

**Staff Career Development Grant Application Rubric** Applicant Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Signature of evaluator: \_\_\_\_\_

**Section 1:** Please checkmark “Yes” or “No” for each application attribute.

Application Details Criteria	Yes	No	Not Applicable	Points Talley
All sections of application filled in completely, including Signature, location, date; application is neat and organized	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points		
Supporting paperwork included	<input type="checkbox"/> 2 points	<input type="checkbox"/> 0 points		
Applicant has not received grant in the past 2 years	<input type="checkbox"/> 5 points	<input type="checkbox"/> 0 points		
Group participants listed with titles and contact information, if applicable	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> 1 point	
<b>Total points in section 1 (11 points)</b>				

**Section 2:** For each criterion please checkmark a box (Excellence, Meets Requirements, Meets Some Requirements, or Does Not Meet Requirements) and leave comments.

Criteria	Excellence	Meets Requirements	Meets Some Requirements	Does Not Meet Requirements	Points Talley
Professional development proposal	<input type="checkbox"/> 4 points, The details are well thought out and will support the career, unit or university in a positive way. <u>This application</u> stands out among the others.	<input type="checkbox"/> 3 points, Details provided about the activity; compelling activity and use of funds. Is a standard proposal.	<input type="checkbox"/> 2 point, Proposal is brief in details; use of funds is vague.	<input type="checkbox"/> 0 points, Proposal is not included.	____points X 10 (40 points possible)
Comments on proposal:					
Benefits to career, unit, and university	<input type="checkbox"/> 3 points, Explanation provided for all three of the following: career, unit and university.	<input type="checkbox"/> 2 points, Explanation provided but for only two of the following: career, unit or university.	<input type="checkbox"/> 1 point, Explanation provided, but for only one of the following: career, unit, or university.	<input type="checkbox"/> 0 points, No explanation of benefit to career, unit, or university.	____points X 10 (30 points possible)
Comments on explanation of benefits:					
Budget information	<input type="checkbox"/> 2 points, Itemized budget is complete, concise and well-organized, with expenses detailed and references to sources of estimate included. <u>Applicant</u> exceeds expectations	<input type="checkbox"/> 1.5 points, Detailed budget has been provided, with expenses itemized and references to sources of estimate included (no source documents provided, but link or description of where they originated provided).	<input type="checkbox"/> 1 point, Budget provided, but lacking itemization or reference to sources. Not detailed.	<input type="checkbox"/> 0 points, No budget information provided.	____points X 10 (20 points possible)
Comments on budget information:					
<b>Total points in section 2 (90 points)</b>					

**Section 3:** Overall Rating. Check one of the following as your overall rating of the applicant.

<input type="checkbox"/> Exceeds expectations	<input type="checkbox"/> Meets expectations	<input type="checkbox"/> Meets some expectations	<input type="checkbox"/> Does not meet expectations	Total points overall (add section 1 and 2)
Final Comments (Please provide comments on strengths and weaknesses of the applicant in addition to what you included above):				<b>/101</b>

**Section 4:** Recommendation (*to be completed by subcommittee*):

Approved      Amount Awarded: \$ \_\_\_\_\_

Denied

Need more information