

**CARET Reviewer Rubric**

**Score (out of 30): \_\_\_\_\_**

	<b>Outstanding (5 points)</b>	<b>Adequate (3-4 points)</b>	<b>Unsatisfactory (0-2 points)</b>
<p><b>Quality of Writing</b></p> <p>_____ Points (out of 5)</p>	<ul style="list-style-type: none"> <li>The quality of the writing is excellent</li> <li>There are no grammar, spelling, or punctuation errors</li> <li>Sentences flow together well</li> <li>Paragraphs have clear topic sentences and supporting ideas</li> </ul>	<ul style="list-style-type: none"> <li>There are minor errors in grammar, spelling, and/or punctuation</li> <li>There are minor errors in sentence and paragraph construction</li> </ul>	<ul style="list-style-type: none"> <li>There are major errors in grammar, spelling, and/or punctuation</li> <li>There are major errors in sentence and paragraph construction</li> <li>These errors result in some or all of the application being incoherent to the reader</li> </ul>
<p><b>Faculty Member Interest/ Experience in Mentoring Undergraduate Research/Creative Activity</b></p> <p>_____ Points (out of 5)</p>	<ul style="list-style-type: none"> <li>There is a clear description of the faculty member’s <u>interest</u> in mentoring undergraduate research/creative activity (how the faculty mentor got interested in mentoring undergraduates, benefits for the student, benefits for the faculty mentor, benefits for KSU, etc.)</li> <li>There is a clear description of the faculty member’s <u>past experience</u> (if applicable) in mentoring undergraduate research/creative activity (approximate number of students mentored; number of years’ experience; types of products that emerge, such as publications and presentations; ways in which students have been involved in the past, etc.).</li> <li>[Note that it is not necessary for faculty members to have experience; faculty members without prior experience should talk more in depth about their interest in mentoring undergraduates]</li> </ul>	<ul style="list-style-type: none"> <li>There are minor issues in this section (e.g., the section lacks some details regarding interest and/or experience in mentoring undergraduates in research/creative activity)</li> </ul>	<ul style="list-style-type: none"> <li>There are major issues in this section (e.g., the faculty member has not indicated whether he/she has past experiences mentoring undergraduate research/creative activity; there is no statement of interest)</li> </ul>
<p><b>Project Description</b></p> <p>_____ Points (out of 5)</p>	<ul style="list-style-type: none"> <li>The project description contains background information on the topic, including references.</li> <li>There is a clear description of the topic leading to a well-formulated research question or hypothesis.</li> <li>It is clear to the reader that the research/creative activity is novel and will make a contribution to the faculty member’s field.</li> <li>The research/creative activity methodology is clearly explained.</li> </ul>	<ul style="list-style-type: none"> <li>There are minor issues in this section (e.g., the project description lacks some detail, the research question is not fully formulated, it is not completely clear if the research makes a unique contribution to the literature in the field).</li> </ul>	<ul style="list-style-type: none"> <li>There are major issues in this section (e.g., the project description is so short that the reader is unable to understand the background on the topic or proposed research that the student conducted).</li> </ul>
<p><b>Project Budget</b></p> <p>_____ Points (out of 5)</p>	<ul style="list-style-type: none"> <li>There is a complete list of expenses that will be paid for through the grant.</li> <li>The list of expenses is itemized with exact or near exact costs associated with each item.</li> <li>The budget is at or below \$7500.</li> <li>At least some of the budget is student focused (e.g., travel money for the students).</li> </ul>	<ul style="list-style-type: none"> <li>There are minor issues in this section (e.g., some expenses are not fully itemized, the itemized list is vague or somewhat incomplete).</li> </ul>	<ul style="list-style-type: none"> <li>There are major issues in this section (e.g., there is no itemized list of expenses, the budget greatly exceeds \$7500, the funding is not student focused).</li> </ul>

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<p><b>Project Outline and Timeline</b></p> <p>_____ <b>Points</b> (out of 5)</p>	<ul style="list-style-type: none"> <li>• There is a clear, detailed timeline for tasks involved with the project.</li> <li>• The timeline is doable and realistic for the time frame.</li> </ul>	<ul style="list-style-type: none"> <li>• There are minor issues in this section (e.g., the timeline is unclear in a few places)</li> </ul>	<ul style="list-style-type: none"> <li>• There are major issues in this section (e.g., the timeline is very vague, the outline of tasks is clearly not realistic for the time frame)</li> </ul>
<p><b>Student Roles and Student Learning Outcomes</b></p> <p>_____ <b>Points</b> (out of 5)</p>	<ul style="list-style-type: none"> <li>• There is a clear description of how student learning will be affected by this award. For example, what learning outcomes will be achieved through this project? How will getting this award positively affect the students' future?</li> <li>• There is a clear description of the specific disciplinary skills in research and/or creative activity that students will demonstrate as a result of their participation in this project.</li> <li>• There is a clear description of the role that the students will play in the research/creative activity. For example, will the students generate the research question, design the study, collect data, analyze data, etc.? How involved will the students be in the research/creative activity?</li> </ul>	<ul style="list-style-type: none"> <li>• There are minor issues in this section (e.g., the learning outcomes or future impact are somewhat unclear, the role of the students in the project is somewhat unclear)</li> </ul>	<ul style="list-style-type: none"> <li>• There are major issues in this section (e.g., the section is so short that it's not at all clear how student learning will be impacted or what the role of the students will be in the project)</li> </ul>