

Undergraduate Research Grants Evaluation Rubric

Category	Inadequate	Acceptable	Superior	Total
DEMOGRAPHICS <i>(3 points)</i>	Includes some required demographic information	Includes most required demographic information	Includes all required demographic information	
ABSTRACT <i>(5 points)</i>	Includes few of the major elements of project including an introduction, overview of literature themes, and connection to leadership, review of project, methodology, expected findings and presentation plan.	Includes most of the major elements of project including an introduction, overview of literature themes, and connection to leadership, review of project, methodology, expected findings and presentation plan.	Includes all of the major elements of project including an introduction, overview of literature themes, and connection to leadership, review of project, methodology, expected findings and presentation plan.	
LITERATURE REVIEW <i>(10 points)</i>	A few resources (primarily not scholarly in nature) provide limited summary (recap of important information) and/or synthesis (re-organization of information connecting multiple sources into themes). A bibliography is not included.	Uses resources to provide either summary (recap of important information) and/or synthesis (re-organization of information connecting multiple sources into themes). A bibliography is included and may not be formatted correctly.	Uses scholarly resources to provide both summary (recap of important information) and synthesis (re-organization of information connecting multiple sources into themes). Includes an appropriately (MLA or APA) styled bibliography.	
RELATIONSHIP TO STUDY OF LEADERSHIP <i>(5 points)</i>	The relationship between the proposed research and the field of leadership and/or leadership development within the student's academic discipline is discussed, however significant questions remain.	Provides a brief and general description of the relationship between the proposed research and the field of leadership and/or leadership development within the student's academic discipline.	Clearly and succinctly describes the relationship between the proposed research and the field of leadership and/or leadership development within the student's academic discipline.	
BUDGET <i>(7 points)</i>	Budget does not clearly account for requested funds; justification is lacking clarity.	Budget provides a limited account for requested funds. Justification is generally clear.	Budget comprehensively accounts for requested funds. Justification is very clear.	
DESCRIPTION OF RESEARCH PROJECT <i>(10 points)</i>	Limited description minimally addresses specific aims/ objectives of research. Research design (including analysis, approach, and facility requirements) are barely addressed.	Adequate description addresses specific aims/ objectives of research. Research design (including analysis, approach, and facility requirements) are moderately addressed.	Comprehensive description addresses specific aims/ objectives of research. Research design (including analysis, approach, and facility requirements) are all clearly addressed.	
RESEARCH RISKS AND BENEFITS <i>(5 points)</i>	Participant risks (physical, psychological, social) are barely described. The description of benefits (physical, psychological, social) to the subjects and/or the importance of the knowledge to be gained and significance of the research is severely limited or not present.	Participant risks (physical, psychological, social) are generally described. A limited description of benefits (physical, psychological, social) to the subjects and/or the importance of the knowledge to be gained and significance of the research is included.	Participant risks (physical, psychological, social) are clearly described, along with an effective description of benefits (physical, psychological, social) to the subjects and/or the importance of the knowledge to be gained and significance of the research.	

METHODOLOGY AND PERSONNEL <i>(10 points)</i>	Does not include an adequate description of the methodology and procedures to be used. Identification of the personnel who will participate in the project and their qualifications for participation is missing key information.	Includes a general description of the methodology and procedures to be used. Identification of the personnel who will participate in the project and their qualifications for participation is present.	Includes a detailed description of the methodology and procedures to be used. Identification of the personnel who will participate in the project and their qualifications for participation is comprehensive.	
INFORMED CONSENT PROCESS <i>(5 points)</i>	If the research involves human subjects, a minimal description is included that addresses how the research will ensure adequate information is distributed and consent for participation is received.	If the research involves human subjects, a general description is included that addresses how the research will ensure adequate information is distributed and consent for participation is received.	If the research involves human subjects, a detailed description is included that addresses how the research will ensure adequate information is distributed and consent for participation is received.	
EXPECTED FINDINGS <i>(5 points)</i>	A minimalistic inclusion of the Research Questions or Hypotheses that will be studied is included that addresses expected findings of the research.	A basic discussion of the Research Questions or Hypotheses that will be studied is included that addresses expected findings of the research.	A clear and concise discussion of the Research Questions or Hypotheses that will be studied is included that addresses expected findings of the research.	
ASSESSMENT & PRESENTATION <i>(5 points)</i>	The applicant minimally addresses how they will assess their overall experience, process and results. A brief discussion of how the findings will be presented to the Cottey or professional communities indicates no clear plan for pursuit.	The applicant generally addresses how they will assess their overall experience, process and results. A basic discussion of how the findings will be presented to the Cottey or professional communities indicates a possible plan for pursuit.	The applicant comprehensively addresses how they will assess their overall experience, process and results. Extensive discussion of how the findings will be presented to the Cottey or professional communities indicates a clear plan for pursuit.	
WRITING STYLE <i>(10 points)</i>	Excessive writing errors per section; grammatical errors and other problems impede clarity of meaning; style is wordy or informal; uses 2 nd person; frequent use of 1 st person.	Some grammatical or mechanical errors, though application is still readable; word choice is sometimes awkward or inappropriate; some need for conciseness or vigor; occasionally lapses into 1 st person.	Succinct, clear, and high quality writing; sentences are grammatically sound and meaning is clear; word choice is appropriate; formal style (no 2 nd person and 1 st person only used as strictly needed) punctuation and spelling are virtually perfect.	
Total Points <i>(80 points possible):</i>				

Recommended Amount: _____