

Limited Submission Review Instructions & Scoring Matrix

DoD Basic Research Program for HBCU/MI

Principal Investigator(s):

BACKGROUND & INSTRUCTIONS

A “limited submission” refers to a grant program that places a limitation on the number of proposal applications a single eligible entity can submit each cycle. The University of Texas at San Antonio (UTSA) has a process in place to allow for an internal competition among interested PIs to determine which application(s) will move forward. Once a limited submission opportunity is identified, an internal call for pre-proposals is sent out to potential PIs. Those interested in being considered for full submission are required to submit a pre-proposal (ranging from one to five pages, depending on the type of program and sponsor) by a specified date. If more applications are received than the institution is allowed to submit to the sponsor, the applications are moved forward to a peer review process in order to make final selection(s).

That peer review process is what you are taking part in now. While we do want you to be aware that **the proposals you review here are *not* finalized and will be expanded before they are submitted to the sponsor**, we ask that you be as critical in your review as you would be if these applications were moving forward to a sponsor now. We are **especially interested in your feedback on weaknesses of the applications and where improvements can be made** either before they move forward through submission to this program or others.

If you are reviewing more than one application for this same program, we ask that you use the applications as a reference for one another in your scoring, knowing that the pool will be ranked based on scores received to determine which move(s) forward to the sponsor.

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SCORING

Selection of applications to be submitted to the DoD Basic Research Program for HBCU/MI will be based on a 5-point scoring scale for criteria given below. Scores for each criteria will then be weighted based on program specifications.

No. of applications allowed per institution this cycle: 3

- Ratings should be given in whole numbers (not decimals).
- Reviewers should consider not only the relative number of strengths and weaknesses, but also the importance of these strengths and weaknesses to the criteria or to the overall impact when determining a score.
 - For example, a major strength may outweigh many minor and correctable weaknesses

Minor weakness: easily addressable weakness, does not substantially lessen impact

Moderate weakness: lessens impact

Major weakness: Severely limits impact

SCORING RUBRIC

Score	Description
1	Poor – No evidence or information provided
2	Fair – Minimal evidence; limited potential; vague; weak concepts; limited likelihood of success; limited in innovative thinking; lacks sufficient information
3	Good – Some evidence; partially developed concepts; some potential for effectiveness and success; some inconsistencies; needs work; some innovation present; requires additional information/clarification
4	Very Good – Convincing concepts with enough examples of evidence to indicate a good chance for success; clear and complete; innovative
5	Excellent – Excellent concepts; exceptional evidence; well-thought out with an extremely high likelihood of success; exemplary; highly innovative

Borrowed from State of Ohio's Straight A Fund Application Scoring & Evaluation Process, Criteria & Rubrics.

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SCORED REVIEW CRITERIA

Reviewers should consider each of the review criteria below and give a separate score for each. Note – additional solicitation specific review criteria have been incorporated into the review criteria below.

Below, please summarize the factors that informed your individual criteria scores.

1. Scientific and Technical Merit

Scientific and technical merit of the proposed research.

Strengths: Click here to enter text.

Weaknesses: Click here to enter text.

2. Relevance

Relevance of the proposed research to interests of the Agency(ies) and potential contributions of the proposed research to the DoD mission.

Strengths: Click here to enter text.

Weaknesses: Click here to enter text.

3. Potential to Enhance Research Capabilities

Potential of the proposed project to develop new research capabilities or enhance existing research capabilities and to broaden the research base in support of national defense.

Strengths: Click here to enter text.

Weaknesses: Click here to enter text.

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4. **PI Qualifications**

Qualifications of the PI to achieve the objectives of the project.

Strengths: [Click here to enter text.](#)

Weaknesses: [Click here to enter text.](#)

5. **Potential to Enhance STEM Capabilities & Education**

Potential of the project to enhance research capabilities and research education in STEM disciplines relevant to interests of the Agency(ies). **(Note: This is a Secondary evaluation criteria, of less importance than the four primary criteria above.)**

Strengths: [Click here to enter text.](#)

Weaknesses: [Click here to enter text.](#)

ADDITIONAL COMMENTS TO APPLICANT

Reviewers may provide guidance to the applicant or recommend against submission without fundamental revision.

Additional Comments to Applicants (Optional)

[Click here to enter text.](#)

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EVALUTATION SCORES

Criteria	Weight	Your Score
1. Scientific and Technical Merit	22%	
2. Relevance	22%	
3. Potential to Enhance Research Capabilities	22%	
4. PI Qualifications	22%	
5. Potential to Enhance STEM <i>(Secondary evaluation criteria)</i>	12%	
TOTAL SCORE		