

## Guidelines for Effectively Participating in Level of Interest and Feedback Evaluation (LIFE) Process <sup>1</sup>

**Introduction:** *The LIFE feedback process is not a project selection methodology but is meant to inform whatever project selection approach your center uses. There are a number of purposes served by asking industry representatives and PIs to complete LIFE feedback on project proposals: 1) Q&A time is usually limited and having member organizations provide written feedback allows everyone the chance to have input; 2) Written feedback gives PIs a chance to consider industry concerns and provide a thoughtful reply; 3) Feedback and replies can be debriefed as a group and help surface areas of agreement and disagreement and reach a consensus on the need for and feasibility of project changes. 4) Reviewing the interest rating distribution allows members to understand whether a few or many members are interested in a project and use this information to decide how to vote during project selection.*

### Steps for Completing LIFE Feedback and Responses and new NSF questionnaires:

1. Website: [www.iucrc.com](http://www.iucrc.com)
2. Select Center Meeting : GMG Center, December 7, 2018
3. Enter PASSWORD = GMG2018
4. Select role: IAB for industrial participants or PI for faculty project leads
5. IAB
  - a. Click [Evaluate Project] and select a level of interest rating based on your firm's needs and interests.
  - b. Provide questions, suggestions or comments you have about the project. The most valuable feedback consists of "actionable" comments like suggestions and questions that help the PI improve the project. Keep your statements brief.
  - c. Enter your Name and your Organization.
  - d. SELECT SUBMIT AFTER EACH PROJECT.
  - e. Repeat for each project.
6. PI
  - a. Read instructions and click [Continue to Response Page].
  - b. Find your project and select [Response to Comments]
  - c. Read comments provided by industry members and respond as necessary (not every comment may require a response). Keep your responses brief and to the point.
  - d. SELECT SUBMIT AFTER RESPONDING TO ALL COMMENTS.
7. Reviewing Summary of Responses for IAB and PIs
  - a. You can review the feedback and responses to each project by selecting [Summary] next to each project.
  - b. If you would like to review responses to all projects presented at the meeting, you may use the [Review Meeting] link at the top of the project list page. PDF and Word summaries of all ratings and comments are also available.

<sup>1</sup>Adapted from a form created by Dr. Denis Gray