

# Hoppe Research Professor Award Scoring Guide

## ORP Pre-Award Compliance Checklist

1<sup>st</sup> ORP Compliance Check to ensure application is complete:

If either of the first two statements are true, the application is to be returned as ineligible to apply with an explanation. If any of the remaining statements are true the application is to be returned with an explanation. **Resubmission is not allowed.**

1. All previous Internal Award requirements have not been met.
2. Applicant is not a tenured faculty member.
3. Application Packet is not scanned in in the correct order as indicated on the app form.
4. Project Summary exceeds 1 page.
5. Narrative exceeds 10 pages (excludes References, Vitae and Appendices)
6. Pages are not numbered
7. Format is not compliant (e.g. 1” margins, 11-point Times New Roman or 10-point Arial font)
8. References (Bibliography) or CV are not included
9. CV exceeds 2 pages
10. Semester by semester research plan is incomplete, including missing any signature(s).

2<sup>nd</sup> ORP Compliance Check (after Chair & Dean letters are attached):

If application reaches this stage and both Chair and Dean letters are not attached the application is to be DENIED with an indication that it is being removed from the competition due to an incomplete application due to a missing XXXXX letter(s).

## Review Committees Scoring Guide

**DIRECTIONS:** This scoring guide is to be used to facilitate review of all Hoppe Award submissions. If you do not award the highest point in any given cell please provide a rationale in the Comments section for that review element. This scoring guide addresses all elements contained in the Guidelines which are available to all applicants. **Numerical scores resulting from the use of this scoring guide can help in final decisions but do not have to be the only deciding factor.**

## Hoppe Research Professor Award Review Committees Scoring Guide

Component	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Evaluation Letters	<ul style="list-style-type: none"> <li>Both Chair &amp; Dean letter indicates strong support in <b><u>all areas</u></b>*</li> <li>Indicates clear statement of responsibility for department's course buy-out commitment</li> </ul>	<ul style="list-style-type: none"> <li>Both Chair &amp; Dean letter indicates strong support in <b><u>most areas</u></b>*</li> <li>Indicates clear statement of responsibility for department's course buy-out commitment</li> </ul>	<ul style="list-style-type: none"> <li>Both Chair &amp; Dean letter indicates strong support in <b><u>some areas</u></b>*</li> <li>Indicates clear statement of responsibility for department's course buy-out commitment</li> </ul>	<ul style="list-style-type: none"> <li>One or both letters lack adequate strong support</li> <li>No statement of responsibility for departmental course buy-out commitment</li> </ul>

\*Areas to be included in evaluation letters include:

- Significant contribution in furthering research or creative activities in respective discipline
- Evidence of professional qualifications to undertake, carry out and complete the planned program of research or creative activities
- Likelihood for external funding to continue planned program of research or creative activities
- Evidence of careful planning of a feasible two-year program of research or creative activities that will make effective use of support offered by a Hoppe Research Professorship

Evaluation Letters Comments:

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Project Summary	<ul style="list-style-type: none"> <li>Entire summary is <b><u>easily</u></b> understood by lay reader</li> <li>Includes <b>concise indication of significance</b> of project to the larger field of research</li> <li>Provides <b>concise summary and comprehensive description</b> of project</li> <li><b>Clearly articulates</b> Problem Statement, Goal <b>and</b> aligned Objectives</li> <li><b>Clearly indicates</b> how proposed project fits into applicant's broader research agenda</li> </ul>	<ul style="list-style-type: none"> <li>Entire summary is <b><u>generally</u></b> understandable by lay reader</li> <li>Indicates <b>significance of project</b> to the larger field of research</li> <li>Provides <b>adequate summary and description</b> of project</li> <li>Provides a description of the project but <b><u>could be more comprehensive</u></b></li> <li><b>Adequately articulates</b> Problem Statement, Goal <b>and</b> aligned Objectives</li> <li><b>Adequately indicates</b> how proposed project fits into applicant's broader research agenda</li> </ul>	<ul style="list-style-type: none"> <li><b>Portions</b> of summary are <b><u>difficult</u></b> to understand by lay reader</li> <li>Provides <b>unclear reference to project significance</b></li> <li>Provides <b>incomplete summary and description</b> of project</li> <li>Provides a description of the project but is <b><u>not comprehensive and has missing elements</u></b></li> <li><b>Articulates</b> Problem Statement, Goal <b>or</b> aligned Objectives <b>Lack of clarity</b> about how the proposed project fits into applicant's broader research agenda</li> </ul>	<ul style="list-style-type: none"> <li>Section is missing <b><u>OR</u></b></li> <li>Summary contains <b><u>technical language</u></b> not easily understood by lay reader</li> <li><b>Summary lacks key details</b> about the project</li> <li><b>Fails to indicate</b> how proposed project fits into applicant's broader research agenda</li> </ul>

