

-have to do this a lot if academic

3/8

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Assignment #3: Review of a Proposal

~2 pages

(1 version only; due one week after you receive the proposal)

Posted today

Imagine that you have been asked by a funding agency to review a proposal, which is one of several that the selection committee will be considering. The agency has a fund that is designated specifically for undergraduates seeking to carry out either a summer research or service project. To be funded, the proposal must meet the following criteria:

- a. The specific aims of the project must be clear.
- b. If it's a research project, it must address some kind of unanswered scientific problem or question. If it's a service proposal, it must have potential benefits for a community.
- c. The project must be described in enough detail that it's clear *what* will be done and *how* it will be done.
- d. The scope of the project should be compatible with the timeframe (10-12 weeks).
- e. The materials and budget request should show a reasonable understanding of what is needed to carry out the project and the approximate costs.

Your review should give the members of the selection committee a concise description of the strengths and weaknesses of the proposal, and your recommendation for their action on the proposal. In reality, the possibilities would include: (1) fund it as is; (2) fund it, but suggest minor changes; (3) request that it be revised and resubmitted; or (4) reject it. I'm going to ask that, for this exercise, you select option (1), (2), or (3).

Begin your review with a brief overview of your understanding of the project. Then point out the strengths of the proposal, followed by the main weaknesses you see in it. Conclude with your recommendation. Keep in mind that a proposal could have some relatively minor flaws and still be recommended for funding.

The review should be written in a professional, respectful, and objective tone. At the beginning, give the title and author of the proposal, and state "reviewed by ____". The review doesn't need a title. *Single space* this document, with double spacing between paragraphs. You may include section headings if you wish, but they're not obligatory.

Give editor some sense of your understanding of it
-if this is off -something fundamentally wrong

Feasibility \$, timeframe, people
if possible

Why the person is proposing, goals for accomplishing
significance
-don't emphasize

- as long as something has a clear qu
- trying to contribute to understand it
- will it benefit community (service)
- if details are fuzzy - may lead to problems
- what are strengths?
- are problems minor, or major
- remain unanswered qu
- underfunded or overfunded?
 - if significant
- Recommendation
- vast # get revise and resubmit
 - better than reject outright
 - basically endorse
- professional, respectful, objective
- very few get submitted 1st time

essay or subheadings

email to her + review
not stellar

did not cite on my
proposal - formally
but here

next: research sci for general public