# WSU Assessment Grant Selection Process 2019

1. Pre-review check for completeness and eligibility
	1. WSU Director of Assessment receives all proposals, verifies that all proposers are WSU employees and that all required elements of the proposal have been submitted.
	2. If any items are missing from the submission, the director may contact the proposers to request them.
2. The director solicits volunteers from the University Assessment Council supplemented by other faculty and staff members with assessment experience to serve as reviewers.
	1. Individuals who are listed as a collaborator on a proposal may not serve as reviewers.
	2. Reviewers with a conflict of interest for a particular proposal may not review that proposal. For example, reviewers may not review proposals from their own division (school/college/student services area).
3. The director assigns two eligible reviewers to each proposal and provides access to the proposal and review rubric at least two weeks before the review meeting.
4. Reviewers complete their assigned reviews and submit the results to the director at least one week before the review meeting.
5. The director and reviewers meet to discuss the submitted reviews and the reviewers rank the proposals.
6. The director notifies the top six proposals of their selection for funding.
	1. Should the proposers reject the offer of funding, the next proposal ranked for funding on the list will be offered funding.
	2. Proposals ranked as “Do not fund at this time” will not be eligible for funding.
7. Once confirmation of acceptance has been received, the director notifies proposers whose projects were not funded.

## Tentative dates:

Volunteers solicited by May 2018

Reviewers assigned by July 1

Reviews due by July 15

Review meeting by July 20

Notify proposers by August 1

Public announcement of winners by provost in Fall semester following notification