

Applicant: _____

**Faculty Development Committee
Criteria for Evaluating Proposal**

Use the following criteria to determine the degree to which an applicant has justified why he/she should be awarded.

Evaluate the following criteria on the respective accompanying scales. The **higher the number, the higher your evaluation**. Then sum the points and rank your evaluations in order of your total scores from **most to least** points.

Quality of the Proposal							
1) Explanation of the direct benefits of the development opportunity to the applicant's curriculum development or teaching.	1	2	3	4	5	6	7
2) Explanation of the direct benefit to the quality of the educational program within the applicant's department and/or at the University of Houston Downtown	1	2	3	4	5	6	7
3) Description of the level/extent of direct participation in the faculty development opportunity.	1	2	3	4			
4) If opportunity is outside of realm of current expertise, application coherently justifies transition from one field to another. (Assign 3 if no transition necessary.)	1	2	3	4	5	6	7
5) Explanation of alignment to the University Mission and Vision statement. Particular attention is given to how the project integrates teaching, service and/or research to develop student talents and high impact educational experiences for students.	1	2	3	4	5	6	7
Format/Structure of the Proposal							
6) Financial need explained 0 = little to no explanation 1 = some explanation; 2 = adequate and thorough explanation							
7) Expenses justified and estimated in terms of state/foreign rates 0 = no justification incorporating state/foreign rates; 1 = justification incorporating state rates (attached photo copy of relevant U.S. government website). Here is the website to use: http://www.gsa.gov/portal/category/100120							
8) Clarity of writing style	1	2	3				
9) Fit to award categories	1	2	3				
10) Award recipient last year or two consecutive years. (Assign 1 if prior recipient for two consecutive years, 2 if a recipient the previous year, and 3 if new applicant)	1	2	3				
11) Overall perceived merit of the proposal.	1	2	3	4	5	6	7

Total Points: _____

Applicant: _____

COMMENTS: In addition to the ratings you have provided for the 10-point questions, please provide comments about the proposal noting your observations about the quality of the proposal (e.g., how it addresses the requirements of the form, the focus of the proposal, the quality of writing, etc. Additionally, provide some notes about why you believe the proposal does/doesn't merit funding).

What amount or percent of the applicant's request do you recommend funding?

- A. 100%
- B. _____%
- C. All but food per diem?
- D. All but _____ % of the per diem
- E. Other _____