



Review Criteria

Robotics Program

Proposal
Lead Agency: _____ _____
Proposal Title: _____ _____
[Additional Information]: _____ _____

Reviewer
Reviewer: _____
Signature: _____ Date: _____

SCORE SUMMARY		
SECTION	MAXIMUM SCORE	REVIEWER'S SCORE
Project Narrative		
• Extent of Need	20	
• Goals, Objectives, and Milestones	15	
• Plan of Operation	20	
• Evaluation and Dissemination	10	
• Management Plan	15	
Budget	20	
TOTAL SCORE	100	
Extra Point for Partnership	1	
FINAL SCORE	101	

Requirements:

All proposals must meet the following requirements to be considered for funding. Please check off the requirements met by this proposal.

- Qualified key personnel, including club sponsor;
- Student access to essential technologies and materials;
- Activities aligned to recognized robotics standards, curriculum, or instructional programs;
- Schedule of meeting dates and location;
- Evidence of compliance with Local Education Agency (LEA) safety and privacy policies, including those related to non-system employees; and
- Equivalent access for students with disabilities regarding location, technologies, and digital resources.

Priorities:

Priority will be given to projects whose designs incorporate one or more of the following priorities. Please check all that apply to this proposal.

- Schools and nonprofit partnerships, and/or
- Schools without existing programs.

NOTE: MSDE reserves the right to take into consideration geographic distribution when awarding grants.

Comments:

Use this page to make comments about the proposal in general, or to address concerns, not addressed elsewhere in the rubric.

Comments:

Project Narrative

Extent of Need (20 Points)

A compelling proposal will have a clearly-defined problem supported by a needs assessment. A needs assessment is a systematic review of information collected from a variety of sources, analyzed to determine strengths and weaknesses, and prioritized for action in the proposal.

Criteria:

- Clearly state the main problem in the first paragraph.
- Cite research supporting the need for the project.
- State what data were collected to confirm the existence of the problem, the sources of the data, and the methods used to collect them.
- State who is affected by the problem. State when and where the problem exists.
- Document the factors contributing to the problem.
- Document current or past efforts to address the problem.
- Show why those efforts failed or are inadequate to address the total need.
- Discuss the applicant’s history or expertise in dealing with the problem.
- Discuss the consequences of not dealing with the problem

SCORING RUBRIC:

NEEDS ASSESSMENT (20 Total Points)		
Exemplary (In addition to meeting all conditions listed in “Meets Standard”) Points: 14-20	Meets Standard (Meets all conditions listed for each criterion) Points: 7-13	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-6
The need is thoroughly described and evident and is aligned with the goals and objectives and milestones outlined. The project will clearly address the need. The project addresses one or both of the stated grant priorities.	There is a limited description of the needs being addressed. The need is not well supported or clearly aligned to the goals, objectives and milestones. The project addresses one of the stated grant priorities.	There is little evidence of need. The project does not address either of the stated grant priorities.

Points Assigned: _____

Strengths and Weaknesses:

Goals, Objectives, and Milestones (15 Points)

Goals, objectives, and milestones are all outcomes. Outcomes themselves are statements that tell how the project's target population would improve. Every outcome should describe a change in a target population. In addition, they set standards of progress towards alleviating the problems identified in the needs assessment. **Statements that describe strategies or management issues are not proper outcome statements.**

Criteria:

- **Identify the target population.** Who is the specific population the outcome addresses?
- **Are realistic.** Outcomes must be attainable. It is unrealistic to expect that all students will achieve 4.0 grade point averages. Unrealistic outcomes set your project up for failure and are "red-flags" for reviewers.
- **Are measurable.** Outcomes must demonstrate clear achievement. A good outcome statement references easily-quantified indicators (e.g., test scores, absenteeism, grades, and/or promotion rates).
- **Include deadlines.** All outcome statements specify by when they are to be achieved.
- **Reference state, local or school-defined baseline data or standards.** To determine if the goal is both reasonable and ambitious, include local baseline data for comparison.

SCORING RUBRIC:

GOALS, OBJECTIVES, AND MILESTONES (15 Total Points)		
Exemplary (In addition to meeting all conditions listed in "Meets Standard") Points: 11-15	Meets Standard (Meets all conditions listed for each criterion) Points: 6-10	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-5
Proposal thoroughly describes the goals, objectives and milestones. Strong connections are made between the proposed program, data and content standards.	Proposal describes the goals, objectives and milestones. Connections are made between the proposed program and either data and content standards.	Proposal provides limited description of goals, objectives, and milestones. Connections to data and content standards are not included.

