

# RFP Scorecard

Please complete the scorecard below. All sub-criteria will be scored on a scale from 1 to 5 with 1 being poor, 2 being fair, 3 being good, 4 being good and 5 being excellent. If you have any questions, please refer to the reviewer's instruction sheet.

- 1) Regional Medical Library
- SEA  
 NER  
 PSR  
 GMR  
 PNR  
 MAR  
 SCR  
 MCR

- 2) Title of Project or Proposal
- \_\_\_\_\_

- 3) Institution
- \_\_\_\_\_

- 4) Reviewer's Initials
- \_\_\_\_\_

## Significance (15 points maximum)

- 5) Application clearly explains the need for the project including demographic information about the target population or geographic area. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
- 6) Applicant effectively uses data (e.g., statistics, anecdotes, needs assessment) to demonstrate the project need. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
- 7) Application contributes to NNLM goals and objectives. See NNLM goals and objectives. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

## Methodology/Approach (40 points maximum)

- 8) Application proposes an approach that is suitable for the target population and geographic area and includes data to support this. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

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- 9) Application clearly outlines activities, milestones, and methods that are feasible and relevant to the project. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 10) Application provides a rationale for selecting the proposed approach(es). (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 11) Application demonstrates the ability to execute the project within the proposed timeline. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 12) Application demonstrates appropriate use of NLM materials and products, if available. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 13) Application is creative, original, or demonstrates the potential to serve as a model for a similar NNLM project. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 14) Application provides a long-term plan to sustain and continue the project, sustain one or more key components, or incorporate lessons learned into future projects. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 15) Application provides an effective and/or creative plan to promote the project. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

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**Evaluation (15 points maximum)**

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- 16) Evaluation plan is well aligned with the project goals and objectives (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
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- 17) Evaluation plan clearly indicates how to measure success and project outcomes. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

- 18) Evaluation clearly explains types of data that would be collected, who will collect the data, methods of data collection (instruments/ tools and frequency of data collection) and analysis, and how project findings will be shared and used. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent  
 (Plans with only 1 component should be scored as poor, 2 components as fair, 3 components as good, 4 components as very good, and all 5 components as excellent.)

### Project Staff (15 points maximum)

- 19) Application clearly explains qualifications (expertise and experience) of the project lead and the project staff. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
- 20) Application clearly identifies and outlines roles and time commitment of the project lead, project staff, (and project partners, if needed). (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
- 21) Application provides information on institutional resources (e.g. equipment) and support to be utilized for the project. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

### Budget (10 points maximum)

- 22) Proposed budget is appropriate with a budget narrative that justifies expenses. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent
- 23) Proposed budget includes only expenses that are allowable under the Regional Medical Library or Office and NIH regulations. See NIH Regulations. (5 points)
- Poor  
 Fair  
 Good  
 Very Good  
 Excellent

### Diversity, Equity, and Inclusion (5 points maximum)

- 24) 1) Application identifies inequities and disparities and suggests appropriate approaches to enhance diversity, equity, and inclusion \*OR\*  
2) The target population of the project is underrepresented in biomedical research (UBR). See definitions of UBR populations.
- No  
 Yes

**Summary and Recommendation for Funding**

25) Summary of Primary Strengths

(This information will be shared with the applicant)

26) Summary of Primary Weaknesses

(This information will be shared with the applicant)

27) Other Comments

28) Total Score

29) Final Recommendation for Funding

- Application does not fit in the NNLM mission.
- The project will not advance the goals of NNLM.
- Limited impact or there are concerns about the proposed plan or quality.
- Has strong potential.
- Excellent Application. Will have major impact on NNLM goals.