

# Proposal Evaluation Rubric



## Opening Doors – Unlocking the Potential

This is the rubric used to rate Call for Papers proposals. Please use it to guide you in writing your proposal.

<b>Evaluation Criteria</b>	<b>Weak 1 point</b>	<b>Average 2 points</b>	<b>Strong 3 points</b>	<b>Score</b>
<b>Form:</b> All Information is complete on application and e-mail attachment	Some of the information is complete and e-mail attachment is missing some components	Most of the information is complete and e-mail attachment is missing few components	All of the information is complete and e-mail attachment is missing few components	<b>/3</b>
<b>Educational Background of Presenter(s)</b> Experience and education cited show evidence of expertise in the subject	Presenter(s) education and experience cited do not show evidence of expertise in subject	Presenter(s) education and experience cited show evidence of expertise in subject	Presenter(s) education and experience cited show high degree of evidence of expertise in subject	<b>/3</b>
<b>Title and Abstract &amp; Target Audience</b> Clear title and concise abstract Grade level, Subject area, and Audience are clearly stated	Title and abstract are not clear Grade level, Subject area, and Audience are not included	Title and abstract match but the abstract is too long or the title is not appropriate One of the following Grade level, Subject area, or Audience is not included	Title and abstract are clear, concise, and well written Grade level, Subject area, and Audience are clearly stated	<b>/3</b>
<b>Summary of the Presentation</b> Clear and concise Avoids jargon Content aligns with intended audience Includes supporting data for content	The summary does not include 2 or more criteria	The summary does not include 1 of the criteria	The summary meets all the criteria.	<b>/3</b>
<b>Overall Evaluation</b> Content aligns with FEHI's mission and theme	FEHI's mission and/or theme are not incorporated into the proposal	FEHI's mission and theme are somewhat incorporated into the proposal	FEHI's mission and theme are clearly incorporated into the proposal	<b>/3</b>
<b>TOTAL SCORE</b>				<b>/15</b>