

California University of Pennsylvania
Funds for Student Research Projects Proposal Evaluation Form

Proposal Date		Student's Major	
Student Name		Department	
Faculty Mentor Name		Amount Requested	<input type="checkbox"/> Category 1 Proposal <input type="checkbox"/> Category 2 Proposal
Proposal Title			

A. COVER SHEET/PROJECT INFORMATION

If the answer to any of the questions below is "no," the proposal is either rejected or returned for revision and resubmission.

Is the student in good academic and conduct standing?	Y	N
Is the principal investigator an undergraduate or graduate student?	Y	N
Is the student enrolled full time during the time frame of the proposal?	Y	N
Is a faculty member identified as a faculty mentor/sponsor?	Y	N
If the request asks for student stipend is it:		
\$200 stipend (maximum of 27.5 hours)?		
\$350 stipend (maximum of 47.5 hours)?	NA	Y
\$500 stipend (maximum of 68 hours)?		N
Is the request for anything other than allowable expenditures? (See Section B of 'Guidelines' document.)	Y	N
Has/Will the student acquired/acquire the necessary IRB and/or IACUC documentation?	NA	Y

Evaluation Description	Range	Score
B. Cover Letter The cover letter uses professionally written English with clear descriptions of the student's academic/professional goals. The text clearly describes how the student became interested in this project and conveys a curiosity or interest that the project will explore.	0-5	
C1. Project Description– Academic Merit The proposal clearly states the scholarly/creative question and establishes how it contributes to the current disciplinary conversation. There are connections between the project and the disciplinary conversation as evidenced by appropriate discussion of research and/or creative literature with appropriate citations.	0-10	
C2. Project Description– Quality of Scholarly Process/Research Design The description provides clear, reasonable procedures/research methods/creative process for completing this project. The description includes strong evidence of methodologies rooted in established procedures (or extending them) accepted in the discipline as evidenced by appropriate references to the discipline's literature.	0-10	
C3. Project Timeline Feasibility The text provides excellent descriptions of the anticipated project tasks and a timeline for their completion that conveys thoughtful consideration of the project's scope and reasonable expectation that the project will be completed by the student in the time allocated.	0-5	
C4. Expected Outcomes Outcomes are described clearly and in detail. Thoughtful discussion of the project's contribution to the discipline or to student learning. Excellent description of the expectation of presentation of the results at Cal U campus-wide forums, state or national professional meetings or events, and/or academic publications.	0-5	
D. Bibliography References are appropriate for the project and the discipline.	0-2	
E. Budget The budget demonstrates in clear, detailed and organized fashion that the funds will be spent on reasonable items necessary for completion of the project. The budget conveys thoughtful and prudent use of Cal U funds.	0-4	
F. Student Resume/CV Excellent account of student experiences that demonstrates how the project will contribute to the student's research experience. Evidence of previous research accomplishments (published research or research presented at local, regional and/or national conferences).	0-5	
G. Faculty CV Faculty member possesses necessary expertise to mentor student.	0-1	
H. Letters of Support Letters demonstrate Cal U faculty mentorship.	0-2	
Proposal Quality & Clarity A judgment based on a holistic assessment of the proposal's professionalism, clarity in conveying the proposed work, and adherence to submission guidelines.	0-5	
Total Points Possible	54	

Evaluator Signature	Division	LA	S&T	EHS	Grad
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