



## PROPOSAL EVALUATION FORM

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PRINCIPAL INVESTIGATOR

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TITLE

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Please evaluate this proposal using the criteria presented on the back of this review form.  
Continue on additional sheet(s) as necessary.

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OVERALL RATING:

EXCELLENT

VERY GOOD

GOOD

FAIR

POOR

REVIEWER'S SIGNATURE:

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REVIEWER'S NAME, ADDRESS AND PHONE NUMBER:

The Committee's major concern is the likelihood that the research proposed: (1) is soundly conceived in terms of work currently in the field, existing literature on the subject, and appropriateness of methodology for the task; (2) will produce advancement of present knowledge in the discipline because of its originality or its method; and (3) is within the capability of the researcher in terms of his/her past training, publication, and scholarly reputation. If you would address these three criteria in your review, it would be of tremendous assistance to the Committee. A rating form is enclosed for your convenience.

Excellent: Important research undertaken by a qualified investigator who can be expected to make substantial progress. This rating should be reserved for truly excellent proposals, but should be used without hesitation when warranted. Top priority for funding.

Very Good: Proposal considered superior, both for the intrinsic merit of the project and the ability of the investigator. Should be supported.

Good: Worthwhile research by competent investigator, but routine in nature. May be supported if funds are available.

Fair: Proposal has serious deficiencies that decrease the probability of successful completion. Might merit consideration if resubmitted with major changes.

Poor: Clearly not deserving of support.

## SAMPLE LETTER TO EXTERNAL REVIEWERS

Dear \_\_\_\_\_:

Villanova University sponsors in-house Summer Research Fellowships and Research Support Grants during the summer months. \_\_\_\_\_ of the \_\_\_\_\_ Department is an applicant for a 2000 grant and has submitted your name as one who would be qualified to make an evaluation of his/her research proposal. We would very much appreciate your review of the enclosed proposal to assist our Faculty Research Fellowship Grant Committee in determining the relative merit of this particular proposal.

In addition, we are interested in your perception of the possibilities that the completed research would be publishable, in book or journal form, and that it could lead to further research fundable by foundations, corporations, or government agencies.

Finally, we ask that you give an overall rating to this proposal using one of the ratings on the back of the Proposal Evaluation Form.

**CONFIDENTIALITY OF PROPOSALS:** No material from the proposal should be copied or quoted or otherwise used without permission of the author.

If you believe that a colleague can make a substantive contribution to the review, please consult me before disclosing either the contents of the proposal or the applicant's name. When you have completed the review, please return the materials by \_\_\_\_\_, 20\_\_ to:

Milton T. Cole, Ph.D.  
Assistant Vice President for Academic Affairs of Research And Sponsored Projects  
Room 101, Tolentine Hall  
Villanova University  
Villanova, PA 19085-1699

If external reviews are not received, the proposal will not be approved. Thus, your review is critical. If you are unable to review the proposal or if you have questions concerning the process, please do not hesitate to call me at (610) 519-4220.

The Office will **not** release your review to the applicant. It will be kept absolutely confidential. If you wish the applicant to receive the review, please feel free to send it to him/her.

Thank you for your consideration.

Sincerely,

Milton T. Cole, Ph.D.  
Research and Sponsored Projects

Enclosures: Proposal Rating Form

