

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

Beginning October 2017 all schools/college will rank order all Seed Grants for Transitional and Exploratory Projects (STEP) proposal submissions and submit that ranking to siueresearch@siue.edu. Each school/college will need to notify its faculty of the process by which STEP 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 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.
- **Last 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
- **First Week in April:** Estimated award announcement date.
- **Second Wednesday 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/Susan Morgan, ext. 3010 with any questions.

STEP 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		

STEP 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 STEP 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	