

	3 points	2 points	1 points	0 points	TOTAL	NOTES
Abstract						
Aims/Outcomes	Aims and outcomes of the project are very clear; reviewer can clearly articulate the project	Aims and outcomes of the project are unclear at times; reviewer can articulate the project but needed to refer to the glossary often.	Aims and outcomes of the project are hard to understand; reviewer can articulate parts of the project but needed to refer to the glossary and/or look things up on their own.	Aims and outcomes of the project are unclear; reviewer cannot articulate the project.	/3	
Methodology	Methodology and/or project plan and concepts are clear and can be articulated by the reviewer.	Methodology and/or project plan and concepts are unclear; reviewer had to refer to glossary or look up concepts on their own.	Methodology and/or project plan and concepts are unclear and not understood by the reviewer.	Methodology and/or project plan and concepts are not present in the abstract.	/3	
Data Collection/Project Goal(s)	Data collection/project goal is described and easy to understand and can be articulated by the reviewer.	Data collection/project goal is unclear; reviewer had to refer to glossary or look up concepts on their own.	Data collection/project goal is unclear and not understood by the reviewer.	Data collection/project goal is not described in the abstract.	/3	
Resources Needed	Resources needed to carry out the project are clear and understood by the reviewer.	Resources needed to carry out the project are unclear and the reviewer has a hard time understanding why they are needed.	Resources needed to carry out the project are unclear and not understood by the reviewer.	Resources needed to carry out the project are not listed in the abstract.	/3	

Accessibility	Abstract is mostly free of jargon	Abstract has some jargon; reviewer refers to the glossary a few times.	Abstract has lots of jargon; reviewer refers to the glossary a few times.	Abstract is full of jargon and not understood by a graduate student regardless of their department.	/3	
Abstract Structure	Applicant follows instructions for the abstract - the abstract does not use the first person, and acknowledges what MDRF funds will be used for.	Applicant follows some instructions but makes one error by using the first person or does not acknowledge what MDRF funds will be used for.	Applicant follows some instructions but makes two errors by using the first person or does not acknowledge what MDRF funds will be used for.	Applicant does not follow instructions for the abstract.	/3	
ABSTRACT TOTAL						/18
Project Plan						
Aims/Outcomes	Aims and outcomes of research/project are clearly listed and reviewer can accurately describe them.	Aims and outcomes of research/project are slightly unclear; reviewer can mostly describe them	Aims and outcomes of research/project are unclear; reviewer struggles to describe them.	Aims and outcomes of research/project are completely unclear or missing; reviewer cannot understand them.	/3	
Background/Significance	The background, previous studies, and/or significance of the project is clear and can be articulated by the reviewer.	The background, previous studies, and/or significance of the project are unclear at times, but the reviewer can mostly articulate them.	The background, previous studies, and/or significance of the project unclear; reviewer struggles to describe them.	The background, previous studies and/or the significance of the project completely unclear or missing; reviewer cannot understand them.	/3	
Progress Report/Preliminary Studies	The progress report/preliminary studies section is	The progress report/preliminary studies section is	The progress report/preliminary studies section is	The progress report/preliminary studies section is	/3	

	clear and can be articulated by the reviewer.	unclear at times, but the reviewer can mostly articulate them.	unclear; reviewer struggles to describe them.	completely unclear or missing; reviewer cannot understand them.		
Resources Needed	The resources needed for the project are clearly stated and reviewer understands why they are needed.	The resources needed for the project are stated, but their purpose is a bit unclear.	The resources needed for the project are not clearly stated and/or the reviewer cannot understand why these resources are needed.	The resources needed for the project are not stated.	/3	
Project Plan Structure	Applicant follows instructions for the project plan - avoids jargon but defines any words that are considered jargon.	Applicant follows instructions, but makes one error by using jargon or not adequately defining jargon.	Application follows some instructions, but makes two errors by using heavy jargon, and/or not defining jargon.	Applicant does not follow instructions for the research/project plan - too much jargon and/or not adequately defined jargon.	/3	
PROJECT PLAN TOTAL						/15
Budget						
Itemization	All items needed for project are clearly itemized (including shipping).	Most items needed for project are clearly itemized, but 1-2 items are missing (including shipping).	Items needed for project are itemized, but there are 2 or more errors (including shipping).	Items needed for research are not present and/or there are significant errors.	/3	
Organization	Quantity, unit cost, and total cost add up (i.e. 2 items at \$10 each = \$20	There are 1-2 errors in the budget form dealing with quantity, unit cost,	There are 3-5 errors in the budget form dealing with quantity, unit cost,	Quantity, unit cost, and total cost do not add up (i.e. 2 items at \$10 each = \$10		

