

Global Partnerships for Research & Innovation

Research Funding Program

2022 Request for Applications & Application Guide

Eligibility	Eligible applicants must be from not-for-profit institutions. Principal Investigators must be based within a Canadian university or affiliated institution (i.e., teaching hospital) or other community based not-for-profit organizations, or a CHS recognized Deaf/hard of hearing institution/organization. .
Funding	Up to \$50,000 per year, for up to two (2) years.
Letter of Intent Deadline	May 16, 2022 by 12 p.m. EDT
Full Application Deadline	August 8, 2022 by 12 p.m. EDT
Funding Start	December 1, 2022

TABLE OF CONTENTS

INTRODUCTION	3
1.1 Purpose	3
1.2 Global Partnerships for Research & Innovation.....	3
REQUEST FOR APPLICATIONS.....	4
2.1 Eligibility	5
2.2 Term	5
2.3 Funding Available.....	5
2.4 Eligible Expenses.....	5
2.5 Timelines.....	5
2.6 Letter of Intent (LOI)	6
2.7 Full Application.....	7
2.7.1 Proposal	7
2.7.2 Deliverables and Milestones (D/Ms).....	8
2.7.3 Budget.....	8
2.7.4 Additional Documents	10
REVIEW PROCESS	11
3.1 Letter of Intent (LOI) Review	11
3.2 Full Application Review	12
4.0 NOTIFICATION OF DECISION.....	13
5.0 ESTABLISHMENT OF AGREEMENTS.....	13
6.0 REPORTING REQUIREMENTS	13
6.1 Financial Reporting	13
6.2 Progress Reporting	14
7.0 ACKNOWLEDGEMENT AND RECOGNITION OF SUPPORT.....	14
8.0 KEY CONTACT INFORMATION	15
APPENDIX I: EVALUATION CRITERIA AND SCORING.....	16
Table 1 provides a description of each evaluation criterion. The merit of each application will be evaluated against the listed criteria.	16
Table 2 is to be used for scoring.	17

INTRODUCTION

1.1 Purpose

This document is intended to guide investigators applying for research funding support from CHS Global Partnerships for Research & Innovation.

1.2 Global Partnerships for Research & Innovation

Canadian Hearing Services (CHS) has a long history of supporting the Deaf and hard of hearing communities. Since its beginning in 1940, innovation, hearing health and services to the Deaf and hard of hearing communities have been at the core of CHS. It has set industry standards that impact and empower the individuals it serves.

To continue improving the lives of Deaf and hard of hearing Canadians, and provide the best quality of care, CHS continues to adopt new technologies, explores innovative means of service delivery, expands its programs, and importantly, researches the latest trends and developments that affect Deaf and hard of hearing individuals.

In an effort to drive global hearing health, Deaf studies and advance innovation in the market, CHS launched a research and innovation arm, CHS Global Partnerships for Research & Innovation (CHS Global Partnerships). As a non-profit organization, CHS Global Partnerships will establish a global network of researchers across a variety of relevant disciplines. Working collaboratively, and together with primary end users, the network will address multifaceted issues faced by Deaf and hard of hearing individuals.

PURPOSE: To advance research and innovation that improves the quality of life for Deaf and hard of hearing individuals.

VISION: To be the leading, globally recognized research and innovation partnership for the advancement of hearing health and its social determinants.

MISSION: To act as the catalyst in generating a critical mass of expertise and resources that creates positive and sustainable impact.

CHS Global Partnerships is committed to strengthening the global capacity for research and innovation that improves the quality of life for Deaf and hard of hearing individuals. Annual funding opportunities will be made available in focused priority areas. Applications will be accepted from investigators in Canadian universities or affiliated institutions, community organizations, or a CHS recognized Deaf/hard of hearing institution/organization, with global collaborations. In an effort to ensure projects have meaningful impact, applications must be client centred, encouraging collaborative participation of the Deaf and hard of hearing communities or their perspectives in most phases of the proposed project.

