

*****Guidelines for Evaluation of Grant Proposals*****

Basic Elements (If a Basic Element receives a No response, the grant will not be funded)

1. Is the graduate dental hygiene student (GDHS) a licensed dental hygienist? Yes No
2. Is the GDHS a member of a professional national association, e.g., ADHA, CDHA? Yes No
3. Does the GDHS have support from his/her program director and faculty mentor? Yes No
4. Does this proposal address the purpose & focus of this funding program? Yes No
5. Has Human Subjects/IRB documentation been included? Yes No
 - If not yet received, has it been submitted with an expected time for receiving? Yes No
6. Does the Application include all of the required elements & named correctly? Yes No
7. Is proposal free from typographical or grammatical errors Yes No

The Grant Proposal Study will be scored using Yes or No. For some items, NA (Not Applicable) may be indicated (e.g., qualitative research, or calibration):

Grant Proposal Format

1. Introduction

- a. The Statement of the Problem is clearly stated Yes No
- b. The Purpose of the investigation is clearly stated Yes No

2. Literature Review with [5-8] cited references; 2 pages at the most Yes No

- a. Includes background, synthesis of previous research Yes No
- b. Provides the basis of support for the Hypothesis/Research Question Yes No
- b. Leads the reader to understand why the study will be important Yes No

3. Goals/Aims of the Study

- a. The goal is clearly stated Yes No
- b. Relationship of Hypothesis/Research Question (H/RQ)H/RQ to problem statement & literature is clear Yes No
- c. H/RQ is stated in measurable terms Yes No

4. Operational Definitions

- a. Definitions of terms and/or materials is provided Yes No
- b. Independent variables are stated Yes No NA
- c. Dependent variables are stated Yes No NA

5. Methods and Materials –include enough detail so the study can be replicated

- a. Purpose is re-stated; Human Subject/IRB documentation is provided Yes No
- b. Design of study including:
 - Identification of design is identified correctly Yes No
 - Specific implementation procedures and steps are provided Yes No
 - Calibration of examiner(s) is provided Yes No NA
 - Sample selection, materials used are all identified Yes No
 - Sample assignment method is provided Yes No NA
 - Data collection procedures are provided, instruments are valid and reliable Yes No
 - Timetable for conducting the study is provided and realistic Yes No

Sub-Total of Yes, No, NA _____

6. Data treatment/analysis			
a. Each dependent variable is listed separately	Yes	No	NA
b. The scale of measurement for each type of data is provided	Yes	No	NA
c. Statistical procedure for how variables will be measured is Provided	Yes	No	NA
d. Data are expressed in written terms for a qualitative study	Yes	No	NA
7. Limitations of the Study are identified	Yes	No	
8. Significance of your study			
a. Contribution the study to advancing the dental hygiene body of knowledge are discussed	Yes	No	
9. References with complete citations are provided			
a. References are provided in the correct format	Yes	No	
10. Detailed Budget & Justification			
a. Each line-item is provided	Yes	No	
b. Justification is provided for each line-item	Yes	No	_____
	Sub-Total of Yes, No, NA	_____	_____
	Total of Yes, No, NA	_____	_____

NA may be appropriate for Qualitative studies that typically do not have Independent & Dependent variables, unless the study has a mixed study design (#4). This also effects #6, data treatment analysis. Calibration also may not be involved for qualitative or quantitative studies.

Reviewers may request additional information only if they believe the proposal will be funded. After additional information is received, a recommendation for funding will be determined. **Letters of support are not required.**

Recommendation for Funding

1. Approval for amount requested
2. Approval for reduced amount
3. Disapprove

The **Grant Award** may be up to **\$3,000**.

Reporting Requirement

A final report will be due 2 months after the completion of the project, including a final budget and an accounting of the funds. Should the grant project last more than 1 year, an annual progress report must be submitted. At the completion of the project any remaining funds must be returned to the National Center for Dental Hygiene Research & Practice, Inc.