

# Limited Submission Review Instructions & Scoring Matrix

## USDA HSI Education Grants Program 2020

Principal Investigator(s):

### **BACKGROUND & INSTRUCTIONS FOR REVIEWERS**

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.

#### *A final reminder for foreign nationals before you proceed:*

We want to ensure that you are eligible to receive compensation for this service. Visa type determines your eligibility for honoraria. Most common visa types eligible for honoraria: B-1, B-2, F-1 (with approval from current school/employer and additional documentation provided), J-2, WB-WT. Any visa holders not eligible for honoraria pay outside of their employing organization may NOT be eligible for payment from UTSA. Further guidance from UTSA on allowable reimbursements for most frequently used visas can be found here:

<https://international.utsa.edu/visas/guide-to-most-used-visas/index.html>. If you believe you may not be eligible for honoraria, please notify ORAU staff immediately.

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### SCORING

Selection of applications to be submitted to the **USDA HSI Education Grants Program 2020** 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: **2 Collaboration, 2 Conference**

- 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	<b>Poor</b> – No evidence or information provided
2	<b>Fair</b> – Minimal evidence; limited potential; vague; weak concepts; limited likelihood of success; limited in innovative thinking; lacks sufficient information
3	<b>Good</b> – Some evidence; partially developed concepts; some potential for effectiveness and success; some inconsistencies; needs work; some innovation present; requires additional information/clarification
4	<b>Very Good</b> – Convincing concepts with enough examples of evidence to indicate a good chance for success; clear and complete; innovative
5	<b>Excellent</b> – 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.

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

<p><b>1. Potential for Advancing Quality of Education; Significance of the Problem</b> Likelihood that the project will have an impact upon and advance the quality of FANH sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, alignment with USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.</p>
<p>Strengths:</p>  <p>Weaknesses:</p>
<p><b>2. Proposed Approach and Cooperative Linkages</b> Soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.</p>
<p>Strengths:</p>  <p>Weaknesses:</p>
<p><b>3. Institutional Capability and Capacity Building</b> The institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.</p>
<p>Strengths:</p>  <p>Weaknesses:</p>

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### 4. Key Personnel

The adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.

Strengths:

Weaknesses:

### ADDITIONAL COMMENTS TO APPLICANT

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

### Additional Comments to Applicants (Optional)

### EVALUATION SCORES

Criteria	Your Score
1. Potential for Advancing Quality of Education; Significance of the Problem	
2. Proposed Approach and Cooperative Linkages	
3. Institutional Capability and Capacity Building	
4. Key Personnel	
<b>TOTAL SCORE</b>	