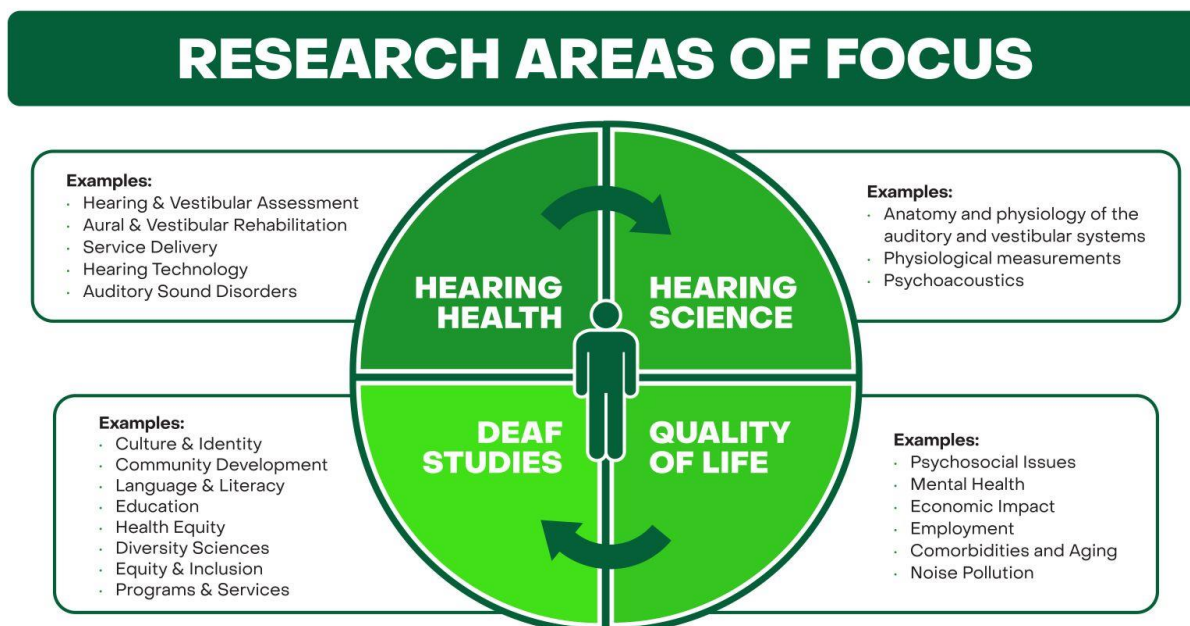
More information on the CHS Global Partnership strategic plan is available [here](#).

As part of its strategic plan, CHS Global Partnerships created the CHS Global Partnerships Research Funding Program.

REQUEST FOR APPLICATIONS

This Request for Applications (RFA) is aimed at supporting investigators wishing to apply for funding from the Research Funding Program which is aimed at supporting research needed to improve the quality of life for Deaf and hard of hearing individuals. The program supports projects in **four Research Areas of Focus**, outlined below.

1. **Hearing Health:** research related to prevention, identification, assessment, treatment and (re)habilitation of auditory and balance difficulties.
2. **Hearing Science:** research activities in the fields of acoustics, neuroscience, and psychology concerning perception of sound.
3. **Deaf Studies:** research activities in the fields of sociology, language, and inclusivity of Deaf individuals.
4. **Quality of Life:** research related to the impacts of being Deaf or hard of hearing as it relates to an individual's ability to participate and enjoy life activities.



2.1 Eligibility

Eligible applicants must be from not-for profit institutions. Principal Investigators must be based within a Canadian university or affiliated institution (i.e., teaching hospital) or other community based not-for-profit organizations or a CHS recognized Deaf/hard of hearing institution/organization.

While not mandatory, CHS Global Partnerships strongly encourages partnerships in research through cost sharing by leveraged funds.

2.2 Term

The Research Funding Program will support grants for up to two years. The term start date is December 1, 2022. Grants are non-renewable.

2.3 Funding Available

Applications can request up to **\$50,000 per year, for up to two years**. Funding will be provided to support the direct costs of research. CHS Global Partnerships has available \$200,000 per year for each of the two years.

