

LEF Proposal Evaluation Rubric

Criteria	Not Evident/ Submitted (0)	Does Not Meet Expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)
<i>Purpose, Impact, and Outcomes of the Project</i>				
<i>Project need and purpose evident</i>			The purpose is clearly stated, and the text is well written. The reader can clearly understand the need for this proposed work.	
			The need for the work is evident and supported throughout the application consistently	
<i>Overall Impact of Project</i>			The proposal describes how the project aligns with and advances institutional priorities related to teaching and learning.	
			The project focuses on a well described and defined aspect of Teaching and Learning, and discusses sustainability.	
			There is a clear description of how the assessment of the project outcomes are aligned and will highlight the impact on teaching and learning.	
			The enhancement or impact on teaching and learning is believable and realistic. (the intended impact is likely to be achieved).	

<i>Project Outcomes aligned with activities and assessments.</i>			Outcomes of the project are clearly articulated and aligned with the purpose.	
			Each outcome clearly states how it will be measured/assessed to determine the success of the project.	
			Intended project outcomes appear to be well aligned with the activities / process / methodology proposed.	
			Intended project outcomes are realistic for the purpose of the project and the timeline proposed.	
<i>Supporting Evidence</i>				
<i>Grounded in evidence and/or best practice.</i>			The proposal is sufficiently informed by peer review and/or best practice evidence and works in Teaching and Learning.	
<i>Clearly defined Teaching and Learning gap, problem, or issue identified.</i>			The proposal utilizes evidence appropriately to define the gap, problem or issue that will be addressed.	
<i>Project is aligned with provided evidence</i>			Supporting evidence provided is well aligned to the proposed purpose, outcomes and activities / processes / methodologies.	

Activity / Process / Methodology and Project Timeline				
<i>Clearly described activities / processes / methodologies with a logical flow</i>			Activities / processes / methodologies stated are clearly outlined such that they are easy to follow and understand.	
<i>Activities / processes / methodologies aligned within the proposal</i>			Activities / processes / methodologies are clearly aligned with the purpose and outcomes.	
<i>Data collection processes and storage are clear</i>			The gathering and managing of any data gathered is clearly described and as applicable outlines: informed consent; REB; use of human subjects; confidentiality; data management and usage.	
<i>Analysis aligned within the proposal</i>			The analysis proposed appears achievable and relates to the outcomes and impact of the project clearly.	
<i>Resources utilized are aligned within the proposal</i>			Application of any tools/software, etc. is clearly stated and directly aligns with the purpose, and budget as applicable.	
<i>Timeline is achievable</i>			The proposed timeline of activities for the project is clearly described and is achievable within the LEF funding period	

Logistics, Budget and Additional Requirements Included in Proposal

<i>Timeline</i>	Yes	No	Comments
Timeline with dates and milestones/action items clearly outlined			
<i>Budget</i>	Yes	No	Comments
Detailed and itemized list			
In-kind contributions (if applicable)			
Other funding (if applicable)			
Is the proposed budget clearly articulated and defensible?			
<i>Co-Investigator(s)</i>	Yes	No	Comments
Co-Investigators and their specific roles/contributions clearly stated (if applicable).			
<i>Signatures and Letter(s) of Support</i>	Yes	No	Comments
Letter(s) of Support from each Collaborating Unit			
Signature of Applicant			
Signature of Chair / Director / Dean			
Signature(s) of Co-Investigators			
Are the letters of support well aligned with the objectives of the project described?			