Center for Teaching Excellence and Learning (CTEL)
Teaching Excellence: Innovative Teaching Grant
Proposal Evaluation Rubric

Required Application Materials Checklist

____ All required application materials arranged in order within one pdf attachment.

____ Completed Travel Authorization form (if applicable)

____ One letter of support from applicant's department chair/director/immediate supervisor

____ Documentation of CUHSR and/or IACUC approval (if applicable)

If any of the above are missing or incomplete, the grant proposal will not be reviewed.

	Very Strong (3)	Strong (2)	Adequate (1)	Weak (0)
Abstract:	A brief overview clearly summarizes the project and explicitly identifies its key features.	A brief overview clearly summarizes the project and its key features.	A brief overview generally summarizes the project.	The overview is vague, confusing, or missing completely.
Project Description:	A detailed description of the project is provided; the project activities and rationale are explained and elaborated with specifics or examples.	A detailed description of the project is provided; the project activities and rationale are explained.	A description of the project is provided, but the project activities and rationale are explained in very general terms, and/or the project rationale is weak.	Only a general description of the project is provided, or the project activities and rationale are explained partially, in vague terms, or not at all.
Project Participants:	A detailed description of project roles/ responsibilities for project participants (e.g. students, consultants, etc.) is provided, along with names, positions, and e-mail addresses (if known).	A description of project roles/ responsibilities for project participants (e.g. students, consultants, etc.) is provided, along with names, positions, and e-mail addresses (if known).	Names, positions, and e-mail addresses (if known) are provided for project participants, but project roles/ responsibilities are explained only in general terms.	Project participants and their project roles/responsibilities are explained partially, in vague terms, or not at all.
Background/ Qualifications:	A detailed description of prior work or research (by the applicant or others) relevant to the project is explained and elaborated with specifics or examples.	A detailed description of prior work or research (by the applicant or others) relevant to the project is provided.	A general description of prior work or research relevant to the project is provided.	Little or no description of prior work or research relevant to the project is provided.
Innovative Teaching:	The project's targeted innovative teaching practice(s) are described in detail and relate to Bradley's strategic plan and/or core curriculum; a convincing argument is made that development of these teaching practices will positively impact learning and teaching.	The project's targeted innovative teaching practice(s) are described in detail, and a convincing argument is made that development of these practices will positively impact learning and teaching.	The project's targeted innovative teaching practice(s) are described, but the claim that development of these practices will positively impact teaching and learning is general, confusing, or vague.	The project's targeted innovative teaching practice(s) are inappropriate and/or it is doubtful that the project will make a positive impact on teaching and learning.

Project Plan and Timeline:	A detailed project plan and timeline clearly outline how the project will be completed. Innovative teaching is prominent throughout.	A detailed project plan and timeline clearly outline how the project will be completed.	A general project plan and timeline are provided.	The project plan and timeline is vague, confusing, or only partially completed.
Project Assessment:	The project goals and/or objectives are clearly stated in terms that are measurable, observable, and realistic. A detailed plan for tracking progress, assessing outcomes, and sustaining the innovative teaching practice(s) beyond the scope of this project is provided. Innovative teaching is prioritized throughout.	The project goals and/or objectives are clearly stated in terms that are measurable, observable, and realistic. A detailed plan for tracking progress, assessing outcomes, and sustaining the innovative teaching practice(s) beyond the scope of this project is provided.	The project goals and/or objectives are provided, but not all are measurable, observable, and realistic, or the plan for tracking progress, assessing outcomes, and sustaining the innovative teaching practice(s) lacks detail.	The project goals and/or the plan for tracking progress, assessing outcomes, and assuring sustainability are vague, confusing, or missing.
Budget:	An itemized list of all project expenses is provided and clearly explained. Funding from other sources is identified. The budget seems likely to deliver maximum returns based on the scope and goals of the project.	An itemized list of all project expenses is provided and clearly explained. Funding from other sources is identified. The budget is reasonable based on the scope and goals of the project.	An itemized list of project expenses is provided, but some items are not clearly explained and/or funding from other sources is not always clear. The budget is reasonable based on the scope and goals of the project.	The project expenses are vague, confusing, or missing; some items are not clearly explained, funding from other sources is not clear, or the budget is unrealistic or unreasonable based on the scope and goals of the project.
Theme	Course is MI eligible	Course taps on themes of health, sustainability, technology, global concerns, or justice & Ethics.		Not MI and not linked to one of the Big Problem themes.
Previous TE: IT Grants	The final report or a one paragraph description of the applicant's most recently received TE: IT grant is provided.			