CHS Global Partnerships for Research & Innovation reserves the right to cancel the LOI and the FA processes at any time during the course of application. CHS Global Partnerships for Research & Innovation reserves the right to NOT award funds in any grant cycle regardless of the number of submissions, their value, ratings, or the announced overall award budget.

2.4 Eligible Expenses

Allowable expenses will be considered if a direct link and benefit to the proposed project is clearly demonstrated. Allowable expenses are more clearly outlined in *Section 2.7.3*. Note that indirect costs are not eligible.

2.5 Timelines

Applications are a two-step process, including a Letter of Intent (LOI) and a Full Application (FA). Only eligible LOIs can advance to a FA stage.

Letter of Intent:

Deadline	May 16, 2022 by 12 p.m. EDT
Review period	May 17 - June 3, 2022
Review meeting	Week of June 6, 2022
Results communicated	Week of June 13, 2022

Full Application:

Deadline	August 8, 2022 by 12 p.m. EDT
Review period	August 11 - September 19, 2022
Review meeting	Week of September 22, 2022
Notification of decisions	Week of October 24, 2022
Agreement execution period	November 1- 30, 2022
Funding start	December 1, 2022

2.6 Letter of Intent (LOI)

The LOI collects relevant application information that will be used by CHS Global Partnerships to ensure appropriate fit to the Research Funding Program. LOIs are to be completed using the document **GPRI Research 2022_LOI** and submitted to submit@chsglobalpartnerships.com by the deadline outline in *Section 2.5* above. Applicants will be notified of their eligibility to submit an FA following an internal LOI review.

Elements of the LOI include:

- Project title
- Research Area of Focus
- Principal Investigator, co-Investigator, and collaborator details:
 - *Principal Investigator (PI)*: has responsibility for the intellectual direction of the project, the budget and deliverables and milestones of the project, and supervision of project team members. If there is more than one PI, the PI (PI) is the individual who initiates the application and should be the PI affiliated with the sponsoring/Host Institution that will receive funds and execute an agreement with CHS.
 - *Co-Investigator(s)*: makes a significant contribution to the intellectual direction of the project and plays a significant role in the conduct of the project. Co-Investigators can be at the Host Institution of the PI or at a different institution. The PI Host Institution will be responsible for executing sub-agreements with Co-Investigator institutions. Co-investigators can be global.
 - *Collaborator(s)*: is an individual whose role in the proposed activities is to provide specific expertise or access to resources (e.g., access to equipment, specialized knowledge including techniques and statistical analysis). Collaborators will not receive funding support.
- Keywords or short phrases that best identify the topic and research methodology of the project.
- Project synopsis (maximum 1000 words), including:
 - background, rationale, and objectives

- how the project will advance current knowledge
- how the project aligns with the selected Research Area(s) of Focus
- major activities to be undertaken and methodology to be utilized
- specific outcomes to be achieved and the expected impact for the Deaf and hard of hearing communities

2.7 Full Application

Applicants will be notified of their eligibility to submit a FA following review of LOIs. All FA documentation and forms will be provided at such time.

- FAs are to be submitted to submit@chsglobalpartnerships.com by the deadline in *Section 2.5* above using:
 - **GPRI_Research 2022_FA_Form I_Proposal**
 - **GPRI_Research 2022_FA_Form II_D/M**
 - **GPRI_Research 2022_FA_Form III_Budget**
 - **GPRI_Research 2022_FA_Form IV_Checklist**
- See **GPRI_Research 2022_FA_Submission Checklist** for instructions on how to submit FA's.

2.7.1 Proposal

Use **Form I** to describe the proposal. Include the information below.

- Research Area of Focus: select up to two Research Areas of Focus (primary and secondary) for which the proposed research best aligns.
- Scientific summary (max. 500 words).
- Lay summary (max. 250 words). The lay summary will be used for communication to public audiences. The lay summary should address the questions below:
 - What is the research question? Why is it being asked?
 - What are the research expectations? Why do the findings matter? How will the findings be used?
- Proposal (max. 6000 words): include the information below:
 - **Background and rationale**: Describe the project background and rationale. Provide a brief summary of current knowledge relative to the proposed project and outline how it is unique, better and/or disruptive compared to what others are doing in the chosen Research Area of Focus. Outline how the project fits into the goals and focus of CHS Global Partnerships and the CHS Global Partnerships Research Funding Program. Explain the expected impact for the Deaf and hard of hearing communities including a path for potentially significant impact.

