

Iowa Governor's STEM Advisory Council
Guidelines for



STEM BEST® 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 operations staff before applications will be considered eligible for a full review process (e.g., missing components).
- 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 submitted will be evaluated by a trained review committee.
- 4) The review committee and/or STEM Council representatives may opt to conduct site visit or applicant interview as part of their proposal evaluation process.

Evaluator Training

The volunteer evaluators for the STEM BEST® 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 program but also outlines the steps in the review process which are designed to bring about a consistent and equitable review for all applicants. The orientation increases understanding of the overall goals of the STEM BEST® Program and also brings consistency and fairness to the scoring process.

There will be instructions during the orientation to address concerns of:

- Application disqualification for incomplete or wholly inapplicable content.
- Interrater reliability
- Scoring irregularities
- In-depth clarification of previous awardees requirements