

Hoppe Research Professor Ranking & Submission Process Guidelines

All schools/college will rank order all Hoppe Research Professor proposal submissions and submit that ranking to siueresearch@siue.edu. Each school/college will need to notify its faculty of the process by which Hoppe proposals are to be submitted within their unit and each unit will need to identify a process by which to rank all submissions.

The Office of Internal Programs' Internal Funding link will provide Hoppe Research Professor Program Guidelines <http://www.siue.edu/funding/internal-funding/hoppe.shtml> and Reviewer Guidelines <http://www.siue.edu/funding/internal-funding/reviewers.shtml>. These resources can provide guidance in this work but their use is not required.

The following pages include all required forms necessary to complete this process.

Indicated below is the timeline that will guide this process:

- Applicants submit proposals electronically to designated member of department/unit by date indicated on unit's internal timeline.
- **First Wednesday in October** - Applicants submit all proposal materials electronically to the Office of Research and Projects, siueresearch@siue.edu, as a single PDF attachment.
- **Second Wednesday in October** – Rank order form, individual review forms, and evaluation letters from chairs and deans submitted to the Office of Research and Projects [siueresearch@siue.edu] .
- **Third Wednesday in October to first week in December** – RPAB Committee conducts final review of proposal and determines awards.
- **Second week of December** - Applicants notified of acceptance or denial

Please contact Diane Cox, ext 5886/ Susan Morgan, ext. 3010 with any questions.

**Hoppe Research Professor
Applicant Summary Form**

Review Committee Chair

Name: _____

Email: _____

Applicant Ranking Summary

Please rank all proposals for funding priority based on the committee’s review using the data resulting from the individual application review forms. Add additional lines as needed.

Funding Priority	Applicant Name	Department
1		
2		
3		
4		
5		
6		
7		

Hoppe Research Professor Applicant Ranking Form

[This form is to be completed for each application.]

Applicants are to be ranked using the review criteria below and assigned a proposal ranking score of 1 – 5:

Poor = 1; Fair = 2; Good = 3; Very Good = 4; Excellent = 5

Applicant Name: _____

Applicant Department: _____

Proposal Name: _____

Proposal Ranking Score: 1 2 3 4 5

Proposal Review

Review Criteria	Weighting of Criteria	Comments (Required)
Clarity and appropriateness of the research design and procedure	30%	
Alignment of project with Hoppe purpose	25%	
Potential for external funding	25%	
Originality/creativity and significance of the proposed research or creative activity	20%	
Appropriateness of the budget and strength of budget justification	N/A	