- **Methodology:** Define execution plan details including the methodology that will be employed. If applicable, outline the principal features of the statistical analysis required for the project data.
- **Team details:** Include team details. Highlight the experience of the PI and each Co-Investigator. Address how the team has the necessary range of disciplines and experience to conduct the project. Highlight past research contributions by the project leadership. In an effort to strengthen the capacity for novel research, it is strongly encouraged that applicants include early career investigators/employees as part of the project team.
- **Community-engagement plan:** In order to aid in the removal of community barriers, applicants are encouraged to incorporate the collaborative participation of the Deaf and hard of hearing communities or their perspectives in the proposed project. Describe an engagement plan for community involvement.
- **Knowledge Translation plan:** Knowledge Translation (KT) includes synthesis, dissemination, exchange and application of knowledge to improve practice. The process takes place within a complex system of interactions between researchers and knowledge users. Outline a KT plan that will enhance hearing health or quality of life for the Deaf and hard of hearing communities.

2.7.2 Deliverables and Milestones (D/Ms)

Use **Form II** to submit project D/Ms (submit in Excel format).

- Identify high-level deliverables that are projected to be achieved during the funding period, specified by quarter starting December 1, 2022. It is understood that the funding period and the fiscal year will not be in synch, hence reporting will be due every six months of each funding year.
- For each deliverable, specify at least one associated milestone for each quarter. Milestones will be monitored to assess progress towards achievement of the deliverable. Include milestones that specify go/no go decision points whenever applicable.
- D/Ms must be measurable and possess a target date for completion (quarter). D/Ms will be used by CHS Global Partnerships staff to measure research progress. D/M reporting will occur biannually.
- In situations where a project is not progressing well, the PI will be expected to meet with CHS Global Partnerships leadership to outline/develop a plan to ensure success. Should the project continue to encounter issues, CHS Global Partnerships can consider early termination of the project.

2.7.3 Budget

Use **Form III** to complete the budget request details (submit in Excel format).

Requests for budgets up to two (2) years will be considered. Funding will be provided to support the direct costs of research. While most budget line items have no specific ceilings on the amounts of funds requested, some do. Take note of expense line items limits. **Importantly, indirect costs are not eligible.**

The total budget should represent the requested CHS Global Partnerships contribution to the project. While not mandatory, CHS Global Partnerships strongly encourages cost sharing or leveraged funds from other contributors. Additional contributions must be outlined using Leveraged Funds Worksheet. Line-item descriptions must be brief.

A “Budget Justification”, in which the details of items listed in the requested budget are justified must be submitted as a separate attachment (see *Section 2.7.4* below). Sufficient information should be included to outline how line-item values were calculated. Explain the role of each major item required for completion of the project. Discuss how the provision of each item will enhance the project. The larger the budget item, the greater the need for explanation and rationale.

Expenses must support and be essential to carry out the activities described in the approved proposal for funding. Evidence of payment must be maintained for audit purposes. Any unspent fund must be returned to CHS Global Partnerships at the close of the project.

Eligible expenses are described in the categories below. Expenses not described below, require written approval by CHS at submit@chsglobalpartnerships.com

Salaries and benefits: Eligible expenses include the salaries and benefits for those staff responsible for supporting the conduct of the funded research, including research assistants and associates, technicians, statisticians, informaticians, support staff, project managers, project coordinators, and other highly qualified personnel. Salaries and benefits should be calculated using the employee’s base salary amount plus payroll benefits (vacation, medical, dental, etc.). The amount to be charged should reflect the proportion of the employee’s normal total hours for payroll purposes spent working directly on the project. The Host Institution is required to maintain time sheets or other appropriate records for all personnel working directly on the project. It is important that the role for each personnel is specified.

