## MSU Small Grants for Faculty Research & Creative Projects (SGFRCP) – Scoring Rubric

**Applicant Name:**

**Project Title:**

**Amount Requested** (Maximum $3000)**:**

Equipment $_____ Supplies $_____ Travel $_____ Student Assistance $_____ Other $_____

| Criteria | Excellent (5-4 pt) | Good (3pt) | Poor (2-1 pt) | Score (0-5pt)* | Weight | Final Score = Score x Weight |
|---|---|---|---|---|---|---|
| **Project Description** | | | | | | |
| **a) Enhancing MSU's Reputation for Academic Excellence:** Explain how this project will enhance MSU's reputation for academic excellence. May include social, economic, cultural, or other investigations and contributions. | Will enhance MSU's reputation for academic excellence in *multiple* ways. | Will enhance MSU's reputation for academic excellence in *at least one* way. | Will *barely or not* enhance MSU's reputation for academic excellence. | | 1.5 | *7.5 max* |
| **b) Improving Teaching and Learning at MSU:** Explain how the project shall contribute to the teaching and learning at MSU. | Will contribute to the teaching *and* learning at MSU. | Will contribute to the teaching *or* learning at MSU. | Will *barely or not* contribute to the teaching and learning at MSU. | | 1.5 | *7.5 max* |
| **c) Involving/Benefiting Students:** Explain how this proposed project shall involve students in the research or creative project and/or how students shall be beneficiaries of the resulting new knowledge. | Will involve students in the research *and* students will be beneficiaries of the resulting new knowledge. | Will involve students in the research *or* students will be beneficiaries of the resulting new knowledge. | Will *barely or not* involve students in the research. Students will *not* be beneficiaries of the resulting new knowledge. | | 1.5 | *7.5 max* |

| d) **Quality of the Proposed Project:** | | | | | | |
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| a. <u>Review of the Existing Body of Work</u> Proposed project should be sufficiently pinned to the current existing body of work. Is it clear that the applicant(s) know the current existing body of work relative to the proposed research project? Sufficient detail to indicate how the proposed project builds upon the current knowledge base. | *Sufficiently* pinned to the current existing body of work. *Clear* the applicant(s) know the work relative to the proposed project. | *Somewhat* pinned to the current existing body of work. Applicant(s) *appears to know* the work relative to the proposed project. | *Not sufficiently* pinned to the current existing body of work. *Unclear* whether the applicant(s) know the work relative to the proposed project. | | 3 | *15 max* |
| b. <u>Project Design or Methodology</u> Describe the methods/project design to be implemented relative to this proposal. The proposal should have sufficient detail in its goals, objectives, activities/procedures, and analysis/evaluation. Explain how the project will be carried out. | The goals, objectives, procedures, and evaluation methods are *described in detail.* | The goals, objectives, procedures, and evaluation methods are *briefly described.* More details are needed. | The goals, objectives, procedures, and evaluation methods are *unclear.* | | 4 | *20 max* |
| c. <u>Contribution or Significance</u> Project should make unique contribution to the knowledge base of the discipline and have a plan for disseminating findings/work in appropriate venue (e.g., conferences, peer-reviewed journals, performances, gallery.) | The project will make a unique contribution to the knowledge base of the discipline and have a plan for disseminating the findings in an appropriate venue, both on and off campus. | The project will make a unique contribution to the knowledge base of the discipline and have a plan for disseminating the findings on campus. | Although addressed, it is unclear whether the project will make a unique contribution to the knowledge base of the discipline or have a plan for disseminating the findings. | | 3 | *15 max* |

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| e) **Timeline:** The project timeline should be included, indicating significant milestone points in the project, and complying with the RFP calendar of key dates and project period of performance (July-June). Must include required Poster Session participation (March/April) and Final Report completion (June) in timeline. | The project timeline identifies significant milestone details, includes the required poster session and final report, *and* follows the project period of performance. | The project timeline identifies *some* milestone details, includes *either* the poster session *or* final report, and follow *some* dates for the project period of performance. More details are needed. | The project timeline *does not* include significant milestone details, *does not* include the poster session and final report, and *does not* follow the project period of performance. | | 1 | *5 max* |
| f) **Faculty Qualifications:** The faculty researcher must demonstrate the appropriate expertise, credentials, and experience in their respective discipline and methodology to carry out the proposed project. This section includes evidence of successful publications, presentations, performances, artifacts, etc. *If applicable, note external funding of previous MSU-sponsored projects.* | Faculty demonstrates appropriate expertise, credentials, and experience in the discipline *and* methodology to conduct the proposed project. | Faculty demonstrates appropriate expertise, credentials, and experience in the discipline *or* methodology to conduct the proposed project. | Faculty *does not* seem to have the appropriate expertise, credentials, and experience to conduct the proposed project. | | 1 | *5 max* |
| g) **Connection to Strategic Plan:** Document ways in which the proposed project supports the goals of the MSU strategic plan, Empowering Generations. | The proposed project directly supports *multiple* goals of the strategic plan. | The proposed project directly supports *at least one* goal of the strategic plan. | The proposed project does *not directly support any* goal of the strategic plan. | | 1.5 | *7.5 max* |

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| **h) Budget Template and Budget Justification Narrative:** The Budget should be completed using the Small Grants Budget Template and include itemization and a justification narrative in the Project Description, for all costs. Budget must follow the grant period of performance (July – June). Maximum allowable, $3000. | Required budget template *was used* and *includes* detailed itemization. The proposal Project Description *includes* a detailed budget justification narrative. All costs apply to the grant period of performance. Budget calculations are *accurate.* | Required budget template *was used* but *lacks detailed* itemization *or* the proposal Project Description does *not include* a budget justification narrative. *More details are needed.* Some budget calculations are *inaccurate* and need some clarification. | Required budget template *was not used*. The proposal is *missing* the required itemization and a clear budget justification narrative. The budget *does not follow* the grant period of performance. The budget calculations are *inaccurate.* | | 2 | |
| | | | | | | *10 max* |

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| **TOTAL SCORE** | **/100** |

First-Time Applicant row

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| **First-Time Applicant (Bonus 5 points):** The applicant is considered a first-time applicant principal investigator if they (or any co-principal investigators) have not been previously awarded funding under this grant opportunity. No bonus point will be given if the applicant does not mention they are a first-time applicant in the proposal. | First time applicant? <br> ☐ Yes (+5) <br> ☐ No (+0) |

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| **ADJUSTED TOTAL SCORE** *(Max Points Possible = **105**)* | **/105** |

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| **Required Sections:** Were the following required sections included in the proposal? | ☐ Cover Page <br> ☐ Project Summary <br> ☐ Bibliography |
| **Continued Funding\*\*:** Is the faculty requesting additional funding for a previously funded Small Grant Project? | ☐ Yes <br> ☐ No |

**Recommendation:** Do Not Fund \_\_\_\_ **(or)** Fund \_\_\_\_ (*and*) Funding Amount Recommended **$_____**

**Evaluator's Name:**

**Evaluator's Notes/Comments:**

**\* Did not address = 0 pts \*\* Continued Funding and Additional Funding:** If requesting continued funding for previous Small Grant, must include a paragraph summarizing previous project results & dissemination, describe challenges encountered, & justify the need for additional funding. Must include description of any additional funding (internal/external) used to support the project.