Iowa Governor's STEM Advisory Council Guidelines for

STEM BEST®H.D. Program
Businesses Engaging Students and Teachers

Application Review Process

1) A pre-screen process for required application components will be done by the STEM Council utilizing online database before applications will be considered eligible for a full review process.

2) Applications not considered appropriate for full review will have a findings statement with documentation of ineligibility attached. This review information will become part of the application record.

3) Eligible applications will be submitted for review by a review committee.

4) The review committee and/or STEM Council representatives may opt to arrange a virtual meeting with applicant to gain additional insights.

5) Applications receiving an overall score of at least 50 are assured full review.

6) Final approval of reviewer recommendations by STEM Advisory Council leaders.

Scoring Rubric

For reviewer guidelines, the following standards should be considered as you research each section of the rubric and compare to the data presented in the application.

Section on a 10 point scale:
0 points – Unfundable in this area
1 – 3 Undeveloped
4 – 7 Developing
8 – 10 Accomplished

Sections on a 5 point scale:
0 points – Unfundable in this area

1 – 2 Undeveloped
2 – 3 Developing
4 – 5 Accomplished

Evaluator Training

The volunteer evaluators for the STEM BEST® H.D. Program proposal review process will be selected in advance of the application closing date in order that they may participate in an orientation process that not only defines the purposes and goals of the applications but also outlines the steps in the review process which are designed to bring about a consistent and equitable review for all applicant groups. The orientation intends to increase understanding of the overall goals of the STEM BEST® H.D. Program and also bring scoring processes into a similar process across all teams.

There will be instructions during the orientation to address concerns of:
- Application disqualification
- Interrater reliability
- Scoring irregularities
- In-depth clarification of previous awardees requirements

To assist the evaluators with their review process, it is the intention that a pre-evaluation certification will be completed by STEM Council Network Team members. This should make the greatest use of reviewers time in moving forward only with qualified applications. However, in the event an application has an issue discovered which may question the appropriateness or eligibility of moving forward, the reviewers should immediately contact the STEM Council Operations Center for further guidance.