Materials and consumables: Expenditures are permitted on the actual cost of research materials and supplies necessary for the project. Procurement should be in accordance with the policies of the Host Institution.

External services: Contracted services related to the project provided and invoiced by other research groups or service providers are eligible and must be in accordance with institutional procurement policies, or an executed service level agreement, or published list of service costs, which must be made available upon request by CHS Global Partnerships. The service provider must issue an itemized invoice that includes the full cost of the services rendered (e.g., statistical analysis, audiologists services, counselors, ASL/LSQ interpreters, etc.).

Dissemination of results: Expenses associated with the dissemination of results and/or KT strategies, including publication costs directly related to the funded proposal (up to a maximum of \$3,000 per award).

Educational outreach and KT activities: Expenses associated with educational outreach activities/workshops are eligible.

Non-eligible expenses

The items below are not eligible for funding support:

- Salaries and benefits for the PIs, Co-PIs, and co-applicants
- Salaries and benefits for research trainees (graduate, post-doctoral)
- Tuition, stipend, housing for research trainees
- Indirect costs (e.g., overhead)

2.7.4 Additional Documents

The following documents must be submitted as part of the FA:

- *Figures and tables* (submit in PDF format)
- *References* (submit in PDF format)
- *Budget justification* (submit in PDF format)
- *Co-funding letters:*
 - If applicable, provide evidence of co-funding through a letter of support from the funder. Include whether funds are cash vs. in-kind, and whether they are secured vs. expected. Co-funding should also be captured in the Excel budget upload.
- *Curricula Vitae* (submit as one combined PDF):
 - Include PI and Co-Investigator CVs
 - CVs can be in any format, but must include the following details:
 - education and training
 - employment
 - honours and awards
 - professional affiliations
 - research funding in the past five years
 - research outputs in the past five years
- *Principal Investigator's Host Institution commitment letter:*
 - A letter from the administrative authority/high-level institutional official (i.e., President or Vice-President, Research) of the Principal Investigator's Host Institution must be submitted.

- The letter must outline the institutional commitment to facilitate and support the research, assign space and resources, and provide other administrative support for the duration of the proposed research.
- The letter must describe how the institution maintains accountability for promoting scientific excellence and fiscal responsibility with awarded funds.
- *Research certificates:*
 - CHS Global Partnerships follows the framework for responsible conduct of research. As such, copies of all applicable ethical and safety certificates must be included.
NOTE that funding for successful applications is contingent upon receipt by CHS Global Partnerships of copies of all applicable certifications.
- *Publications:*
 - *Attach*, as one combined PDF, up to three team publications relating to the project that reviewers should take special note of. Include a cover sheet highlighting the significance of the publications.

REVIEW PROCESS

Application material (LOIs and FAs) is subject to conditions of the Privacy Act and Access to Information Act. All information contained in applications, reviews and panel discussions is highly sensitive. Therefore, the applications and any discussions thereof are treated as strictly confidential and may not be used for any purpose beyond that for which they were originally intended. The CHS Global Partnerships staff will make every effort to ensure, not only that decisions are fair and objective, but also that they are seen to be so. Panel members sign a Conflict of Interest (COI) statement attesting to avoiding any actions that might give the appearance that a COI exists or could reasonably be viewed as affecting their objectivity. In situations of uncertainty, CHS Global Partnerships will judge the materiality of the perceived COI conflict. If COI are discovered during panel discussions, the panel member is recused of any further application discussion.

3.1 Letter of Intent (LOI) Review

LOIs will be reviewed internally by CHS Global Partnerships leadership **for fit with the Research Funding Program, alignment to Research Area(s) of Focus and potential for impact** for the Deaf and hard of hearing communities. LOIs will be assigned i) a score of 1-5 (5 being the highest, indicating an excellent LOI, with a strong potential for impact; 1 being the lowest, indicating a poor LOI, with minimal alignment and potential for impact), and ii) a recommendation (Yes, No, Requires Discussion) for advancement to the FA stage.

