

2015 Staff Manager 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 Tally
All sections of application filled in completely, including signature; 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"/> 2 points	<input type="checkbox"/> 0 points		
Date of event/activity included	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points		
Location of event/activity included	<input type="checkbox"/> 2 point	<input type="checkbox"/> 0 points		
Total points in section 1 (10 points possible)				

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 Tally
Management 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 stands out among the others.</u>	<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; management development is not clear.	<input type="checkbox"/> 0 points, Management skill development is not included.	____ points X 10 (40 points possible)
Comments on proposal:					
Benefits to career, unit, and reports	<input type="checkbox"/> 3 points, Explanation shows how the training will benefit projects, unit, and reports. <u>Applicant went above and beyond expectations.</u>	<input type="checkbox"/> 2 points, Response explains benefit to projects, unit, and reports. Is a standard response to benefits.	<input type="checkbox"/> 1 point, Explanation provided, but for only one of the following: projects, unit, or reports.	<input type="checkbox"/> 0 points, No explanation is included.	____ 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 exceeds expectations</u>	<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:					
Total points in section 2 (90 points possible)					

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):				/100

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

Approved Amount Awarded: \$ _____

Denied

Need more information