Project Summary Comments:				
Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Narrative – Problem Statement Section	<ul style="list-style-type: none"> <li>• <b>Easily understood</b> by lay reader</li> <li>• <b>Comprehensive and detailed description</b> of Overall Goal and Significance of the long-term research-creative activity is evident</li> <li>• <b>Comprehensive and detailed</b> specific scope of work and objectives of the two-year project are provided</li> <li>• <b>Comprehensive and detailed</b> description of how scope of work and objectives of two-year project clearly fit within the applicant’s broader research agenda</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Generally understandable</b> by lay reader</li> <li>• <b>More detail</b> of the Overall Goal and Significance of the long-term research-creative activity <b>is needed</b></li> <li>• <b>More details</b> of the specific scope of work and objectives of the two-year project <b>are needed</b></li> <li>• <b>More detail</b> in the description of how scope of work and objectives of two-year project clearly fit within the applicant’s broader research agenda <b>is needed</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Difficulty understanding</b> by lay reader</li> <li>• <b>One of the elements</b> (i.e. Overall Goal and Significance, Scope of Work and Objectives, alignment of proposed project with applicant’s research agenda) is <b>missing significant details</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Unable to be understood</b> by lay reader</li> <li>• <b>Two of the elements</b> (i.e. Overall Goal and Significance, Scope of Work and Objectives, alignment of proposed project with applicants research agenda) are <b>missing significant detail</b> OR</li> <li>• <b>One or more elements missing</b></li> </ul>
Problem Statement Comments:				

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Narrative – Related Literature Section	<ul style="list-style-type: none"> <li>• <b>Detailed description</b> of how literature referenced is related to proposed project is provided and <b>clear connections</b> are evident</li> <li>• <b>Articulate and cogent argument</b> is made for the project’s significance based upon its potential contributions to the field within the larger context</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Adequate description</b> of how literature referenced is related to proposed project is provided</li> <li>• <b>Adequate argument</b> is made for the project’s significance based upon its potential contributions to the field within the larger context</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Connection</b> of literature referenced to proposed project is <b>insufficient</b></li> <li>• <b>Weak argument</b> is made for the project’s significance</li> <li>• <b>Insufficient number</b> of references are used</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Missing</b> related Literature section</li> <li>• Literature cited is <b>not obviously connected</b> to the proposed project</li> <li>• <b>Missing or extremely weak argument</b> for the project’s significance</li> </ul>
Related Literature Comments:				

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Narrative – Procedures (Design and Methodology) Section	<ul style="list-style-type: none"> <li>Design and Methodology selected are <b>appropriate</b> for proposed project</li> <li><b>Detailed and comprehensive</b> description of design and methodology is evident</li> <li>Description of <b>all</b> special needs of the methodology are included (e.g. equipment, travel, etc.)</li> <li><b>Detailed and comprehensive</b> 2-year timeline for the entire project period, which includes when external funding will be sought, is evident</li> </ul>	<ul style="list-style-type: none"> <li>Design and Methodology selected are <b>appropriate</b> for proposed project</li> <li><b>Adequately detailed</b> description of design and methodology is evident</li> <li>Description of <b>most</b> special needs of the methodology are included (e.g. equipment, travel, etc.)</li> <li><b>Adequately detailed</b> 2-year timeline which includes when external funding will be sought is evident</li> </ul>	<ul style="list-style-type: none"> <li>Design and Methodology selected are <b>not appropriate</b> for proposed project</li> <li>Description of design and methodology are <b>inadequately detailed</b></li> <li>Description of <b>some</b> special needs of the methodology are included (e.g. equipment, travel, etc.)</li> <li>Includes <b>incomplete</b> timetable for study completion within two years (i.e. inclusion of all requisite activities to complete proposed project, failure to include when external funding will be sought)</li> </ul>	<ul style="list-style-type: none"> <li>Design and Methodology selected are <b>not appropriate</b> for proposed project</li> <li><b>Fails to include all or incomplete</b> procedure research design/components indicated (e.g. methodology, special needs, travel, facilities, equipment, etc. and timeline)</li> </ul>
Design and Methodology Comments:				

