SAA RESEARCH FORUM ABSTRACT SUBMISSION RUBRIC

Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Overall Quality: *The proposal clearly states the context of the problem, and demonstrates sound and replicable research design or practice.* *(Weighted x2)*	Clear, concise, and easy-to-understand proposal. Excellent statement of the theoretical or practical problem.	Clear and generally easy-to-understand proposal. Good statement of the theoretical or practical problem.	Not entirely clear and/or difficult-to-understand proposal. Fair statement of the theoretical or practical problem.	It is unclear what is being proposed. Poor statement of the theoretical or practical problem.
Relevance: *The proposal is clearly of interest or benefit to archives and/or archivists.* *(Weighted x2)*	Target audience is clearly defined. The significance of the topic to archives and/or archivists is clearly described and is compelling.	Target audience is specified. The relevance of the topic to archives and/or archivists is loosely described, but suggests some value.	Target audience is only generally stated. The relevance of the topic to archives and/or archivists is only generally stated.	The target audience is not described or is only described in vague terms. The relevance of the topic is not described, or is only described in vague terms.
Timeliness/Currency: *The proposal relates to a topic that is well-timed or in-demand.*	The topic is an emerging "hot" topic and/or a topic for which there is a perceived high demand.	While this topic is not necessarily timely, it remains in-demand.	This topic is no longer timely and/or little demand exists.	This topic is not timely and/or no demand exists.
Innovation: *The proposal offers fresh, innovative ideas, methods, or resources that are new and/or underexplored.*	The proposal content is original and innovative.	The proposal content is a new take on a familiar topic.	The proposal content is a popular approach on a popular topic.	The proposal content is weak and lacks originality.
DEIA[1]: *The proposal considers issues of diversity, equity, inclusivity, and accessibility in its scope, approach, audience, and/or topic.*	The proposal highlights inclusion of underrepresented perspectives and/or communities. The proposal advances the audience's understanding of equity, diversity, and inclusion as defined by SAA.	The proposal takes into account underrepresented perspectives and/or communities. The proposal shows some alignment with equity, diversity, and inclusion as defined by SAA.	The proposal includes some representation of underrepresented perspectives and/or communities. The proposal does not fully address a contribution to equity, diversity, or inclusion as defined by SAA.	The proposal does not include underrepresented perspectives and/or communities. The proposal does not contribute to equity, diversity, or inclusion as defined by SAA.

[1] https://www2.archivists.org/sites/all/files/0723-III-C-WorkPlanDEIA.pdf

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Definitions of Criteria:

Overall quality: Submission has a clear problem statement. Original research will be presented.
Relevance: Submission is likely to benefit archives and/or archivists and to garner interest.
Timeliness: Submission treats a topic of significant current interest.
Innovation: Submission demonstrates originality of content and approach.
DEIA: Submission addresses concerns of diversity, equity, and representation.

Recommendations:

- **Accept in current form**. *Submission is appropriate for presentation, with minor revisions.*
- **Invite to revise and resubmit**. *Edits required for consideration; see suggested revisions.*
- **Reject**.*This submission does not meet the criteria and/or is not suitable for presentation.*

This rubric was developed[2] by CORDA's Research Forum Committee in 2023-2024.

Please email questions to researchforum@archivists.org.

Learn more about the SAA Research forum: https://www2.archivists.org/publications/research-forum

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[2] Closely derived from: American Library Association (2023). Annual Conference Proposal Review Guidelines [PDF].
https://2023.alaannual.org/sites/default/files/inline-files/AC23%20Proposal%20Review%20Guidelines%20Rubric.pdf, as well as Society of American Archivists –
Case Study – Peer Review Assessment Form, https://studylib.net/doc/7059600/rubric---society-of-american-archivists and
American Library Association Annual Conference 2024 Education Program Proposal Review Rubric
https://2024.alaannual.org/sites/default/files/inline-files/AC2024%20Education%20Program%20Rubric_0.pdf