

## RUBRIC FOR REVIEW OF STUDENT RESEARCH GRANT PROPOSALS

Instructions: Score each section of the proposal according to the criteria and points indicated.

<b>Proposal Number:</b>		
<b>Title:</b>		
<b>Section</b>	<b>Points</b>	<b>Comments:</b>
<b>PROJECT CONCEPT</b>		
<b>Abstract (250 words)</b> Applicant concisely and completely describes the project goal(s)/hypothesis (1 pt), specific aims (1 pt), research methods (1 pt), expected results (1 pt), and significance/relevance to SSO:USA’s mission (1 pt). (250 words maximum; if applicant exceeds word count, subtract 1 pt)	____/5	
<b>Background and significance</b> Does the proposed study: <ul style="list-style-type: none"> <li>- address an important problem? (3 pts)</li> <li>- relate to one or more of the priorities of SSO:USA? (2 pts)</li> </ul>	____/5	
<b>Method</b> Applicant provides conceptual framework, design, sample, methods, and analyses that are adequately developed, well-integrated, well-reasoned, and appropriate to the aims of the project. (7 pts) Applicant acknowledges potential problem areas and considers alternative strategies. (3 pts)	____/10	
<b>Ethics: data collection and management</b> If the project includes human subjects: <ul style="list-style-type: none"> <li>- plans for protection of human subjects are thoroughly outlined, and (if relevant), inclusion of vulnerable subjects is justified (4 pts) <b>OR</b></li> </ul> If the project involves publicly available data sets or other non-human subjects research: <ul style="list-style-type: none"> <li>- are the plans for ethical engagement described? (4 pts)</li> </ul> For all designs: <ul style="list-style-type: none"> <li>- is protection of the data sufficient and appropriately described? (1 pt)</li> </ul>	____/5	
<b>Connection of research to SSO: USA mission</b> The applicant describes how the project supports the mission of the SSO:USA to build the body of knowledge in occupational science to benefit humanity. ( 6 pts) Applicant addresses potential of the project to support future research. (4 pts)	____/10	

<b>PROJECT LOGISTICS</b>		
<p><b>Biographical Sketch</b></p> <p>The biographical Sketch of student investigator:</p> <ul style="list-style-type: none"> <li>- includes a personal statement discussing skills and expertise relevant to the project and research goals and experiences. (3 pts)</li> <li>- lists previous education, scholarly products &amp; any relevant awards. (2 pts)</li> </ul> <p>NIH format optional. (2 pages maximum; subtract 1 pt if over 2 pages)</p>	<p>____/5</p>	
<p><b>Resources and research environment</b></p> <p>Does the applicant:</p> <ul style="list-style-type: none"> <li>- describe the resources and environment that will support the successful completion of the project/Specify the process if building on an existing protocol (1 pt)</li> <li>- describe current funding or potential additional funding sources (1 pt)</li> <li>- include a general statement about the mentoring resources and support available to this project. (1 pt)</li> </ul> <p>(1 page maximum; subtract 1 pt if over 1 page)</p>	<p>____/3</p>	
<p><b>Budget and Budget Justification</b></p> <p>Applicant provides a budget amount and justification for (2 pts total):</p> <ol style="list-style-type: none"> <li>A. Research Personnel</li> <li>B. Research Supplies</li> <li>C. Research Equipment</li> <li>D. Research Travel</li> <li>E. Consultants</li> <li>F. Publication and Data Analysis Costs</li> <li>G. Other</li> </ol> <p>Describes how budget is appropriate for project (2 pts) (1 page maximum; subtract 1 pt if exceeds limit)</p>	<p>____/4</p>	
<p><b>Project Plan</b></p> <p>Applicant provides a timeline for the project that includes :</p> <ul style="list-style-type: none"> <li>- primary actions and actors to initiate, complete, and disseminate the project (3 pts)</li> </ul> <p>(1 page maximum – if exceeds, subtract 1 pt)</p>	<p>____/3</p>	
<p><b>Total</b></p>	<p>____/50</p>	<p><b>Additional Comments:</b></p>