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
Narrative – General Comments (Consider all narrative sections above)	<ul style="list-style-type: none"> <li><b>Clearly articulates</b> applicant’s overall agenda for research or creative activity, the proposed work and objectives for the two-year award period</li> <li><b>High potential</b> for external funding is evident</li> </ul>	<ul style="list-style-type: none"> <li>Description of applicant’s overall research agenda, indicated scope of work and/or objectives for the two-year award period <b>lack details</b></li> <li><b>Moderate potential</b> for external submissions is evident.</li> </ul>	<ul style="list-style-type: none"> <li>One or more of the elements (i.e. scope of work, objectives, significance of research or creative activities, role Hoppe Award would plan in advancing applicant’s research agenda) <b>lacks significant details</b></li> <li><b>Some potential</b> for external funding is evident.</li> </ul>	<ul style="list-style-type: none"> <li>One or more elements (i.e. scope of work, objectives, significance of research or creative activities, role Hoppe Award would plan in advancing applicant’s research agenda) are <b>absent</b></li> <li><b>Little potential</b> for external funding is evident</li> </ul>
Narrative – General Comments				

<b>Proposal Components</b>	<b>Exemplary (5-6)</b>	<b>Adequate (3-4)</b>	<b>Needs Improvement (1-2)</b>	<b>Insufficient (0)</b>
Narrative – Role of Hoppe Research Professorship	<ul style="list-style-type: none"> <li>• <b>Detailed and concise</b> description of the specific role a Hoppe Research Award will plan in furthering the applicant’s research agenda is evident</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Detailed</b> description of the specific role a Hoppe Research Award will plan in furthering the applicant’s research agenda is evident</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the specific role a Hoppe Research Award will plan in furthering the applicant’s research agenda <b>needs more detail</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fails to address</b> how a Hoppe Research Award will further applicant’s research agenda</li> </ul>
Role of Hoppe Comments:				

<b>Proposal Components</b>	<b>Exemplary (5-6)</b>	<b>Adequate (3-4)</b>	<b>Needs Improvement (1-2)</b>	<b>Insufficient (0)</b>
Budget and Budget Justification	<ul style="list-style-type: none"> <li>• Budget is <b>reasonable</b> for scope of work</li> <li>• <b>All</b> budget items are aligned with the proposed project; no extraneous or unnecessary budget items are included</li> <li>• Budget justification is <b>detailed and concise</b></li> <li>• Budget justification <b>clearly articulates</b> items included in the line item</li> </ul>	<ul style="list-style-type: none"> <li>• Budget is <b>reasonable</b> for scope of work</li> <li>• <b>Most</b> budget items align with proposed project;</li> <li>• need for some budget items is unclear</li> <li>• Budget justification is <b>adequately detailed</b></li> <li>• Budget justification <b>clearly aligns</b> with line item <b>budget but may not include all items</b> necessary for proposed project</li> </ul>	<ul style="list-style-type: none"> <li>• Budget appears <b>incomplete</b> to address project needs</li> <li>• Budget justification <b>does not appear to align</b> with the line item budget</li> <li>• Budget justification is <b>missing some details</b></li> </ul>	<ul style="list-style-type: none"> <li>• Budget includes <b>unnecessary expense(s)</b></li> <li>• Budget justification <b>does not align</b> with line item budget or is missing</li> <li>• Budget justification is <b>missing significant details</b></li> </ul>
Budget & Budget Justification Comments:				

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
References (Bibliography)	<ul style="list-style-type: none"> <li>• <b>All</b> references are current or are seminal research <b>and are</b> related to the proposed project</li> <li>• A <b>sufficient number</b> of references are cited</li> <li>• Demonstrates applicant's <b>strong familiarity</b> with the literature</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Most</b> references are current</li> <li>• References are related to the proposed project</li> <li>• A <b>sufficient number</b> of references are cited</li> <li>• Demonstrates applicant's <b>familiarity</b> with the literature</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Some</b> references are current</li> <li>• Extraneous references unrelated to the project are included</li> <li>• A <b>sufficient number</b> of references are cited</li> <li>• Demonstrates applicant has <b>some familiarity</b> with the literature</li> </ul>	<ul style="list-style-type: none"> <li>• Majority of citations are <b>not current</b></li> <li>• <b>Insufficient</b> references cited</li> <li>• Applicant <b>does not appear to be familiar</b> with the literature related to the proposed project</li> </ul>

