Analyzing a Grant Proposal: Writing a Good Evaluation

Grant proposal evaluations should be written using a professional and objective tone. The following is a checklist of what to include when writing a good evaluation.

Plain Language

Avoid jargon and use clear, straightforward language. The review should be understandable by all relevant stakeholders.

Constructive and Respectful Language

Constructive feedback will help the proposal's author understand their scores and make any necessary adjustments. Frame feedback in a way that is respectful and focused on improvement. This helps maintain a productive and professional review process.

Emphasize Notice of Funding Opportunity (NOFO) Criteria

Comment on the proposal's communication of potential impacts and alignment with funder's priorities.

Offer Suggestions for Improvement

Offer concrete suggestions for improvement in areas where the proposal may fall short. Make sure feedback is actionable, such as recommending additional literature reviews, alternative methods, or more robust budget justifications.

Highlight Strengths

Recognizing the strengths of the proposal is as important as identifying weaknesses. Positive comments help applicants understand what aspects of their proposal are strong and align with funder expectations.