<table>
<thead>
<tr>
<th>Benefit to applicant (Opportunity)</th>
<th>Outstanding 4</th>
<th>Good 3</th>
<th>Fair 2</th>
<th>Poor 1 or 0</th>
<th>Explanation for Score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal has concrete examples of how the applicant can benefit.</td>
<td>Proposal provides a thoughtful but non-specific discussion of how the applicant can benefit.</td>
<td>Proposal includes a general description of potential benefit of attendance.</td>
<td>Proposal does not give much attention to how the applicant can benefit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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.