Reviewer Guidelines

PURA and Summer PURA Submissions

Please rank based on the scale provided below. It is critical that you **provide constructive feedback** to help our students strengthen future proposals. Feedback is provided to all students upon their request.

HOUR Proposal Ranking Guide*		
Score	**Descriptor**	**Funding**
1	Poor	do not fund
2	Satisfactory	do not fund
3	Good	
4	Very Good	consider for funding
5	Exceptional	fund
*** Note that proposals with an average score of 4.5 - 5.0 are generally funded. All proposals are reviewed by two reviewers.***		

General

Length: Proposal: **Two** page maximum

       Figures & Bibliography: **Two** page maximum (combined); should come at the end.

Language: Students are told to consider word length and level of complexity of their writing carefully. They should balance the need to communicate their methods with the tendency for jargon and detail that can lose the reader.

Project: It should be clear that the student is doing the project, even if part of a larger group/ lab.

Proposal

Brief Summary/ Introduction: *(about one paragraph)*
- Should briefly and clearly explain the project/ hypothesis in terms a non-expert can understand (elevator pitch)

Main Proposal:
- Objective/ Problem – should be specific, relevant and practical.
- Importance/ Significance – Impact of project should be clearly stated.
- Methodology – Processes and activities including key methods, equipment, sources and preliminary data should be described
- Time table – Approximate schedule of activities/ process should be discussed.
- Results – What is the expected outcome? What should be achieved?
- Next steps –
    - Where will they go next in their research?
    - Will they be presenting the project (campus event, conference, publish, other)?

Supplementary Materials

       All Figures and citations should be accurately referenced in the proposal.

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.