LOIs with a consensus 'No' recommendation will be triaged and not advance. Following internal discussion, only those LOIs with final consensus recommendation of 'Yes' and an average score of 4.0 and above will be recommended to advance to the FA stage. LOI review details will be provided to the Research & Innovation Advisory Council, a group of leading researchers who

support CHS Global Partnerships in setting research themes and prioritizing aligned applications, who will make final advancement recommendations.

3.2 Full Application Review

FAs will be reviewed by the CHS Global Partnerships Grant Review Panel, a group of international experts in their respective fields whose role is to identify the proposal's strengths and weaknesses and determine whether the research will advance knowledge in the Research Area of Focus and/or improve health and quality of life.

Each application will be reviewed by two Grant Review Panel members, one as primary reviewer and one as secondary reviewer. Where possible, a third reviewer (a reader) will be assigned. Reviewer assignment will be based on self-identified level of expertise and declaration of no-conflict of interest.

For each FA, assigned primary and secondary reviewers will be tasked with reviewing the application material and providing a brief report which will include preliminary scores for the following evaluation criteria using *Appendix I*.

- Relevance
- Excellence
- Potential for Impact
- Feasibility

Preliminary scores, from 1-5, will be provided for each of the evaluation criteria. A preliminary overall score will also be assigned. The preliminary overall score will be an average of the scores for each of the review criteria.

Reviewer reports will be submitted to CHS Global Partnerships in advance of the FA review meeting. Reports will be anonymized (devoid of reviewer details) and circulated to the Grant Review Panel members at least one day prior to the review meeting in an effort to enhance and expedite panel meeting discussions. Depending on application pressures, applications will be ranked by the average overall score prior to the review meeting so that only the top applications in contention for funding will be discussed at the meeting.

The Grant Review Panel meeting will be chaired by the Global Partnerships Vice President of Research and Innovation with support from Global Partnerships Director of Research Program. Both will be recused from scoring any applications.

For each application, the Chair will invite the primary reviewer and secondary reviewers to provide their feedback and will then oversee a discussion of the application by the full review panel. Following an open discussion, primary and secondary reviewers will be provided with an opportunity to revise their initial scores and comments and will be asked to provide a final

overall score. The panel will then recommend a consensus score by which the application will be ranked.

Highly ranked applications, which are deemed meritorious for funding, will be recommended for approval by the [Research & Innovation Advisory Council](#) who will ensure prioritized proposals are in alignment with CHS Global Partnerships' Research Areas of Focus. Funding recommendations will be presented to the Board of Directors who will make the award decisions.

4.0 NOTIFICATION OF DECISION

A meeting report summarizing the review discussion and recommendation will be prepared and distributed to applicants, along with anonymized reviewer reports, as part of the Notification of Decision communication.

Applications recommended for funding will receive a Notice of Award outlining next steps in order to accept the award and establish a funding agreement.

5.0 ESTABLISHMENT OF AGREEMENTS

Following approval of the project, CHS will establish a funding agreement with the Host Institution of the PI. The agreement will cover the general principles regarding the conduct of activities, terms and conditions regarding the disbursement of funds, agreements with third-party funders, financial and progress reporting, publications, and communication policies.

6.0 REPORTING REQUIREMENTS

6.1 Financial Reporting

Financial Officers of the Host Institution will be required to provide an Annual Statement of Account. The statement is a financial expenditure update on approved budget versus actual expenditures. Where variances are greater than ± 10 per cent, an explanation and mitigation plan will be required. Reports are due as outlined below. Reports are to be sent to submit@chsglobalpartnerships.com

- 12-month financial report – November 30, 2023
- 24-month financial report – November 30, 2024

In situations where unspent funds remain at the end of the agreed funding period, all unspent funds will be returned to CHS Global Partnerships. In exceptional cases, where the project is not fully completed at the end of the funding period CHS Global Partnerships may permit carry-forward of unspent funds for up to 6 months beyond the original approved term of the award. An official No Cost Extension (NCE) request letter, addressed to the VP of Research and Innovation, must be sent to submit@chsglobalpartnerships.com describing i) the original

planned activities that have not been completed, ii) a plan to ensure that an extension period will lead to completion of original approved activities, and iii) NCE period (an additional 6 months). No further term extensions will be granted. All unspent funds at the end of the NCE will be returned to CHS Global Partnerships.

