Seed Grants for Transitional and Exploratory Projects
(STEP)
Ranking & Submission Process Guidelines

Beginning October, 2017 all departments/units are being asked to rank order all Seed Grants for Transitional and Exploratory Projects (STEP) proposal submissions and submit that ranking to siueresearch@siue.edu. Faculty will need to be notified of the process by which STEP proposals are 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 STEP Program Guidelines http://www.siue.edu/funding/internal-funding/step.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:

• **September**: Check with your unit for any internal timelines.
• **Third Friday in February**: All proposals must be submitted electronically by 4:30 PM to siueresearch@siue.edu
• **Third Friday in February**: Rank ordered proposal form is submitted by each department/school/unit to siueresearch@siue.edu
• **Late March/Early April**: Estimated award announcement date.
• **First Week in April**: Summer contracts due to Graduate School
• **July 1- June 30**: Project Period
• **First Monday in October following the end of project period**: Final Report deadline (Reminder: in order to be eligible for other internal grant programs, applicants must have completed the final reports and met the terms & conditions of previous internal awards).

Please contact Diane Cox, ext. 5886/ Jill Laughlin, ext. 3114 /Susan Morgan, ext. 3010 with any questions.

Seed Grants for Transitional and Exploratory Projects
(STEP)
Applicant Summary Form

Review Committee Chair: _____

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.

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

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 :

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
Alignment of Project with STEP purpose	25%	
Originality/creativity and significance of the proposed research or creative activity	20%	
Clarity and appropriateness of the research design and procedure	30%	
Potential for external funding	25%	
Appropriateness of the budget and strength of budget justification	N/A	
Do you recommend for funding based on these rankings.	Yes ☐ No ☐ Maybe ☐	