Assessment Grant Proposal Review Rubric

PROJECT TITLE: _____

RUBRIC COMPLETED BY: _____   **DATE:** _____

Reviewers will score each proposal using this rubric to evaluate the quality of eligible proposals and their alignment with the goals of the assessment grant program. The first three criteria (alignment, logical plan, collaboration) will be weighted more heavily than other criteria in the final recommendation for funding.

Criteria	Strong	Satisfactory	Developing
Alignment with assessment grant program goals: The project identifies an area for development or improvement in the program's learning outcomes (or student services programs' goals), assessment practices, or processes.	The area for development or improvement will significantly improve the program's assessment practices or processes and focuses on program-level student learning outcomes or student services programs' goals.	The area for development or improvement will somewhat improve the program's assessment practices or processes and focuses on program-level student learning outcomes or student services programs' goals.	The area for development or improvement is unlikely to affect the program's assessment practices or processes, or does not focus on program-level student learning outcomes or student services programs' goals.
Logical plan: The project proposes logical actions for addressing the area needing development or improvement, specifying which program learning outcomes or goals the actions align with.	The planned actions directly respond to and will improve the most important aspect(s) of the area for development or improvement. They align with specific program learning outcomes or goals.	The planned actions directly respond to and will develop or improve an aspect of the area for improvement. Additional aspects or a more important aspect could be improved but are not. The actions probably align with specific program learning outcomes or goals.	The planned actions do not directly respond to and are unlikely to develop or improve the target area, or they do not align with specific program learning outcomes or goals.
Collaboration: Multiple stakeholders in the program have an active role in carrying out the proposed project.	Multiple stakeholders in the program have an active role in carrying out the proposed project, thereby increasing its impact.	Multiple stakeholders in the program have agreed to participate but have a limited role in carrying out the proposed project, thereby limiting its impact.	A single stakeholder will carry out the proposed project with limited participation from or impact on other stakeholders in the program.

Criteria	Strong	Satisfactory	Developing
Budget: The requested funds logically support and are necessary for the planned actions, and do not exceed $3000.00.	The requested funds logically support and are necessary for the planned actions. The budget request does not exceed $3000.00.	The requested funds might support the planned actions, but require more detail or justification. The budget request does not exceed $3000.00.	The requested funds do not logically support or are not necessary for the planned actions, or they exceed $3000.00.
Scope: The project's scope is manageable given the number of participating individuals, their experience with assessment, and the proposed budget.	There are sufficient individuals with appropriate assessment experience or requests for expert support to complete the project with the proposed budget.	There are sufficient individuals but with limited assessment experience or inadequate requests for expert support, OR too few individuals, but with appropriate experience to complete the project with the proposed budget.	There are too few individuals and limited assessment experience or insufficient/misaligned requests for expert support; it is unlikely the team will be able to complete the project with the proposed budget.
Timeline: The project can be completed within the grant year's timeline.	The project can be completed within the grant year's timeline.	It will be challenging to complete the project within the grant year's timeline without additional help, expertise in assessment, or funds.	It is unlikely that the project can be completed within the grant year's timeline.
Support: The project lead's supervisor/chair/unit head understands the demands of the project and the project team's responsibilities, and will provide the support the team will need for their project.	The project lead's supervisor/chair/unit head enthusiastically supports the project team's participation in the project and commits to providing the support requested by the team.	The project lead's supervisor/chair/ unit head agrees to the project team's participation and responsibilities in the project, and acknowledges (but doesn't explicitly commit to) the team's support requests.	The project lead's supervisor/chair/ unit head expresses concern about the project team's participation in the project or the project itself.
Program's assessment grant history: Proposals from programs that have not previously received a grant will have priority.	The program has not received an assessment grant before.	The program has previously received an assessment grant and successfully completed the project. The current proposal is clearly a separate or extension project, not a request for continuing funds.	The program has previously received an assessment grant but did not successfully complete the project, or the current proposal is a request for continuing funds rather than a clearly separate or extension project.

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SUMMARY RECOMMENDATION

Recommendation for funding: Based on the above elements together, the project is likely to achieve its stated goals for promoting best practices in assessment within the grant period.	Fund this proposal: Most elements received a "Strong" rating, with added weight for Alignment, Logical plan, and Collaboration. Any elements with a "Satisfactory" rating can be easily improved. (Add feedback below.)	Consider this proposal: Some elements were rated "Strong," but others were rated "Satisfactory," indicating some areas that need further development. With feedback, the project team could improve and carry out the project plan. (Add feedback below.)	Do not fund this proposal in its current form: The proposal does not align with the assessment grant program's goals, or several of the elements above were rated as "Developing." (This rating allows the project team to revise their project plan for consideration in future grant cycles.) (Add feedback below.)

Feedback to project team:

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