Office of Assessment
Assessment Mini-Grant Rubric

Project Name:

Applicants:

Department/Unit:

Previously Received an Assessment Mini-Grant:

IRB Approval Secured:

Total Possible	Score
48	

Purpose of the Mini-Grant Project (18 pts)					
Component	**Excellent – 6 pts**	**Good – 4 pts**	**Average – 2 pts**	**Poor – 0 pts**	**Score**
Needs or Problems	The application clearly and thoroughly articulates the needs or problems to be addressed by the project.	The application articulates the needs or problems to be addressed by the project and includes some detail.	The application makes some mention of the needs or problems to be addressed by the project but does not include details.	The application does not include the needs or problems to be addressed by the project.	
Objectives	The application includes a thorough description of the project's objectives, which are detailed and measurable.	The application includes a description of the project's objectives, which are measurable and include some detail.	The application includes the project's objectives, but no detail is given, or the objectives are not measurable.	The application does not include objectives for the project.	
Indicators/Instruments	The application includes a thorough, detailed description of the project's indicators or instruments.	The application includes a description of the indicators or instruments used, and some detail is provided.	The application includes the indicators or instruments to be used, but no detail is provided.	The application does not include indicators or instruments for the project.	

Plan for Evaluation (12 pts)					
Component	**Excellent – 6 pts**	**Good – 4 pts**	**Average – 2 pts**	**Poor – 0 pts**	**Score**
Evaluation of Success	The application includes a clear, detailed plan for evaluating the success of the project.	The application includes a clear plan for evaluating the success of the project but needs more detail.	The application includes a rough plan or an idea of how to evaluate the success of the project.	The application does not include a plan for evaluating the success of the project.	
Findings/Results	The plan for evaluation includes a clear, thorough description of how results will be used and disseminated.	The plan for evaluation includes a description of how results will be used and/or disseminated and gives some detail.	The plan for evaluation includes a vague description of how results will be used and/or disseminated; more detail is needed.	The application does not describe how results will be used and/or disseminated.	
Project Impact (12 pts)					
Component	**Excellent – 6 pts**	**Good – 4 pts**	**Average – 2 pts**	**Poor – 0 pts**	**Score**
Impact on Assessment	The project has high potential for having a positive impact on assessment related activities.	The project has moderate potential for having a positive impact on assessment related activities.	The project has limited potential for having a positive impact on assessment related activities.	It is unclear whether the project could have a positive impact on assessment related activities, or the project is not related to assessment.	
Impact on Quality of Instruction/Services	The project has high potential for having a positive, substantial impact on quality of instruction and/or type or quality of services provided to campus constituents.	The project has moderate potential for having a positive, substantial impact on quality of instruction and/or type or quality of services provided to campus constituents.	The project has limited potential for having a positive, substantial impact on quality of instruction or type and/or quality of services provided to campus constituents.	It is unclear whether the project could have a positive, substantial impact on quality of instruction or quality of services provided to students, faculty, staff, or relevant constituents.	

Budget (3 pts)					
Component	Excellent – 3 pts	Good – 2 pts	Average – 1 pt	Poor – 0 pts	Score
Budget	The application contains an itemized budget that clearly shows evidence of research into costs.	The application contains an itemized budget, but evidence of research into costs is unclear.	The application includes the total amount of funding requested, but no details are provided.	The application does not include a budget for the project.	

Timeline (3 pts)					
Component	Excellent – 3 pts	Good – 2 pts	Average – 1 pt	Poor – 0 pts	Score
Timeline	The application includes a clear and delineated timeline for the project.	The application includes a timeline, but details are limited.	The application contains a timeline, but no details are given.	The application does not contain a timeline.	

Notes:

Reviewer initials: