OR Mini-Grant Evaluation Rubric (AY 2026-27)

Section One: Project Quality
Section Two: Project Personnel
Section Three: Budget Criteria
Section Four: Summary Worksheet

WEAK		AVERAGE		STRONG
1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

Section One: Project Quality

To what extent is the proposed project well designed, achievable, and likely to generate future scholarship and/or external funding?

	1	Range 1-5	5
Background & Significance	Application does NOT identify where this project stands or its significance in the context of current work on this topic.		Application clearly places this project at the forefront of current work on this topic and demonstrates its scholarly significance.
Statement of Plan, Hypothesis, & Research Question	The Statement of plan, hypothesis or question was NOT clearly stated and/or appropriate.		The Statement of plan, hypothesis or question was clearly stated and appropriate.
Design & Approach	Design and Approach proposed are incompatible with outcomes, goals, methods, or other aspects of project.		Design and Approach are perfectly suited for project and allow applicant to achieve goals of project.
Pitfalls & Risks	Pitfalls& Risks were NOT discussed in the application.		Pitfalls& Risks were discussed in the application and were appropriately considered.
Timeframe	The timeframe is NOT appropriate for the proposed project, does NOT allow for possible delays, and is missing aspects of the project.		The timeframe proposed is reasonable, identifies and accounts appropriately for possible delays, and incorporates all aspects of the project.
Scholarly Outcomes & Goals	Outcomes or products are unclear, insufficient, inappropriate for the project, or not measurable. Overall it does NOT appear that the project can have an impact.		The proposal clearly states significant, measurable and achievable outcomes; goals, or products which are appropriately suited to the scope of the project. Project is anticipated to have a strong impact on the PI's field.
Seed Qualities	This proposal does NOT appear to have research/scholarship possibilities for this PI beyond this project.		Well-developed and clear progression from this project to larger feasible research/scholarship project(s) and/or external funding.

Assessment	Assessment is NOT a part of the proposal or appropriate assessment methods are NOT proposed. How will PI know if project is successful?		Assessment is a central part of the proposal and appropriate assessment methods are proposed
Resources (including access to materials or equipment, as well as required expertise)	Resources/expertise crucial to the success of the project are either NOT available, or access or permissions have NOT been granted. It appears project cannot succeed based on missing resources.		Project has all the resources available to perform this project, including equipment, expertise, supplies, permissions, etc. Project can be successful based on resources available.
	Section One: Project Quality TOTAL SCORE		*MEDIAN of all Section One scores*

Section Two: Project Personnel

This section asks about the PI/Team qualifications.

Do not include the final two questions unless they apply to this specific project.

	1	Range 1-5	5
PI & Team Skills	The PI / team has NOT adequately demonstrated the potential skill set, or does NOT have co-PI or a mentoring team with the experience to foster execution of this project.		The PI /team has adequately demonstrated the potential skill set and/or has the appropriate background and/or has involved appropriate co-PI(s) / collaborators / mentor(s).
Mini-Grant Goals To what degree is the PI a junior faculty, and/or developing a potentially productive research and scholarship program?	This proposal is NOT aligned with the stated goals of the mini-grant program.		The applicant(s) has not done this particular work before, and does not have a history of dissemination or publication, etc., in the relevant research & scholarship. This is new work for PI/Team.
Prior Internal Funding	Internal funding in past five years has been received by PI without justifying how the funds were used to foster project growth.		- PI has not received internal funding in past five years, or - Project has been funded previously and proposal clearly delineates how the funds were used to foster project growth.
Present External Funding	PI has substantial external funding for a project within the same field or genre of this proposal.		PI has no external funding, or minimal external funding to support research and scholarship activity.
Mentoring Process *ONLY IF project includes formal faculty mentoring of the PI:	No indication is given what the mentoring process will look like.		PI and mentor have clearly indicated how mentoring will work, what guidance will be provided, and what aspects of the project mentoring will apply to.

*ONLY IF project has multiple PIs and/or is an IPE project:	No indication provided about the nature of shared work among multiple principal investigators or the organizing team.		PI(s) or team have clearly explained how work will be shared, decisions made, papers written, or other issues of shared leadership addressed.
Section Two: Project Personnel TOTAL SCORE			*MEDIAN of all Section Two scores*

Section Three: Budget Criteria

To what extent is budget appropriate for the project proposed?

	1	Range 1-5	5
Justification of Need	Requested funds are NOT appropriate for the project proposed. Funds requested are either grossly exaggerated or grossly insufficient to complete the project.		Requested budget in this proposal is exactly what is needed to perform the project as proposed. Nothing is missing, and costs are appropriate.
Budget Justification	Requested funds are NOT justified or are justified so poorly that reviewer cannot understand what funds will be used for.		Budget Justification is clear, concise, and explains each piece sufficiently that the reviewer can easily understand how dollars for each requested item are calculated.
	Section Three: Budget Criteria TOTAL SCORE		*MEDIAN of all Section Three scores*

Section Four: Summary Worksheet

YOUR NAME_____ **PI NAME** _____

WEAK		AVERAGE		STRONG
1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

AVERAGE SCORE

Calculate a mathematical average of the four section scores.
Project Quality is counted twice to weight it over the other criteria.

Section One: Project Quality	**Section One: Project Quality**	**Section Two: Personnel**	**Section Three: Budget**	**Average Score**

ADDITIONAL CONSIDERATIONS

Does the proposal include any of these qualities? These considerations should help proposals which include them, but should NOT penalize proposals which do not. They should be considered ***extra credit.***

- Does the proposal involve students in the execution and analysis of the project?
- Does the project foster collaborations between UNE faculty?
- Does the project foster collaborations between faculty in different departments, fields, or disciplines (i.e., is it interdisciplinary)?
- Does the project foster collaborations with faculty, organizations, or institutions outside of UNE?
- Does the project include formal mentoring of the PI?
- Does the project include committed, defined matching funds from any other source?

OVERALL COMPOSITE SCORE

Take the **Average Score** (above) and consider the influence, if any, of the qualities in **Additional Considerations.** The Composite Score should reflect these things with the addition of your overall sensibility of the proposed project. PLEASE BE SURE TO CHANGE YOUR SCORE HERE IF IT CHANGES AFTER THE DISCUSSION AND AMEND YOUR STRENGTHS AND WEAKNESSES SECTIONS, IF NEEDED.

	1		**5**
COMPOSITE SCORE	Project is insufficient in design, outcomes, or other qualities such that it ought not be funded under this program.		Project is well designed and suitable for the applicant, will lead to further work, and help applicant pursue further research/scholarship.

On the next page, please list three strengths and three weaknesses of this proposal.

Three STRENGTHS of this application:

1.

2.

3.

Three WEAKNESSES of this application:

1.

2.

3.

Thank you for your participation in the review process for the UNE ORI Mini-Grant program.