

Limited Submission Review Instructions & Scoring Matrix Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program

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.

Limited Submission Review Instructions & Scoring Matrix Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program

SCORING

Selection of applications to be submitted to the Department of Education’s **Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program** will be based on a 100-point scoring system for criteria given below.

No. of applications allowed per institution this cycle: 1

- 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

Criteria	Score
Need for project	Up to 5pts
Quality of the project design	Up to 15pts
Quality of project services	Up to 20pts
Significance	Up to 5pts
Adequacy of resources	Up to 15pts
Quality of project personnel	Up to 5pts
Quality of the management plan	Up to 20pts
Quality of the project evaluation	Up to 15pts
TOTAL SCORE	Up to 100pts

Limited Submission Review Instructions & Scoring Matrix Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program

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.

<p>1. Need for project (5 pts)</p> <ul style="list-style-type: none">(1) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (2 pts)(2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (3 pts)
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>2. Quality of the project design (15 pts)</p> <ul style="list-style-type: none">(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (5 pts)(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (5 pts)(3) The extent to which the proposed project demonstrates a rationale (as defined in this notice) (5 pts).
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>3. Quality of project services (20 pts)</p> <ul style="list-style-type: none">(1) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (10 pts)(2) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 pts)(3) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project. (5 pts)

Limited Submission Review Instructions & Scoring Matrix Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program

<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>4. Significance (5 pts) (1) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population (5 pts)</p>
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>5. Adequacy of resources (15 pts) (1) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding. (15 pts)</p>
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>6. Quality of project personnel (5 pts) (1) The past experience and training of key professional personnel are directly related to the stated activity objectives; (5 pts) (2) The time commitment of key personnel is realistic. (5 pts)</p>
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>7. Quality of the management plan (20 pts) (1) The adequacy of the management plan to achieve the objectives of the proposed project on time, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (10 pts)</p>

Limited Submission Review Instructions & Scoring Matrix Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) Program

<p>(2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (10 pts)</p>
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>
<p>8. Quality of project evaluation (15 pts)</p> <p>(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (5 pts)</p> <p>(2) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (5 pts)</p> <p>(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 pts)</p>
<p>Strengths: Click here to enter text.</p> <p>Weaknesses: Click here to enter text.</p>

ADDITIONAL COMMENTS TO APPLICANT

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

<p>Additional Comments to Applicants (Optional)</p>
<p>Click here to enter text.</p>

Limited Submission Review Instructions & Scoring Matrix
**Promoting Post-baccalaureate Opportunities for Hispanic
Americans (PPOHA) Program**

EVALUTATION SCORES

Criteria	Your Score
1. Need for project	/5
2. Quality of the project design	/15
3. Quality of project services	/20
4. Significance	/5
5. Adequacy of resources	/15
6. Quality of project personnel	/5
7. Quality of the management plan	/20
8. Quality of project evaluation	/15
TOTAL SCORE	/100