

## HAC Research Proposal Evaluation Guidelines

When evaluating research (i.e., faculty fellowship, and faculty research grant) proposals, members of the HAC will base their judgments on an evaluation of how well the proposal meets the criteria put forth in these guidelines. Committee members will evaluate proposals on each of the overall criteria listed below.

<b>Criterion</b>	<b>Explanation</b>
Background	Has the author clearly explained relevant prior research? Is the proposed research clearly grounded in past work on the topic? What is the intellectual merit of the proposed activity?
Objectives	Is there a clear statement of the research hypothesis/goal of the project?
Significance to the Author	How will the project complement the author's program of research? (i.e., is the project related to a continuous program of research with a long-term goal?)
Significance to the Field	How important is the proposed activity to advancing knowledge or understanding within its own field or across different fields? What are the basic and applied significance of the project?
Methodology	Is the method(s) of approach to addressing the primary research question appropriate and clear? Is it clear how the data will be analyzed? Is there sufficient access to resources?
Reporting	Has the author clearly stated how the results will be disseminated to enhance scientific and technological understanding?
Broader Impact	Does the activity promote teaching, student learning, new course development, new concept development? Does the proposed activity enhance the infrastructure for research and education, such as facilities, instrumentation, networks, partnership or outside funding?
Budget	Did the author follow the budgetary guidelines of the grant? Are all budget lines adequately justified, including specific equipment and supply costs and estimates of number of hours/pay scale for personnel (e.g., students; other personnel)?
CV	How well qualified is the author (and any other personnel) to conduct the project? Is there a track record in the subject area being proposed? If the author has been supported by HAC in the past, what are the outcomes of these grants? Has the author presented the work at professional conferences? Have any publications resulted

	from the work? Has the author made any effort to seek external funding?
Overall Quality of Proposal	Is the proposal well written? Has the author described the topic in a way that is comprehensible to people who are not experts in his or her field?
Outcomes of Prior HAC Grants	If the author has been supported by HAC in the past, what are the outcomes of these grants? Has the author presented the work at professional conferences? Have any publications resulted from the work? Has the author made any effort to seek external funding?