Funded Research Grant

Unlocking Knowledge, Empowering Researchers

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Judging Instructions

Thank you for serving as a judge for the Funded Research Grant. This document provides instructions for evaluating each proposal assigned to you during the judging rounds. A rubric is included to assist with your review of the proposals.

Review the "Applicant Resources" and "Financial Policies" documents for further guidance. Instructions for scoring proposals in Sessionize are included at the end of this document.

Review Round One

Reviewers assigned to the first round of reviews are expected to evaluate the proposal using the rubric below. Each aspect of the proposal should be scored on a scale of 0 to 5, as follows. Note: half point scores are also possible in our evaluation system.

- missing (0);
- needs improvement (1);
- satisfactory (2);
- good (3);
- excellent (4); or
- outstanding (5).

Reviewers will be required to leave comments on each proposal; these will be shared with the researchers but will be anonymous.

Review Round Two

Reviewers assigned to the second round are expected to review each proposal, along with the average score and comments assigned during round one. Reviewers should then decide which recommendation to make regarding funding for the proposal. The options are as follows:

- No (do not accept);
- Maybe (accept with revisions); or
- Yes (accept).

If you choose "accept with revisions," please provide feedback regarding the specific revisions the researcher(s) should make. After review by ACUHO-I staff, if the proposal is funded, your feedback will be incorporated into requirements set forth in the grant agreement.

Questions about these processes can be sent to research@acuho-i.org.

Judging Rubric

Aspect	Proposal Section	Criteria & Notes
Purpose & Rationale	Introduction	An excellent proposal will clearly articulate the study purpose and rationale. It will be original, creative, and/or cutting edge.
Future of the Profession	Introduction and/or Potential Implications	An excellent proposal will make a clear connection to their selected Future of the Profession focus area(s).
Abstract	Abstract	An excellent abstract will provide a concise summary of the research topic, purpose, methods, and potential implications. This should not exceed the 500-word limit.
Literature Base	Introduction	An excellent proposal will clearly identify the need for this research through a connection with relevant literature. Proposals in emerging research areas may note the lack of existing literature as one reason why the research is needed. This should not exceed 1,000 words.
Research Design & Methodology	Methodology	An excellent proposal will have clearly defined research question(s) with well-crafted, ethical methods appropriate to those questions. If an instrument is used, it is identified and discussed. Section should not exceed 1,000-words.
Implications	Potential Implications	An excellent proposal will clearly detail the potential impact on the housing and residence life profession, as well as how it would contribute to the selected Profession focus area(s). It should not exceed 500 words.
Clarity & Relevance	Overall Application	An excellent proposal is well-organized, concise, and thorough. There will be few to no errors. It will consider current issues of the housing and residence life profession.
Additional Materials	Uploads	• Score the section on the whole of what is submitted. *Note: some uploads are required, some are optional.* • **References**, **Timeline**, and **Budget** are required for an application to be considered complete. • **Proof of IRB approval** is optional but should be included if approval has been received. *Proposals should receive full consideration if IRB approval has not yet been obtained.* • **Instrument(s)** is optional but should be provided if applicable. • **Additional Documents** are optional; a proposal should not be penalized if these are not included. • **References** should be complete and include all sources cited. • **Timeline** should provide anticipated start and completion date(s) for all relevant activities. Milestones should be identified and explained. *Grants should have a maximum 18-month timeline, including completion of deliverables (e.g., submission to JCUSH, webinar, completion of white paper).* • **Budget** should be reasonable & appropriate, not exceed $7,000 USD, and include description, cost breakdown, and total anticipated cost for all items.

Scoring Proposals in Sessionize
2025 Funded Research Grant

In this step-by-step guide, we walk through the process of completing an evaluation in Sessionize. You'll learn how to access the evaluation plan, go through the evaluation process, track your progress, and review the work you've done.

1. Open your email invitation and join the event in Sessionize as a team member.

Each reviewer will receive an email invitation from Sessionize. If you have previously created an account with Sessionize (e.g., submitting a proposal), you will log in using the same credentials. Visit https://sessionize.com/ to login.

We recommend using the "classic login" option to create your account using the email address associated with your invitation. However, you also have the option to use a different email address or to use an existing account to log into Sessionize.

2. Access the evaluation plan

After logging into Sessionize, check the top left corner of the page to toggle into **Organizer Mode**. Then select the event you're looking for and access the **Evaluation** page. Look for the evaluations assigned to you and click **Evaluate**. Don't forget to check the **evaluation deadline**, which is visible next to the evaluation plan.

3. Check the instructions

Before you start evaluating the sessions, check the top of the page, where you'll find the **organizer's instructions**. This will have instructions for completing your evaluations.

4. Start evaluating

There are **multiple criteria** for scoring. Rate a session by assigning a score of 0-5 stars to each criterion; half-star ratings (e.g., 0.5, 1.5) are possible. Click the **Save and continue** button to submit and move on to the next session. *NOTE: anonymous mode is active, meaning all names are replaced, and other fields are hidden.*

5. Track your progress

As you move through the evaluation process, you'll see a **progress bar** at the top of the page, indicating how far along you've come. If at any time you must stop evaluating the sessions temporarily, click on the **Stop and continue later** button found above the progress bar. When you return, you'll be able to pick up where you left off.

On the evaluation page (your 'home page' for the CHL evaluation round), you will see a box with several useful tabs. The default tab is **Recent**. You can use it to keep track of your past session evaluations, but it has an additional purpose: you can click on any of the sessions to reopen them and potentially **change your evaluation**.

6. Complete the evaluation and view your stats

Once you're done with the evaluation, you'll automatically be redirected to the **Evaluation** page.

By opening the evaluation plan, you can view your statistics and make changes to any score by clicking on the corresponding edit button.

Questions?

If you have questions or encounter any issues while evaluating your assigned sessions, email Tori Negash at tnegash@acuho-i.org for assistance.