



Reviewer Guidelines

Formatting:

General: Font: Arial or Helvetica, size 11; Spacing: single spaced, ½ inch minimum margins

Length: Proposal: **One** page maximum (*including title, see below*); Figures & Bibliography should come at the end and combined should be **no more than two pages**.

PAGE 1

Title: Should be descriptive and specific as related to the project, avoiding unnecessary jargon.

Main Text (2 parts, brief summary and main proposal)

Brief Summary: 50 words (approximately)

- An “Elevator Pitch” summary of the project. What is the importance or goal (significance)? What makes the student most excited about this project?
- Project briefly and clearly explained in terms suitable for a non-expert to understand.

Main Proposal: 500 words (approximately)

- Objective – What question or problem does the proposal address? Including only relevant background information to help a non-expert understand why the proposal is of interest or importance. This should **not** be the majority of the submission.
- Description of processes, activities and time table, including key methods, equipment, sources and preliminary data.
- Applicant should consider word length and the level of complexity of writing carefully – balancing the need to communicate methods with the tendency for jargon and detail that can lose a reader.
- Results – What is the expected outcome of the project? What are they trying to achieve?

PAGES 2 – 3

Figures (Data, Schematics, Photos, or Other Essential Graphical Elements)

- Should include *relevant* figures, focusing on their particular work (not a generic schematic copied from the web, for example).
- All graphical elements should be large enough to be readable and should have clear, informative captions.

Bibliography (list of references/citations) should be included at the end.

Please rank proposals on a 1- 5 scale and provide constructive feedback to help the students strengthen future proposals. Feedback is provided to students upon their request.

HOOR Proposal Ranking Guide	
Score	Descriptor
1	Poor
2	Satisfactory
3	Good
4	Very Good
5	Exceptional