



# Dean’s Projects: Guidelines for Adjudicators

Please email the completed excel grading sheet to [deans.projects@usask.ca](mailto:deans.projects@usask.ca).

|   |                  |
|---|------------------|
| <b>Section 1: Project Description</b>             | <b>30 points</b> |
| ○ Background Information                          |                  |
| ○ Hypothesis and Expected Outcomes                |                  |
| ○ Timeline  |                  |
| ○ Quality and Clarity of Methodology and Analysis |                  |
| ○ Deliverables of the Applicant and Supervisor    |                  |
| ○ Overall Impression of Feasibility               |                  |
| ○ Project Proposal Language                       |                  |
| <b>Section 2: Student Outcomes and Experience</b> | <b>20 points</b> |
| ○ Student learning outcomes                       |                  |
| ○ Supervisor expectations and contingency plan    |                  |
| <b>Maximum Total Points</b>                       | <b>50 points</b> |

**Comments** are an important method of improving unsuccessful applications for future competitions and can be left in two formats:

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

All comments will be de-identified before being released to applicants.

**Disclosure of Association** 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 or applicant
- You have held, or currently 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

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

### Hypothesis and Expected Outcomes

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 ten weeks for Dean's Projects and six to eight weeks for Summer Research Experience Projects.

### Quality and Clarity of Methodology and Analysis

Applicants must describe the overall methodological approach, 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 Outcomes and Experience

### Student Outcomes

The student learning outcomes should be outlined clearly, and provide valuable research experience for the student. The supervisor should have a clear plan for the student.

### Supervisor Expectations

Supervisors should provide a mentorship experience that involves regular interaction with the student as well as clear direction 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.