

FRDC's Evaluation Rubric for Critchfield / Ashforth / Cornell Research Grants and Individual & Course Development Grants

Scoring: Above Average=3 pts Average=2 pts Below Average=1 pt Missing=0 pts
(Except options "Yes" / "No" / "N/A")

OBJECTIVES	Select Score	Comments
<ul style="list-style-type: none"> – <i>if research grant</i>,* quality of the project – well-conceived, clear, specific, concrete, and measurable objectives – clearly stated (listed or paragraph) and written in a language that can be understood by a general audience 	3 2 1 0	
METHODOLOGIES AND OUTCOMES	Select Score	Comments
Aligns with Grant's Focus <ul style="list-style-type: none"> – project aligns with grant's focus: <ul style="list-style-type: none"> – <i>Critchfield</i>: research projects, domestic and international – <i>Ashforth</i>: study in the British Isles (Great Britain priority, island of Ireland prohibited) – <i>Cornell</i>: research projects and associated international travel outside of Great Britain – <i>Individual and Course Development</i>: acquire new knowledge or develop a specific course via workshops, symposia, seminars, structured study projects, conferences, and development of material for new courses 	Yes No	
IRB/ IACUC Approval (if necessary) <ul style="list-style-type: none"> – <i>If involves human subjects or vertebrate research</i>, letter of IRB/IACUC approval is attached 	Yes No N/A	
Methodologies <ul style="list-style-type: none"> – clearly describes expected methodologies 	3 2 1 0	

<p>Outcomes</p> <ul style="list-style-type: none"> – describes expected outcomes – <i>if research grant</i>, indicates that research will lead to a publication (professional journal or book), a performance (music or theater), an exhibit (art), or the presentation of a paper at a national or regional professional meeting – <i>if indiv or course dev grant</i>, indicates how grant will help applicant acquire new knowledge or develop a specific course 	3 2 1 0	
<p>EXPERTISE AND GOALS</p>	Select Score	Comments for Chair
<ul style="list-style-type: none"> – describes project’s relationship to applicant’s current expertise and long-term professional goals – <i>if research grant</i>,* faculty member’s record of scholarship – <i>if research grant</i>,* likelihood that applicant can and will complete the research 	3 2 1 0	
<p>CONTRIBUTIONS</p>	Select Score	Comments for Chair
<ul style="list-style-type: none"> – describes project’s contribution to applicant’s field, the academic community, and Rollins College – <i>if research grant</i>,* work’s perceived value 	3 2 1 0	
<p>BUDGET</p>	Select Score	Comments for Chair
<ul style="list-style-type: none"> – provides clear, detailed list of <i>all anticipated (permitted) expenditures</i> for one year, even if exceeds funding maximum <ul style="list-style-type: none"> – includes specific costs for travel, telephone, staff support, photocopying, etc., and book titles (if possible) <ul style="list-style-type: none"> – includes sources for estimates (i.e., website documentation for airfares, car rentals, international per diem rates, other costs) – includes other sources of revenue, if applicable – <i>if includes student assistant</i>, specifies skills, tasks, anticipated number of hours worked, and hourly wage 	3 2 1 0	

<ul style="list-style-type: none"> – <i>if includes equipment purchase</i>, provides explanatory statement from Dept Chair – <i>if affects dept activities (i.e., curriculum, budget, supplies, space, or personnel)</i>, provides endorsement from Dept Chair – <i>if recurring research project</i>, first sought assistance of Director of Grants and Contracts to identify external funding before re-applying for these grants – identifies other sources of revenue, if any – provides rationale for all requested funds – Requested funds are permitted expenditures (NOT faculty stipends, funding for conferences and meetings normally eligible for faculty travel grants, per diem expenses for longer than 30 days, funding for which Internationalization Committee grants are available, support for travel or research expenses that are not clearly justified) 		
<p>QUALITY OF APPLICATION MATERIALS</p>	<p>Select Score</p>	<p>Comments for Chair</p>
<ul style="list-style-type: none"> – Is well written and proofread (no typos or poor writing) – Does not contain inaccurate information – All relevant and required attachments are included (e.g., IRB approval, Chair’s explanation of budget for equipment purchases) 	<p>3 2 1 0</p>	
<p>TOTAL POINTS</p>		

* **Please note**...the following is written in the grant guidelines on page 3, section I.C.: “Research Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, the likelihood that the applicant can and will complete the research, and the faculty member’s record of scholarship.”