

Scoring Rubric for the Memorial Conference Grant

	Outstanding 4	Good 3	Fair 2	Poor 1 or 0	Explanation for Score:
Benefit to applicant (Opportunity)	Proposal has concrete examples of how the applicant can benefit.	Proposal provides a thoughtful but non-specific discussion of how the applicant can benefit.	Proposal includes a general description of potential benefit of attendance.	Proposal does not give much attention to how the applicant can benefit.	
Participation (at NEAIR Conference)	Proposal provides a specific plan of participation in the full array of activities and opportunities provided by the conference.	Proposal describes plans to participate in some of the conference activities	Proposal includes a vague description of participation in conference activities.	Proposal lacks a discussion of the applicant's degree of participation.	
Benefit to NEAIR	Proposal includes specific examples of how the applicant will share their knowledge/expertise with the NEAIR community.	Proposal includes a good, but general, description of how the applicant will share their knowledge/expertise with the NEAIR community.	Proposal includes a vague description of how the applicant will share their knowledge/expertise with the NEAIR community.	Applicant's explanation of how s/he can share one's knowledge/expertise is not evident.	
Financial need and funding	Proposal includes a complete budget that accurately details conference and travel expenses, financial need, and other financial support available (such as institutional support).	Proposal provides some specifics about expenses, financial need and other financial support available.	Proposal provides a vague discussion of expenses and financial need.	Proposal lacks a discussion of expenses and financial need, or lacks a sound argument why funding is needed.	

Scoring Rubric for the Memorial Conference Grant (continued)

Is the applicant a current NEAIR membership? (Y/N)

Are the applicant's job responsibilities primarily related to institutional research and effectiveness? (Y/N)

Institution Type:

- College
- University
- Other

- Public
- Private

- 2-year institution
- 4-year institution

Length of membership:

- 1 year
- 2 – 5 years
- At least 5 years

Has there been an opportunity to attend a regional or national conference in the past?

- Yes
- No

Note: It is unlikely that a proposal would have a perfect score of 16; the rubric is meant to provide consistency and suggest multiple ways that proposals can qualify. Reviewers are asked to explain their rationale for assigning a score of 0 to 4 for each rating.