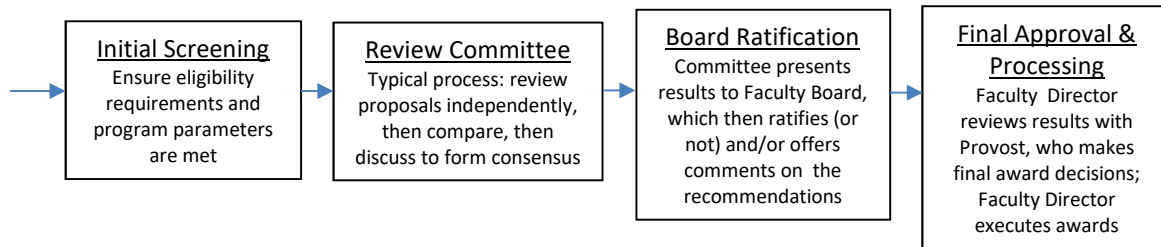


## Ciocca Center for Innovation and Entrepreneurship Research Program Proposal Review Process/Criteria



### Proposal Processing Flow

- Proposals submitted
- Initial screening: Proposals may be removed from consideration if they do not meet requirements for eligibility, if submission requirements are met, if the proposal is not in scope, etc. For this program, all proposals will be passed to the committee, although they may be flagged by the Faculty Director for any of these issues.
- Review committee evaluates proposals using evaluation criteria and rubrics, and then comparatively rates/ranks each proposal;
  - o the committee can organize itself, but a typical approach would be to start by individually reviewing proposals, then comparing reviews, then discussing to achieve some level of consensus (this is the recommended practice for Provost Office programs)
  - o Evaluations are based on the evaluation criteria (listed below) and the rubric framework (listed below)
  - o Ultimately, based on the evaluations, the proposals are rated/ranked (framework listed below) which groups the proposals into ranked sets (the NSF, NASA, SoE approach is listed below)
- Faculty advisory board reviews committee ratings/recommendations and notes their approval or not
- Faculty Director presents final recommendations for funding with the Provost, who ultimately makes funding decisions; the Faculty Director then executes the awards by working with Sponsored Projects to establish research accounts for the PIs, etc.

Conflict of Interest: All those involved in the review process, to include both review committee and faculty board members, will be bound by a Conflict of Interest policy, which is described in a separate document.

Evaluation Criteria: The stated evaluation criteria from the Call for Proposal are listed below along with a set of non-exhaustive questions to frame the evaluation of each point – the committee is welcome to edit/augment these types of questions as they see fit in order to clarify the meaning and expectations for each element of the criteria. The criteria are evaluated in terms of the general rubrics (listed below).

- Appropriateness of the proposed topic:
  - o Does the proposed topic meet the program's objective?
  - o To what extent does the proposal focus on the process/elements/characteristics of innovation and/or being entrepreneurial (in a broad sense)?
  - o Do elements of inquiry intersect with concepts relating to Jesuit practice/teachings?
  - o Does the proposed work focus on important/transformational concepts/issues?

- Is the topic well-motivated and appropriate given prior work addressing the issues or topics of interest?
- Other strengths, weaknesses, and observations?
- Anticipated impact of the completed work:
  - What is the potential for successful completion of this work to advance knowledge and understanding, to influence thought/practice, and/or to gain recognition for its significance?
  - Is the program likely to lead to high quality output appropriate for the team's area of work (e.g., a scholarly article, an artistic production, industry press, event, other)?
  - Other strengths, weaknesses, and observations?
- Quality of the research plan:
  - Does the plan describe an appropriate process for executing the proposed research?
  - Is the plan/process well-organized/reasoned, and does it have a mechanism to assess performance/success?
  - To what extent are accepted research norms appropriate and adopted?
  - Are the proposed schedule, budget and identified/available resources sufficient to achieve the proposed program?
  - Are any risks identified and addressed?
  - Other strengths, weaknesses, and observations?
- Research team's experience in the topic area:
  - Does the team have the appropriate background, knowledge, skill and qualifications to achieve strong results in conducting their proposed research?
  - Other strengths, weaknesses, and observations?
- Additional strengths, weaknesses, observations specific to the nature of the proposal

Evaluation Criteria Rubrics: For each area of evaluation listed above (e.g., appropriateness, anticipated impact, research plan, team, other), consider the identified questions and/or other relevant dimensions of the criteria and rate the proposal as:

- Strong: The proposal offers clear, well-substantiated and compelling evidence of strength as per the evaluation criteria/questions.
- Average: The proposal addresses most aspects of the evaluation criteria/questions in a positive manner.
- Weak: The proposal does not address or offers weak or poorly explained evidence/answers relating to the evaluation criteria/questions.

Overall Proposal Rating: Proposals are ultimately rated in the following manner:

- Excellent: Probably will fall in the top 10% of proposals in this subfield: highest priority for support. This category should only be used for truly outstanding proposals.
- Very Good: Probably will fall among the top third of proposals in this subfield; should be supported if funds are available.
- Good: Probably will fall in the middle third of proposals in this subfield; potentially worthy of support.
- Fair: Probably will fall among the lowest third of proposals in this subfield.
- Poor: Proposal has serious deficiencies; should not be supported.