PSC-CUNY Research Award Program

Grants Proposal System Review Process

Evaluator’s Guide
CONTENTS

PSC-CUNY Evaluator’s Guide Note................................................................. 3

Accessing the Grants Proposal System ......................................................... 5

Selecting Tasks ......................................................................................... 6

Evaluate Application Task Queue............................................................... 7

Evaluate Application Page........................................................................... 8

Entering the Evaluation.............................................................................. 10
  -Traditional A and Traditional B
  -Enhanced

Reviewer Status....................................................................................... 11
  -Traditional A and Traditional B
  -Enhanced

Entering a Score and Feedback ................................................................. 12
  -Traditional A and Traditional B
  -Enhanced

Completing the Review............................................................................ 13
PSC-CUNY Evaluator’s Guide Note

The PSC-CUNY Research Award Program is a collaborative effort between the Professional Staff Congress (PSC) and the City University of New York (CUNY) to provide a vehicle to facilitate research by CUNY faculty. It is designed to support activities in the creative arts and all academically relevant research in the areas of natural science, social science, and the humanities. The Program provides grants up to $12,000 to successful applicants. Proposals are evaluated by experts before final funding decisions are made.

We currently support three award types:

- Traditional A (TRADA), which offers funding up to $3,500
- Traditional B (TRADB), which offers funding up to $6,000
- Enhanced (ENHC), which offers funding up to $12,000

You have been highly recommended as a grant evaluator for a submitted proposal. We greatly appreciate your willingness to assist by supplying an expert opinion on the merits of the proposal.

Evaluation Criteria

Your detailed evaluation must address the following areas:

- The significance and originality of the proposal;
- Provide a critical analysis of the proposal’s merit (scholarly and/or scientific);
- Comment on the appropriateness of the requested budget;
- Provide constructive recommendations when being critical of the proposal;
- Comment on whether the proposal should be funded with specific rationale.

Proposals must be judged on their scholarly merit, originality and significance of the proposed research, and the ability of the applicant to perform the work successfully.

Traditional A and Traditional B

Award applications must be evaluated by members of the review panel responsible for processing the applications.

Reviewers of Traditional A and Traditional B applications will be given the opportunity to leave applicable Feedback from a list provided by the system during the evaluation. These results will be visible to the Traditional A and Traditional B applicants. Commentary left in the Evaluation Notes section will be available to the Panel Chair but not visible to Traditional A and Traditional B applicants.
Enhanced Award applications may be evaluated by individuals with the requisite expertise, internal or external to CUNY.

The Feedback list will not be available during Enhanced proposal reviews.

Your unedited comments entered in the Evaluation Notes will be provided to the applicants of Enhanced awards only and should not contain any personal identifying information (i.e. your name, institution) or numerical score. The comments must offer an informative assessment of the proposal that supports the overall score. Deficiencies in the project design should be identified to assist the applicant, who may wish to revise the proposal for resubmission to this or other programs.

Please review the pages that follow. They detail how to access the Grants Proposal System as a grant evaluator.

If you have any question, please contact us at PSC_CUNY@rfcuny.org or 212-417-8475.

Please note, the Program no longer supports honoraria payments.
Accessing the Grants Proposal System

Please direct your internet browser to: [https://www.rfcuny.org/gp/welcome.aspx](https://www.rfcuny.org/gp/welcome.aspx)

Here you will login to the Grants Proposal System using your User Information as provided by the Research Foundation CUNY. If you are in need of this information, please contact PSC-CUNY ([PSC_CUNY@rfcuny.org](mailto:PSC_CUNY@rfcuny.org)).

Enter your assigned User ID/Password and click the *Sign In* button.
Selecting Tasks

Upon successful entry to the Grants Proposal System, the user will be directed to the Welcome page. From this page all task notifications may be found.

In the top right, the Alerts box provides access to all pending applications assigned for review.

To access the application(s), click on the Click here link.
Evaluate Application Task Queue

For each application received, an **Evaluate Application** task is generated to your queue. Initially, this task will be found in your **Open Tasks** but will be moved to **Closed Tasks** when the review has been submitted. The number of tasks listed under **Open Tasks** will therefore decrease accordingly.