References Comments:

Proposal Components	Exemplary (5-6)	Adequate (3-4)	Needs Improvement (1-2)	Insufficient (0)
External Funding Summary – section 1	<ul style="list-style-type: none"> <li>• <b>Multiple sources</b> of external funding are listed using different agencies/sponsors</li> <li>• Pertinent information (e.g. sponsor name, program name, submission date) are included for <b>all</b> funding sources</li> <li>• Indication of how proposed project will increase funding possibility is included for <b>each</b> opportunity indicated</li> <li>• Detailed and concise description of how proposed projects fits with sponsor and program's goals/mission is included for <b>all</b> funding opportunities indicated</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Multiple sources</b> of external funding are listed</li> <li>• Pertinent information (e.g. sponsor name, program name, submission date) are included for <b>most</b> funding sources</li> <li>• Indication of how proposed project will increase funding possibility is included for <b>most</b> opportunities indicated</li> <li>• Detailed description of how proposed projects fits with sponsor and program's goals/mission is included for <b>most</b> funding opportunities indicated</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Multiple sources</b> of external funding are listed</li> <li>• Pertinent information (e.g. sponsor name, program name, submission date) are included for <b>some</b> funding sources</li> <li>• Indication of how proposed project will increase funding possibility is included for <b>some</b> opportunities indicated</li> <li>• Detailed description of how proposed projects fits with sponsor and program's goals/mission is included for <b>some</b> funding opportunities indicated</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Few sources</b> of external funding are listed OR</li> <li>• <b>Multiple sources</b> of external funding are listed <b>but one or more of the following are missing from sources indicated:</b></li> <li>• Pertinent information (e.g. sponsor name, program name, submission date)</li> <li>• Indication of how proposed project will increase funding possibility</li> <li>• Detailed description of how proposed projects fits with sponsor and program's goals/mission is included for few</li> </ul>

				funding opportunities indicated
External Funding Summary – section 2	<ul style="list-style-type: none"> <li>Information is presented in an <b>organized table</b> indicating submitted and awarded</li> <li>Table indicates all information indicated below for <b>all</b> entries: Project director, other team leader names, project start and end dates, applicant’s role in project, brief summary of outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Information is presented in an <b>organized table</b> indicating submitted and awarded</li> <li>Table indicates all information indicated below for <b>most</b> entries: Project director, other team leader names, project start and end dates, applicant’s role in project, brief summary of outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Information is presented in <b>narrative format or is not organized in a table</b> format</li> <li>Information presented include <b>some</b> information indicated below for <b>some</b> entries: Project director, other team leader names, project start and end dates, applicant’s role in project, brief summary of outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Information is <b>disorganized and difficult to interpret</b> to ascertain if information presented is complete</li> </ul>

External Funding Summary Comments:

Proposal Components	3	2	1	0
Curriculum Vitae	<ul style="list-style-type: none"> <li>Document <b>includes only activities</b> most <b>relevant</b> to proposed project</li> <li>Document provides <b>substantial demonstrated expertise relevant</b> to proposed project</li> </ul>	<ul style="list-style-type: none"> <li>Document includes <b>few activities</b> that are <b>irrelevant</b> to the proposed project</li> <li>Document provides <b>adequate demonstrated expertise relevant</b> to proposed project</li> </ul>	<ul style="list-style-type: none"> <li>Document includes <b>some activities</b> that are <b>irrelevant</b> to the proposed project</li> <li>Document provides <b>minimal demonstrated expertise relevant</b> to proposed project</li> </ul>	<ul style="list-style-type: none"> <li>Document <b>fails to include demonstrated expertise</b> to conduct proposed project</li> </ul>

CV Comments:

Proposal Components	No points awarded			Minus 6 points
Appendices	<ul style="list-style-type: none"> <li>All documents are appropriate for inclusion in Appendices</li> <li>Documents included are necessary for the reviewers’ understanding of the proposed project</li> <li>Documents included provide evidence of access to needed resources/people</li> </ul>	N/A	N/A	<ul style="list-style-type: none"> <li>Includes documents with data/information that is more appropriate for the narrative sections</li> </ul>

Appendices Comments:

Please indicate the following regarding awarding the Hoppe Research Professor Award		
Definitely Award	Possibly Award (if fund available)	Do Not Award