Funded Research Grant Program Judging Rubric

Judging Instructions

This document provides instructions for evaluating each proposal assigned during the judging rounds. A rubric is included to assist judges with their review of the proposals. Review the "Applicant Resources" and "Financial Policies" documents for further guidance.

Each aspect of the proposal should be scored as:
- missing (0);
- needs improvement (1);
- satisfactory (2);
- good (3); or
- excellent (4).

After reviewing the entire proposal, decide which recommendation you will make:
- do not accept;
- accept with revisions; or
- accept.

If judges choose to recommend "accept with revisions," they should provide feedback regarding which specific revisions the researcher(s) should make. This will be reviewed by ACUHO-I staff and, if the proposal is funded, the feedback will be incorporated into requirements set forth in the grant agreement with the researcher(s). Judges may also add feedback or comments that you would like to be shared with the researcher(s).

Questions about the proposal review and evaluation process can be sent to research@acuho-i.org.

Judging Rubric

Aspect	Proposal Section	Criteria & Notes
Purpose & Rationale	Introduction	An excellent proposal will clearly articulate the purpose and rationale of the study. It will be original, creative, and/or cutting edge.
Research Priorities & Future of the Profession Imperatives	Introduction and/or Potential Implications	An excellent proposal will make a clear connection to their selected Research Agenda area(s) **or** Future of the Profession Imperative(s).
Abstract	Abstract	An excellent abstract will provide a concise summary of the research topic, purpose, methods, and potential implications. It should not exceed the 500-word limit.
Literature Base	Introduction	An excellent proposal will clearly identify the need for this research through a connection with relevant literature. Proposals in emerging research areas may note the lack of existing literature as one reason why the research is needed. It should not exceed the 1,000-word limit.
Research Design & Methodology	Methodology	An excellent proposal will have clearly defined research question(s). Methodology will be well-crafted and appropriate to the research questions. If an instrument is used, it is identified, and appropriate details are discussed. Methods are ethical and address social justice, equity, and/or inclusion. It should not exceed the 1,000-word limit.
Implications	Potential Implications	An excellent proposal will clearly detail the potential of the research to impact the housing and residence life profession. It is clear how the research would contribute to their selected Research Agenda area(s) or Future of the Profession Imperative(s). It should not exceed the 500-word limit.

Inclusiveness	Overall Application	An excellent proposal will promote social justice, equity, and/or inclusion. This may be in research design, purpose/rationale, literature review, implications, and/or additional documents.
Clarity	Overall Application	An excellent proposal is well-organized, concise, and thorough. There will be few to no errors.
Additional Materials	Uploads	- Score the uploads section on the whole of what is submitted. Remember that some uploads are required and some are optional. **References**, **Timeline**, and **Budget** are <u>required</u> for an application to be considered complete. - Documentation of IRB approval is optional but should be included if confirmed prior to proposal submission. *An application should still receive full consideration if IRB approval has not yet been received.* - Providing **instrument(s)** is <u>optional</u>; however, this information should be included if applicable to the study. **Additional Documents** are <u>optional</u>; a proposal should not be penalized if these are not included. **References** should be complete and include all sources cited in the proposal. **Timeline** should provide a specific timeline of activities related to the research including anticipated start and completion date(s) for all relevant activities Milestones should be identified and explained. *Grants should have a maximum 18-month timeline, including completion of deliverables (e.g., manuscript submission to JCUSH, research webinar, completion of white paper).* **Budget** should be reasonable & appropriate, not exceed $7,000 USD, and include description, cost breakdown, and total anticipated cost for all items.