

Marion Professional Development Grant Application Rubric

Applicant Name:

Amount Requested:

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

Application Details Criteria	Yes	No	Points Talley
All sections of application filled in completely, including signature; application is neat and organized	2 points	0 points	
Supporting paperwork included	2 points	0 points	
Applicant has received grant in the past 2 years.	0 points	2 points	
Applicant has never received a MSAC grant.	2 point	0 points	
Location and date of event/activity included	2 point	0 points	
Total points in section 1 (10 points)			

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
Benefits to career, unit, and university	2 points, Explanation shows the excellent ways the activity will benefit the career, unit AND university. <u>Applicant</u> went above and beyond expectations	1.5 points, Compelling explanation of benefit to career, unit AND university. Is a standard response to benefits.	1 point, Explanation provided, but for only one of the following: career, unit, or university.	0 points, No explanation of benefit to career, unit, or university.	___points X 10 (20 points possible)
Comments on benefits:					
Explanation on how activity relates to job duties	2 points, Explanation shows the excellent ways the activity relates to job duties. <u>Applicant</u> went above and beyond expectations.	1.5 points, Compelling explanation how activity relates to job duties. Is a standard response.	1 point, Explanation provided. No examples.	0 points, No explanation on how activity relates to job duties	___points X 10 (20 points possible)
Comments on explanation of how it relates to job duties:					
Budget information	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	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).	1 point, Budget provided, but lacking itemization or reference to sources. Not detailed.	0 points ,No budget information provided.	___points X 10 (20 points possible)
Comments on budget information:					
Overall Professional development proposal	3 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.	2 points, Details provided about the activity; compelling activity and use of funds. Is a standard proposal.	1 point, Proposal is brief in details; use of funds is vague.	0 points, No explanation provided.	___points X 10 (30 points possible)
Comments on proposal:					

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

Exceeds expectations	Meets expectations	Meets some expectations	Does not meet expectations	Total points overall (add section 1 and 2)
				/100
Final Comments (Please provide comments on strengths and weaknesses of the applicant in addition to what you included above):				

Section 4: Recommendation (to be completed by MSAC members):

Denied

Need more information

Approved

Amount Awarded: \$