

Professional Development Fund Application Scoring Rubric

Title of Proposal _____
Submitted by _____
Total Score _____
Reviewer _____
Date _____

Directions: For each item, circle (or bold) the value that best reflects the applicant's (or applicants') response to each question or request for information. Add Reviewer Comments as necessary (optional). When finished, add up the values to attain a total score. Place the total score where indicated above.

1. What categories best describe your project? Check all that apply.				
			Item(s) Checked	Item(s) Not Checked
			1	0
2. Provide a detailed summary of what you intend to do. Include when and where the event will take place.				
Criteria: The request is fully addressed with details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				
3. What UH Hilo Strategic Plan does your proposed event address? Explain in detail how your event addresses that goal.				
Criteria: The question and request are fully addressed with details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				
4. Who is your target audience and what is your anticipated attendance? What do you expect participants to gain from this event?				
Criteria: The questions are fully addressed with details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				

5. How will you measure participation? How will you know whether the expectations proposed in Question 4 (above) were met?				
Criteria: The questions are fully addressed with details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				
6. Explain in detail how you will advertise this event to your audience. Are members of your target audience involved in the planning? Explain why or why not.				
Criteria: The question and requests are fully addressed with details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				
7. Utilizing one of the two samples provided, create a budget summary detailing how you plan to use your awarded funds. To avoid a delay in processing of your application, be sure that all budget items are directly related to the implementation of your event. Provide an explanation for items that may appear indirectly related.				
Criteria: The requests are fully addressed with sufficient details.				
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
4	3	2	1	0
Reviewer Comments:				
8. Explain alternative options for supporting this proposal if it is not fully funded by the Professional Development Fund.				
			Explanation Provided	Explanation Not Provided
			1	0