & CREATIVITY:
The proposal clearly describes how the project: (check all that apply)
☐ differs from others in the field
☐ has a distinctive focus
☐ has not been previously done
☐ is a novel advancement

3. PROJECT GOALS & PURPOSES:
The proposal clearly describes: (check all that apply)
☐ what the project will accomplish
☐ reasonable goals
☐ aims of the investigation
☐ a persuasive rationale for the project

4. PROJECT METHODS, PROCESSES & PROCEDURES:
The proposal clearly describes: (check all that apply)
☐ the methods or procedures
☐ a justification for the processes
☐ research materials
☐ how analysis will be done

5. PROJECT CONTRIBUTIONS TO THE FIELD/COMMUNITY:
The proposal clearly describes: (check all that apply)
☐ how the project advances knowledge
☐ the project benefits
☐ the long-term impact
☐ the relevance for broader audiences

6. PROJECT PREVIOUS RESEARCH/ LITERATURE REVIEW:
The proposal clearly: (check all that apply)
☐ shares what is currently known
☐ relates the project to current research
☐ uses the lit review to support rationale
☐ cites sources

7. PROJECT TIMELINE:
The proposal clearly describes: (check all that apply)
☐ the time periods allocated for work
☐ the duties associated with time intervals
☐ a realistic plan for work
☐ evidence of high probability for completion

8. PROJECT BUDGET:
The proposal clearly: (check all that apply)
☐ describes expenses
☐ justifies expenses
☐ includes expenses relevant to the project's completion
☐ offers a total amount within RCSA grant parameters

9. PROPOSAL COHERENCE:
The proposal: (check all that apply)
☐ clearly communicates concepts
☐ is written for a general audience
☐ thoroughly addresses topics
☐ is convincing and engaging

10. PROPOSAL GRAMMAR, MECHANICS & SYNTAX:
The proposal writing: (check all that apply)
☐ lacks typographical errors
☐ adheres to scholarly writing style
☐ uses appropriate sentence structure
☐ has strong grammar and mechanics