

Criterion	Weight	4	3	2	1	Score
Problem, Need and Objectives	20%	Clear statement of relevant problem AND stated need based on data AND meaningful objectives which address the problem and need.	Clear statement of problem and stated need based on data and some objectives which address the problem and/or need.	Problem statement AND/OR objectives need to be developed and aligned. Need is stated but not supported by data.	Problem statement, need AND objectives need to be developed.	
Plan: Methods, Activities and Innovation to include Best/Promising Practices	30%	Clear plan which delineates methods and activities that are aligned to the problem and will meet the objectives. Clearly explains innovation and how it reflects best or promising practices.	Some methods and activities are unclear or the case needs to be made that all of the methods and activities will accomplish the objectives. Innovation included but limited explanation as to how it reflects best or promising practices.	Methods AND/OR activities are unclear AND/OR the case has not been made that they will accomplish the objectives. Innovation included but needs to explain how it is a best or promising practice.	Methods and activities are unclear AND will not accomplish the objectives. Project needs to incorporate best or promising practices.	
Assessment	10%	Assessment strategies are clearly aligned and measure project objectives or (expected) outcomes.	Assessment strategies are somewhat aligned and most measure project objectives or (expected) outcomes.	Assessment strategies need to consider how to adequately measure and/or clearly align to project objectives or (expected) outcomes.	Assessment strategies need to measure and align to project objectives or (expected) outcomes.	
Benefits	20%	Proposed project clearly describes the benefits the implementation will have on students, the department/s, and/or instructional processes.	Proposed project describes the benefits the implementation will have on students, AND/OR the department, AND/OR instructional processes.	Provides limited benefits OR a limited discussion of how the benefits will impact students, AND/OR the department AND/OR the instructional process.	Discussion of benefits needs to be developed.	
Sustainability	10%	Clear and detailed indication of how the project will be sustained once the course release or stipend is exhausted.	Some discussion of how the project will be sustained once the course release or stipend is exhausted.	Some discussion of how the project will be sustained AND/OR inadequate rationale for how the project will be sustained once the course release or stipend is exhausted.	Need to indicate how the project will be sustained once the course release or stipend is exhausted.	
Cost Justification and Feasibility of Completion (see Budget and Timeline template)	10%	Clear justification of WTUs/stipend and OE&E. Project completion likely given timeline and scope.	Project does not seem feasible given timeline and scope OR work completed outside of time-frame requested	Project does not seem feasible given timeline and scope AND work completed outside of time-frame requested.	Project does not seem feasible given timeline and scope and/or unclear justification of WTUs/stipend and/or not all of the aspects of the budget or timeline are addressed.	
Automatic calculations occur in this row:						Total: