**Norman Campus Research Council**

**Junior Faculty Fellowship**

**Proposal Review Form**

*In reviewing this proposal, you agree to abide by the confidentiality rules of the Research Council.*

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Checklist**

[ ] Signatures

[ ] Abstract (no more than 250 words)

[ ] Project Description (5 page limit)

[ ] Career Impact Statement (1 page limit)

[ ] Budget and Justification (2 page limit)

[ ] Current CV (no page limit)

[ ] Letter of Endorsement from Department Chair/School Director

[ ] Course Release Form (if applicable)

[ ] Description of plans for review from IRB, IACUC, etc., if appropriate

**Review**

The JFF guidelines provide guidance to investigators as to the review criteria. Below is a table to provide guidance to reviewers as to how to review and score the proposal. **For each review criterion, rate the quality of how well each was addressed in the proposal with a score from 1 (highly meritorious) to 5 (not competitive).** In addition, **provide a comment for each criterion**. Investigators need quality feedback, so reviewers are asked to comment on EACH criterion. Finally, reviewers are asked to provide overall comments on the proposal.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score** | **Comments** |
| Intellectual Merit of Overall Project |  |  |
| Quality and appropriateness of the Goals of the project |  |  |
| Credibility AND clarity of the methods described in the proposal |  |  |
| Preparedness of the investigator to do the proposed work |  |  |
| Potential for impact on the investigator’s scholarly program (e.g. publications, planned proposals, programs, other scholarship) |  |  |
| Appropriateness of budget and justification of resources requested  |  |  |
| Quality of the proposal writing (grammar, spelling, clarity, level of jargon, organization, inclusion of required materials) |  |  |
| Quality of endorsement and level of support for applicant and/or application described within the required Letter of Endorsement |  |  |
| Provide overall comments on the proposal: |
|  |

Rating:

Highly Meritorious (1) \_\_\_\_Meritorious (2) \_\_\_\_ Needs Minor Revisions (3) \_\_\_\_\_ Needs Major Revisions (4) \_\_\_\_\_ Not Competitive (5) \_\_\_\_\_

Reviewer Recommendation:

[ ] Place in Top Tier [ ] Place in Second Tier [ ] Place in Lowest Tier

Reviewer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_