

Staff Career Development Grant Application Rubric

Applicant Name: _____

Amount Requested _____

Group Application Yes No

Rater Signature _____

Section 1:

	Yes	No	N/A	Points
1. All sections of the application are filled in completely; application is neat and organized	3 points	0	0	
2. Supportive documentation regarding the learning event are attached to the application (For a group application, all group participants are listed with titles and contact information)	3 points	0	0	
3. Applicant has not received a grant in the past 2 years	4 points	0	0	
10 points possible				

Section 2:

Points are assigned using a scale of 10-0. For each criterion, assign points within the designated point range.

Criteria	Excellent 9 - 10 points	Good 7 - 8 points	Average 4 - 6 points	Below Average 1 - 3 points	Awarded Points
#1 Professional development proposal	<ul style="list-style-type: none"> The details of the proposal are thorough and clearly outline how the learning activity will support the individual, unit and university in a positive way. The description of the learning activity supports the desired outcome. The importance of proposed learning activity to the individual or group is compelling This application stands out among the other applicants 	<ul style="list-style-type: none"> The proposal is complete and meets the expectations of standard proposals The importance of the learning activity to the individual or group is present and aligns to the learning activity 	<ul style="list-style-type: none"> The proposal is vague; lacks details. Meets only the minimum requirements for proposal submission The importance of the activity is vague 	<ul style="list-style-type: none"> Proposal is incomplete. Supportive documentation is not present or difficult to locate. Not well organized The importance of the learning activity is missing 	40 points possible
Enter awarded points for criteria #1 _____ X 4 =					
#2 Benefits to career, unit and university	<ul style="list-style-type: none"> A detailed explanation and a compelling case describes a significant benefit to the applicant(s), their unit and university All three areas of impact have a detailed benefit explanation 	<ul style="list-style-type: none"> A benefits explanation is included with detailed benefit description for 2 out of 3 areas. 	<ul style="list-style-type: none"> A benefits statement is present However the benefits description is vague for 2 out of 3 areas of benefit 	<ul style="list-style-type: none"> The benefits statement is vague in all three areas of impact 	30 points possible
Enter awarded points for criteria #2 _____ X 3 =					
#3 Budget information	<ul style="list-style-type: none"> Budget section is fully completed Estimates for all expenses submitted as attachments 	<ul style="list-style-type: none"> Detailed budget has been provided, with all expenses itemized If attachments are not submitted, a website link is provided as an alternative to review references and sources in the budget information 	<ul style="list-style-type: none"> Budget is provided, but lacks detailed itemization or reference to sources 	<ul style="list-style-type: none"> Budget information is vague No budget attachments or links 	20 points possible
Enter awarded points for criteria #3 _____ X 2 =					
Enter total points awarded in section 1 & 2 (100 points possible)					

Section 3: Discretionary Points with Rationale (1-5 points – optional)

Rater may proposal awarding additional points for extraordinary circumstances described in the proposal. Rater must provide a clear and compelling rationale for discretionary points. Rater shall present rationale to small rater group and gain consensus to recommend discretionary points. **Discretionary award points:** _____

Rater Discretionary Rationale and Final Comments: (Please provide comments on strengths and weaknesses of the application that support the rating given:

Section 4: Recommendation (to be completed by subcommittee)

Approved Denied Amount awarded \$ _____