

Stage 1 Scorebook Development Process

Step 1

Check for Conflicts of Interest

Step 2

Review Criteria and Read Application

Step 3

Draft Initial Key Factors Worksheet

Step 4

Draft Initial Key Themes Worksheet (Optional)

Step 5

Evaluate Each Criteria Item

Step 6

Read Criteria Requirements

Step 7

Prepare Key Factors

Step 8

Read Applicant's Response

Step 9

Develop 6-10 Summary Notations

Step 10

Determine Range and Score

Step 11

Prepare Feedback-Ready Comments

Step 12

Finalize Key Themes

Step 13

Complete Checklist and Assemble Scorebook