

## FDA Reviewer Form

**Proposal Number:**

**Applicant's Name:**

**Department:**

**Number of Years at K-State:**

**Summary:**

Evaluation Criteria	Range	Score	Comments
<b>Priority Weighting</b>			
<b>Years at K-State:</b> 5 pts ≤ 3years, 3 pts > 3 & ≤ 5 years, 1 pt > 5 years	1, 3, 5		
<b>Funding Level:</b> <b>5:</b> No startup funds or discipline where limited funding is available <b>3:</b> well-funded, but grants do not cover international travel; between grants and funding needed to present work; or using a sizable amount of startup as supplemental funding <b>0:</b> startup funds but not used as supplemental funding; well-funded and no reason given why these funds can't be used for travel	0,3,5		
<b>Reason for Travel:</b> <b>3-5:</b> Invited (needs to be documented and substantiated as prestigious); <b>4:</b> Award; <b>3:</b> Visit Sponsor or selected by peer review <b>2:</b> Poster session or attend workshop/colloquia <b>1:</b> International meeting in US (points can be added if significance of meeting is well articulated)	0 to 5		
<b>Non-Narrative</b>			
Is the budget well laid out, justified and complete with documentation (Orbitz/conference printouts) and explanation for the costs?	0 to 10		
Is the itinerary well laid out and informative?	0 to 5		
How well does the department head's letter form support the PI's attendance at the meeting? Is the form complete?	0 to 5		
<b>Abstract/Narrative</b>			
Does the abstract summarize the proposal well? It should summarize the FDA narrative not the paper to be presented.	0 to 5		
Is the significance of the meeting well explained?	0 to 10		
How well does the proposal address networking and collaboration at the meetings? Are specific groups or individuals mentioned? Is a networking approach or strategy discussed?	0 to 10		
How well does the proposal address how the meetings fit into the PIs overall career and research plans?	0 to 10		
Is any future outreach planned for the presentation beyond the meeting attended (e.g., publication in a journal, inclusion in meeting proceedings, exhibition catalog, press release)?	0 to 10		
What is your rating of the potential outcomes of the PI attending the meeting?	0 to 10		
<b>Overall</b>			
Overall impression of this submission: take into account how well (e.g., outputs/outcomes) previous FDA/USRG funding has been utilized. Is the proposal well laid out and organized?	0 to 10		
<b>Total</b>	0 to 100	0	

**Strengths:**

**Weaknesses/Suggestions for Improvement:**

<b>Overall Recommendation:</b> Fund-High Priority; Fund-Lower Priority; Fund if Can-High; Fund if Can-Low; Do not Fund	
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