

## Special Form - Factor 4, Level F Criteria

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### Purpose

ARS Supergrade Panels focus almost exclusively on Factor 4 of the Research Grade Evaluation Guide. The attached form was devised to capture information relative to Factor 4, Level F criteria. Scientists preparing case writeups for Supergrade Panel review are required to complete the form and submit it in addition to their regular case materials.

### Instructions for Completion

Note that it will be easier to prepare Factor 4 of your case writeup *before* completing this form.

- 1 Do not exceed two pages total.
- 2 Do not use fonts smaller than Times New Roman 12 cpi or equivalent.
- 3 Complete each criterion block *concisely*, using bulleted lists or statements.
- 4 Do not clutter the form with details; address details in the case writeup.
- 5 Do not attach anything to the form.
- 6 Leave the “IDR Use” column blank.
- 7 List a **maximum of 10 entries** under each criterion, and **cite year(s)**.
- 8 For maximum credit, each entry must have occurred *recently* (**within the last 5 years**).
- 9 Illustrative examples of activities which do and do not satisfy the intent of each Level F criterion are provided at Focusing on Factor 4, Level F Criteria ([www.afm.ars.usda.gov/hrd/rpes/files/Focusing%20on%20Factor%204.pdf](http://www.afm.ars.usda.gov/hrd/rpes/files/Focusing%20on%20Factor%204.pdf)).

**Summary of Information Relative to Factor 4, Level F**

Scientist Name: \_\_\_\_\_ Date: \_\_\_\_\_

	<i>IDR use</i>		
<b>Criterion 1: Have received honors/awards from major national or international organizations for accomplishments</b>	<b>Y</b>	<b>N</b>	<b>P</b>
<b>Criterion 2: Am sought as advisor and consultant on scientific and technological programs or problems well beyond my field</b>	<b>Y</b>	<b>N</b>	<b>P</b>

	<i>IDR Use</i>		
<p><b>Criterion 3: Serve as recruiting attraction for recent graduates or visiting scientists</b></p>	Y	N	P
<p><b>Criterion 4: Personal competence is a major consideration in ARS, USDA, other Federal or other governmental agency sponsorship of programs or policies in my field</b></p>	Y	N	P