

Dean's Projects: Guidelines for Adjudicators

Please email the completed excel grading sheet to deans.projects@usask.ca.

Section 1: Project Description	30 points
○ Background Information (including importance and significance)	
○ Hypothesis and Expected Outcomes	
○ Detailed Timeline	
○ Quality and Clarity of Methodology and Analysis	
○ Deliverables of the Applicant and Supervisor	
○ Overall Impression of Feasibility	
○ Project Proposal Language	
Section 2: Student Statement	10 points
○ Capability and Experience	
Section 3: Supervisor Statement	10 points
○ Supervisor Expectations	
○ Contingency Plan	
Maximum Total Points	50 points

Comments- can be left in two formats:

- **Section comments:** This is particularly important for those who do not receive funding, as it allows for perspective regarding which sections were weaker than others.
- **General Comments:** summarize the most important points of the review, addressing the strengths and weaknesses of the application.

Disclosure of Association-This may be where you feel that you have had some connection to the application or applicant, but is not necessarily a conflict of interest. For example:

- You are a close personal friend of the supervisor/applicant
- You have held, or do hold collaborative funding with the supervisor
- Have published with supervisor in the last five years

You may still provide a grade and participate in the assessment, but our office will be aware of the association.

*Applications where you are a **Supervisor** will be automatically noted as a Conflict of Interest.*

Dean's Projects Adjudication Grading Grid

Section 1: Project Details

Background information, Importance, and Significance

Background information on the project should be presented in a concise manner and clearly outline the significance and importance of the research project.

Hypothesis

Using the background information, the applicant should have a clearly defined hypothesis. They must also describe the expected outcomes at the completion of the project.

Timeline

Timelines should be clearly outlined and realistic. The funding period is 10 weeks for Dean's Projects and 6-8 weeks for Summer Research Experience Projects.

Quality and Clarity of Methodology and Analysis

Applicants must provide a detailed plan including experimentation, data collection, sample sizes and statistical analysis

Deliverables of the Applicant and Supervisor

The deliverables for the student should indicate that the applicant will engage in a research opportunity that will require both intellectual and methodological contributions. The supervisor must be engaged in the project and committed to providing the necessary supports for the applicant.

Overall Impression of Feasibility

The proposed research should be clearly feasible with viable and realistic outcomes.

Project Proposal Language

All applicants must ensure they write their application in a manner that can be understood by a non-expert in their field

Section 2: Student Statement

Capability and Experience

Based on the information provided by the student, please assess the student's capability to successfully deliver on this research project.

Section 3: Supervisor Expectations and Contingency Plan

Supervisor Expectations

The supervisor should have a clear plan for the student both in an overall sense as well as in their day to day activities.

Contingency Plan

The faculty supervisor must provide a contingency plan for unforeseen circumstances or if the research project is delayed for any reason (ie: ethics approvals).