

## Peer Observation Guide: Request for Proposals

**Directions:** Read this entire peer observation guide first, then read your peers' research proposal and provide answers to the following questions. Please type the prompts given below in bold, and follow these with your type-written responses.

1. **Objective:** In one sentence, state the objective of the research project. Describe your reactions to the following questions (i.e. give complete sentence explanations to the prompts, not one-word yes or no answers):
  - (a) Was the objective easy to pick out?
  - (b) Does it have an appropriate focus?
  - (c) Is this a worthwhile objective from the point of view of funding organization.
2. **Writing style:** Look at the grading rubric for the research proposal and answer the questions below to evaluate how well the proposal is written.
  - (a) In approximately two to four sentences, *describe one trait* from the rubric that the authors did well. Explain specifically what is good about this particular writing that led you to this conclusion.
  - (b) In approximately four to six sentences, *describe one trait* from the rubric that the authors can improve upon. Explain with specifics what and how the writing can be improved.
3. **RFP Criteria:** The request for proposals that the authors produced this proposal for includes a set of criteria for determining whether projects should be funded. Read the criteria and answer the questions below to evaluate how well the authors achieved these traits.
  - (a) In approximately two to four sentences, *describe one criterion* that the authors did well. Explain what specifically is good about this particular writing that led you to this conclusion.
  - (b) In approximately four to six sentences, *describe one criterion* that the authors can improve upon. Explain with specifics what and how the writing can be improved.

### Peer observations:

- Type up your responses and upload to the appropriate D2L dropbox by Friday, February 16, 11:59PM.

### Self observations:

- Answer the above questions about your own group's work.
- Type up your responses and upload to the appropriate D2L dropbox by Wednesday, February 21, 11:59PM.
- Final draft: Use the the self-reflection, feedback from your peers, and feedback from me and prepare an improved final draft of your research proposal.
- **Final draft is due on Friday, February 23, 11:59PM.**