	total) thereby making the budget organized.	and total cost.	and total cost.	total) thereby making the budget disorganized.	/3	
Mathematical Accuracy	Budget contains no mathematical errors.	Math is mostly correct in all budget sections, but there are 1-2 errors.	Math is mostly incorrect in all budget sections; includes 2-5 errors.	Math is largely incorrect in all budget sections; includes more than 5 errors.	/3	
Quotes	There are three quotes for each non-flat rate line item over \$200.00. Each quote is in the correct order and marked (price and total cost) appropriately. OR Quotes are not applicable for this application. There are no line items over \$200.00 that are non-flat rate.	If required, quotes are highlighted and marked, but there is some confusion and disorganization.	If required, most quotes are highlighted in a confusing way, include unnecessary pages, and/or or are in the incorrect order.	If required, all quotes are highlighted in a confusing way, include unnecessary pages, and/or or are in the incorrect order. At least 1 quote was missing for non-flat rate line items over \$200.00.	/3	
BUDGET TOTAL						/12
Budget Justification						
Accessibility	The budget justification is clear, and all items described are fundable.	The budget justification is unclear for 1-2 items. All items described are	The budget justification is confusing and relatively short (less than 2 paragraphs).	The budget is not justified and/or there are more than 1 non fundable items.	/3	

		fundable.	1 item is not fundable.			
Sufficient Justification (Note: quantity justification explains why x number of items/participants are needed. Duration justification explains why x number of days are needed for a trip, for example.)	All items in the budget are justified such that the reviewer understands and can articulate why each item is needed in quantity and/or duration.	Some items in the budget are not sufficiently justified. The reviewer understands and can articulate why some items are needed in quantity and/or duration.	Many items in the budget are not sufficiently justified. Reviewer struggles to articulate why many items are needed in quantity and/or duration.	All items in the budget are not sufficiently justified. Reviewer cannot articulate why the budget items are needed in quantity or duration.	/3	
Budget Justification Structure	All budget items are justified separately and listed in the order they appear in budget section C.	Some (1-2) budget items are justified together and/or are in the incorrect order.	Many (3-4) budget items are justified together and/or are in the incorrect order.	Items are not justified or more than 5 of the items are listed in the correct order.	/3	
BUDGET JUSTIFICATION TOTAL						/9
Application Format						
Followed Instructions	The applicant followed all instructions on the application.	The applicant followed most instructions, but there are 1-2 errors.	The applicant followed some instructions but there are 3-5 errors.	The applicant did not follow instructions. There are more than 5 errors.	/3	
Appropriate Glossary	Glossary contains appropriately defined words, and is well organized.	Glossary contains appropriately defined words, but 1-2 words are	Glossary includes 3-5 words that should not be OR 3-5 words should have been	Glossary is also jargon-heavy, disorganized, includes		

		included that should not be OR 1-2 words should have been included.	included.	inappropriate (i.e. common) words and/or is absent.	/3	
Application Name	Student used their first and last name as the title of the application.	(NA)	(NA)	Student titled their application with anything different from their name.	/3	
Components Included	All necessary application components are included: 1. Application Status 2. Letter of Recommendation 4. Human subject use 5. Animal use 6. Documentation of Access 7. Appendices	1-2 necessary application components are not included: 1. Application Status 2. Letter of Recommendation 4. Human subject use 5. Animal use 6. Documentation of Access 7. Appendices	3-5 necessary application are not included: 1. Application Status 2. Letter of Recommendation 4. Human subject use 5. Animal use 6. Documentation of Access 7. Appendices	More than 5 necessary application components are not included: 1. Application Status 2. Letter of Recommendation 4. Human subject use 5. Animal use 6. Documentation of Access 7. Appendices	/3	
APPLICATION FORMAT TOTAL						/12
TOTAL						/66

NOTE - missing application components, missing quotes, incomplete/outdated CMA forms, budget mathematical errors, an unjustifiable budget, or extremely unclear abstract, research/project plan, and overall unclear application also results in no funding.