

Hoppe Research Professor Unit Ranking & Submission Process Guidelines

All Schools/College will review and rank order all Hoppe Research Professor proposal submissions and submit that ranking within each applicant's Kualu Build Hoppe Application Form.

The School/College Research Committee Chair will receive a notification once the Hoppe proposals are approved by the Department Chair and ready for the research committee's review. The School/College Research Committee will have three weeks from receipt of notice to review, complete School/College Research Committee only section of the Faculty's application and approve to continue routing to Dean.

Hoppe Research Professor Program Guidelines can be found here:

<https://www.siue.edu/funding/internal-funding/hoppe.shtml>

General Reviewer Guidelines: <https://www.siue.edu/funding/internal-funding/reviewers.shtml>

Timeline:

1. First Monday in October: full applications submitted by completing [The Hoppe Research Professor Application in Kualu Build](#)
2. Following the submission deadline, The Office of Research and Projects (ORP) will review application for completeness and compliance.
3. The proposal will route to Department Chair in Kualu Build for approval. The Chair will receive a notification with instructions on how to complete the Department Chair Only section of the form, prepare and upload a **Letter of Evaluation** to the form, and take the approval action. Chair will have one week to review and upload the letter of evaluation.
4. The proposal will then route to the School/Research Committee chairperson in Kualu Build for approval. The Research Committee Chair will receive a notification with instructions on how to complete the School/College Research Committee Only section of the form and take the approval action. Research Committee will have three weeks from receipt of notification to review, rank and approve applications.

The School/College Research Committee Chair ranks applicants via the Proposal Critique Form in the applicant's Kualu Build Form 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

Review Criteria:

#1. Clarity and appropriateness of the research design and procedure – 30%

- #2. Alignment of project with Hoppe purpose – 25%
- #3. Potential for external funding – 25%
- #4. Originality/creativity and significance of the proposed research or creative activity – 20%
- #5. Appropriateness of the budget and strength of budget justification

5. The proposal will then route to School/College Dean in Quali Build for approval. The Dean's office will receive a notification with instructions on how to complete the School/College Dean Only section of the form, prepare and upload a Letter of Evaluation to the form, and take the approval action. The Dean's office will have two weeks to review and upload the letter of evaluation.
6. The proposals, following the evaluations/approvals from the Department Chair, the School/College Research Committee, and School/College Dean, will be reviewed by the Graduate School's RPAB Committee.

Please contact siueresearch@siue.edu with questions.