

## **Principal Investigator Evaluation Form** **Revised 10/26/2015**

### **Purpose**

The goal of the evaluation process is to achieve successful project delivery and quality and to promote dialog between the Land-grant universities performing research and the NETC. The PI Evaluation form will be used as a supplement to consultant selection during the proposal review phase of NETC research projects. Areas of strong performance, as well as areas where improvements could be made, should be identified in the comment section of the form. It is most helpful if comments reference specific outcomes or examples. Dialog is an important aspect of providing feedback. Communication between the PI and NETC regarding the evaluation is encouraged.

### **Proposed Implementation**

At the close of each research project the NETC Coordinator will work with the project's Technical Advisory Committee chair to complete the PI Evaluation Form. Once the form has been completed, the Principal Investigator and NETC Advisory Committee will be provided with a copy. Principal Investigators are welcome to provide a clarifying letter for any criteria or comments for which they feel need additional discussion.

Completed PI Evaluation Forms will be filed by the NETC Coordinator:

- as part of the final closeout materials of each research project,
- in a specific file of PI Evaluation Forms, organized by principal investigator name (this is a new process not currently done by the NETC Coordination Team)

The PI evaluation forms will be treated as protected documents and will be retained for the life of the NETC or until the practice of their use ends.

PI Evaluation forms will be made available to future Technical Committee Chairs in their review of research project proposals. Completed forms will be provided to the Technical Committee Chairs once the technical proposal evaluation form is nearing completion. The PI evaluation forms should be included/reference only as part of the final comments section. Additionally the referenced evaluation forms will be made available to the NETC Advisory Committee in their final determination of consultant selection.