

**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](mailto: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:

- **First Thursday in October** – Applicants submit proposals electronically to **both** the designated member of department/unit **and** the Office of Research and Projects [ [siueresearch@siue.edu](mailto:siueresearch@siue.edu) ] as a single PDF unit.
- **First Thursday in October to fourth Wednesday in November** - Departments/Units review and rank proposals using the forms found on the following pages.
- **Fourth Wednesday in November** – Rank order form and individual review forms submitted to the Office of Research and Projects [ [siueresearch@siue.edu](mailto:siueresearch@siue.edu) ] .
- **Fourth Wednesday in November to first week in December** – R&D 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/ Teri Gullledge, ext 3114/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	