PI's can expect to receive communication from CHS Global Partnerships within 30 business days if any issues of concern are identified with a submitted report.

6.2 Progress Reporting

PI's will be required to provide biannual Progress Reports including updates on D/M's. Reports are due as outlined below. Progress Reports provide CHS Global Partnerships with details of progress and outcomes/key achievements in order to support reporting back to key stakeholders and to celebrate the success of funded research.

- 6-months progress report – May 30, 2023
- 12-months progress report – November 30, 2023
- 18-months progress report – May 30, 2024
- 24-months project report – November 30, 2024

Reports are to be sent to submit@chsglobalpartnerships.com

PI's can expect to receive communication from CHS Global Partnerships within 30 business days if any issue of concern is identified with a submitted report.

CHS Global Partnerships reserves the right to stop funding allocation if biannually progress reports are not satisfactory.

7.0 ACKNOWLEDGEMENT AND RECOGNITION OF SUPPORT

All investigators and the recipient institutions must acknowledge and credit the contribution/support, in whole or part, of CHS Global Partnerships to the funded project in any promotional material, including, without limitation, publications of whatever nature or kind, and in any communication materials or publications supported by CHS Global Partnerships funding by referencing the projects with the following statement: "This project was conducted with the support of CHS Global Partnerships for Research & Innovation".

It is important to note that CHS Global Partnerships will use information from the Full Application (project title, PI name and Host Institution, and lay and scientific summaries), for marketing and communication purposes. It is important to ensure that said information is devoid of any confidential information that if published may impact intellectual property protection.

8.0 KEY CONTACT INFORMATION

Enquiries relating to this Request for Applications should be directed to:

submit@chsglobalpartnerships.com

APPENDIX I: EVALUATION CRITERIA AND SCORING

Using **GPRI_Research 2022_FA_Reviewer Report Form**, primary and secondary reviewers will provide written reports for each assigned application. FAs will be reviewed using the following evaluation criteria: relevance, excellence, potential for impact, and feasibility.

Table 1 provides a description of each evaluation criterion. The merit of each application will be evaluated against the listed criteria.

Table 1: Evaluation criteria	
Relevance	<ul style="list-style-type: none"> Proposed project is in line with the CHS Global Partnerships' strategic plan and components of this RFA. Proposed project addresses a specific, well-defined, priority/question for the Deaf and hard of hearing communities. Proposed project is driven by a strong rationale that rests on sufficient evidence. Current state of knowledge relative to the proposed project is included.
Excellence	<ul style="list-style-type: none"> Proposed project is novel and of international calibre. Goals and objectives are well defined and attainable. Research design is appropriate to answer the question(s) posed, with a cohesive plan that will lead to meaningful results. Potential pitfalls and possible mitigation plans are provided and appropriate. Where applicable, statistical justification is provided to support the hypothesis and project design.
Potential for Impact	<ul style="list-style-type: none"> Proposed project will have an impact for Deaf and hard of hearing individuals. The application articulates a clear path to impact. The community engagement plan is appropriate and will contribute to the project meeting the needs of the people intended to benefit.
Feasibility	<ul style="list-style-type: none"> Proposed project is feasible, within the term of the award, with potential for success. The project team has the necessary range of disciplines and experience necessary to conduct the project. Project leadership has led or contributed to research and/or innovations that have made contributions to the Research Area(s) of Focus. Project deliverables and milestones are attainable within the specified timeline. They are appropriately defined to allow the monitoring of progress against goals and objectives. Appropriate Go/No-go decision points are outlined.

Table 2 is to be used for scoring.

Table 2: Scoring	
Score	Descriptor
4.7 - 5.0	Excellent with no weaknesses identified
4.2 - 4.6	Excellent with minor weaknesses identified
3.6 - 4.1	Very good with minor weaknesses identified
3.0 - 3.5	Very good with moderate weaknesses identified
2.4 - 2.9	Good with moderate weaknesses identified
Below 2.4	Unsatisfactory