To access an application, click on the *application number* in the Number column.
Evaluate Application Page

The Evaluate Application Page allows a reviewer to:

- View the Abstract
- View the Proposal (Project Description) and other attachments
- Write your evaluation
- Score the proposal from 1(Excellent) to 5(Poor)
- Select feedback, if applicable
- Certify and complete your evaluation
To view the abstract, click the **View Abstract** button. A new HTML window will open displaying the abstract. The **Abstract** lists all pertinent proposal information.

Click the **Open Attachments** button to view the submitted attachments. Attachments will include the **Project Description**, **Appendices** and in the case of Enhanced (ENHC) Awards, will contain the **Detailed Budget Justification**.

After you select the **Open Attachments** button, you will arrive at a similar screen listing all of the attachments for the particular application. To access and view the attachment, click the **Download File** link.

If you experience difficulty opening the file attachments, please contact us immediately (referencing the application number) at PSC_CUNY@rfcuny.org or 212-417-8475.

To navigate back to the Evaluate Application Page, click the **Back to Task** button.

If at any time you wish to **close** the application, click the **CLOSE** button.
Entering the Evaluation

When you have thoroughly reviewed the Abstract, Project Description and any other supporting documents or materials, scroll to the Evaluation Notes section. Provided here is the text box to enter your notes and review of the proposal.

Traditional A and Traditional B:
It is recommended that every evaluation include notes, however for Traditional A and Traditional B awards the Evaluation Notes section is not required. Should you enter notes in this section the information will only be visible to the Panel Chair once you certify the evaluation. The applicant will be unable to view anything entered in this section.

Enhanced Awards:
The Evaluation Notes section MUST be completed for all Enhanced proposals. Once completed, the evaluation notes will be visible to the Panel Chair and to the applicant.

Please include evaluative comments that address the following criteria:
- Significance and originality of the proposal.
- Critical analysis of scholarly and/or scientific merit of the proposal.
- Appropriateness of the requested budget.
- Constructive recommendations when being critical of the proposal.

Please compose your evaluation in a word processing application and save it, then copy and paste it into the Evaluation Notes box.

Click the save button and view the contents of the textbox to ensure the system successfully recorded the evaluation.

To save your progress at any time, click the save button.
Reviewer Status

**Traditional A and Traditional B:**

Evaluations of Traditional A (TradA) and Traditional B (TradB) Awards must be performed/supplied by members of the panel responsible for processing the application. Therefore, in reviewing a TradA or TradB application the Type of Reviewer selection will be limited to *I’m a Review Panel Member*.

**Enhanced:**

Enhanced (ENHC) proposals may be evaluated by reviewers which are [internal](#) or [external](#) to the CUNY network. As such, you will be required to select your status as either *I am a CUNY reviewer* or *I am a non-CUNY reviewer*.

N.B.: The PSC-CUNY Research Award Program no longer supports honoraria payments for external reviewers.
Entering a Score and Feedback

To complete the evaluation you must select a score for the application ranging from 1 (Excellent) to 5 (Poor).

From the dropdown menu, select the score which is most appropriate and descriptive of the proposal.

Traditional A and Traditional B:

The Feedback check list will only be available for reviewers of Traditional A and Traditional B applications.

When the score chosen is equal to or greater than 2 (i.e. rating of 2 [Very Good] through 5 [Poor], as seen above), the reviewer is required to select the appropriate, applicable reasons from the feedback list provided.

Should the reviewer select a score of 1 (Excellent) the list of Feedback (as below) will not be visible.

Enhanced:

The Feedback option is not available for Enhanced proposals. Detailed commentary, suggestions and evaluative criticism should be included in the Evaluation Notes section.
Completing the Review

Satisfied with the evaluation, click the **Certify Evaluation** button to submit your review.

Confirmation of a completed review will be given in the system (as below) and via email.

Clicking **Finish** will return the reviewer to their Open Task queue.

Thank you for your analysis!