Scoring Matrix for Proposals

Instructions: Please complete this form as per the guidelines in TR-SOP-002: Rick Hansen Institute Translational Research & Best Practice Implementation Funding Requests: Instructions for Reviewers.

A) Project Identification

Project Title:	
Project Lead:	

B) Scoring Matrix and Comments

	Criteria	Y/N	Explain
Business Case Review (to be completed by RHI's Program Operations and Support Team)	**Does the project meet any of the following criteria?**		
	1. The project is a pilot study that may lead to a future RHI-sponsored, intramural project.		
	2. The project involves resources not currently available within RHI.		
	3. The project is a continuation of one of RHI's previously funded projects.		
	4. The project involves network enhancing opportunities for RHI.		
	5. The project will lead to the enhancement of knowledge translation capacity within the RHI network.		
	6. RHI has sufficient personnel and financial resources (as appropriate) to participate in the project.		

	Criteria	Score (0-5)	Weight	Weighted Score (Score x Weight)
Relevancy Review (to be completed by consumer and subject matter expert)	1. Impact of outcomes on stakeholders		1.0	
	2. Appropriate engagement of stakeholders		0.5	
	3. Likelihood for knowledge uptake by target audience		0.25	
	4. Innovation and originality		0.25	
	5. Ethical considerations		0.25	
			TOTAL	

	Criteria	Score (0-5)	Weight	Weighted Score (Score x Weight)
Scientific Review (to be completed by subject matter expert)	1. Significance of issue(s) from clinical and scientific/technical aspects		0.5	
	2. Validity and relevance of evidence provided for project rationale		0.5	
	3. Project design (methods, proposed approach and evaluation methodology)		2.0	
	4. Strategy for knowledge translation (KT) and best practice implementation (BPI)		0.5	
	5. Expected results and performance measurement		0.5	
	6. Likelihood of success of achieving outcomes		0.5	
	7. Linkage to/utilization of RHI strengths		0.25	
	8. Sustainability of implementation of project outcomes		1.0	
	9. Validity of budget (including cost effectiveness)		0.5	
	10. Leveraging opportunities		0.25	
	11. Work plan & likelihood of meeting proposed timelines		0.5	
	12. Qualifications and experience of team		0.5	
			TOTAL	
			COMBINED TOTAL	

Scoring

0	1	2	3	4	5
Not provided	Poor		Average		Outstanding

Assessment

Assessment will be based on the average of the combined, weighted score based on the following:

Descriptor	Range	Outcome
Outstanding	39 or more	**Recommended for funding**
Excellent	34-39	
Very good	29-34	
Acceptable but low priority	20-29	**May be funded**

Additional Comments

Use the space below to provide additional comments. Attach additional pages if necessary.