

**WHAT REVIEWERS LOOK FOR IN DISTINGUISHING AN OUTSTANDING
PAPER FOR SECRETARY'S AWARD**

1. Innovative
2. Realistic about resources, funding and budget
3. Well-written
4. Excellent idea and energy behind the project
5. Practical
6. Significant in making an impact
7. Mentoring and role-modeling encouraged throughout project

REASONS FOR PAPERS NOT GOING FORWARD

1. Lack of innovation (#1 reason)
2. Did not follow instructions (abstract too long, wrong font/size, headings missing, single-space vs. double space, faculty members did not sign-off on project, headings missing, etc.)
3. Poor evaluation tools
4. Implementation plans
 - a. fail to address who, what, when, where?
 - b. did not match stated objectives
 - c. poorly stated
5. Not directed specifically to HP 2010 OR Healthier US—must look at prevention
6. Failed to specify objectives clearly—objectives not measurable
7. Misspelled words, incomplete sentences
8. Used abbreviations without initially spelling them out (i.e. CDC, HIV, etc)
9. Significance of the project was unclear
10. Paper read like a research proposal

**SUGGESTIONS FROM DHHS REVIEWERS:
IMPROVE CLARITY OF APPLICATION**

Application for 2004-2005 Award should include the following:

1. Must be clearly articulated that the paper be tied to Healthier US—looking at prevention
2. Regarding budget: What is expected in the budget and what is the justification of those expenses?
3. In introduction of paper (interdisciplinary), state which disciplines are involved
4. Clearly number objectives
5. Make sure evaluations match stated objectives
6. For reviewers evaluation sheet—what was positive about this paper? What was negative?