Points Assigned: _____

Strengths and Weaknesses:

Plan of Operation (20 Points)

Criteria:

- ❑ Strategies are directly linked to objectives.
- ❑ Strategies are supported by clearly-stated rationales or properly cited research, and are likely to result in the stated outcomes.
- ❑ Strategies work cohesively to address the problem(s) stated in the needs assessment.
- ❑ All activities provide direct service to clients.
- ❑ All activities are linked to specific strategies.
- ❑ Dates are indicated for each activity.

SCORING RUBRIC:

PLAN OF OPERATION (20 Total Points)		
Exemplary (In addition to meeting all conditions listed in "Meets Standard") Points: 14-20	Meets Standard (Meets all conditions listed for each criterion) Points: 7-13	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-6
Proposal includes strategies and supporting activities that exhibit strong connections to objectives, are supported by rationale/research, and align to meet expected outcomes.	Proposal includes strategies and supporting activities that exhibit connections to objectives, are supported by rationale/research, and align to meet expected outcomes.	Proposal does not include strategies nor supporting activities that exhibit connections to objectives, are supported by rationale/research, and align to meet expected outcomes.

Points Assigned: _____

Strengths and Weaknesses:

Evaluation & Dissemination Plan (10 Points)

Criteria:

- **Evaluation Questions:** What questions will the evaluation seek to answer, based on the project's goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, efforts, and what is important to evaluate.
- **Evaluation Strategy:** What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in the evaluation?
- **Data:** At minimum, data collection must include description of data collection plan that includes –frequency of meetings, number of competitions entered, total number of participants disaggregated into student groups, qualitative student reflections. There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.
- **Evaluator(s):** Specify the individuals or groups who will conduct the evaluation. What are the qualifications of each? What are the responsibilities of key personnel?
- **Budgeting of resources and staffing for evaluation:** The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation.
- **Dissemination:** Details on how the evaluation results will be disseminated to major stakeholders and individuals interested in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. Will student involvement in competitions be highlighted? How and when will demonstrations of the project be provided? Descriptions of the types of reports and other by products developed during the course of the project may be made available.

SCORING RUBRIC:

EVALUATION & DISSEMINATION PLAN (10 Total Points)		
Exemplary (In addition to meeting all conditions listed in "Meets Standard") Points: 7-10	Meets Standard (Meets all conditions listed for each criterion) Points: 4-6	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-3
Proposal includes a comprehensive evaluation process that identifies evaluators and the plan for the dissemination of results.	Proposal includes an evaluation process and a dissemination plan.	Proposal includes a partial evaluation or dissemination plan.

Points Assigned: _____

Strengths and Weaknesses:

Management Plan (15 Points)

Criteria:

- Identifies all partners and establishes their roles, responsibilities and donations to the project.
- Partners' responsibilities and contributions are reiterated in a letter of commitment.
- All major stakeholder groups are represented by the steering committee.
- Lists of all key personnel with descriptions of their duties, qualifications, and percentages of time dedicated to the project.
- Identifies a project director dedicating appropriate time to the project.
- Résumés are provided for each key personnel that reiterate the qualifications presented in this section.
- Job qualifications are provided for all to-be-hired key personnel.
- Presents a clear organizational structure with a steering committee providing active oversight.
- Includes a detailed management plan worksheet, listing all major management actions, assigning responsibility for each action, and assigning dates for each action.
- Timeline contains all key elements from the implementation, management and evaluation plan.
- Timeline demonstrates adequate scheduling for the completion of all tasks.

SCORING RUBRIC:

MANAGEMENT PLAN (15 Total Points)		
Exemplary (In addition to meeting all conditions listed in "Meets Standard") Points: 11-15	Meets Standard (Meets all conditions listed for each criterion) Points: 6-10	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-5
Proposal includes a comprehensive management plan that identifies all personnel, their roles and responsibilities, the organizational structure, and related timelines.	Proposal includes a management plan that identifies personnel, their roles and responsibilities, the organizational structure, and timelines.	Proposal includes a management plan with limited details.

Points Assigned: _____

Strengths and Weaknesses

Budget (20 Points)

Criteria:

- Provides a budget narrative justifying all expenses not clearly justified in the project narrative.
- Presents an explanation as to how all costs are reasonable and within current market value.
- Presents an adequate explanation as to the cost-effectiveness of the budget.
- Organizes line items by the appropriate budget categories (i.e. “objects”), and provide totals for each category.
- Contains no vague line items. All line items are for specific expenses.
- All line items contain the calculations used to derive the expected cost.
- Covers all expenses implied or stated in the project narrative and budget narrative.
- Includes only those expenses clearly stated in the project narrative or budget narrative.
- Presents all requested funds and in-kind contributions for the total cost of the project.
- Follows the prescribed format (see RFP).
- Indirect costs are calculated at a reasonable rate.
- Budget contains no mathematical errors.

SCORING RUBRIC:

BUDGET (20 Total Points)		
Exemplary (In addition to meeting all conditions listed in “Meets Standard”) Points: 14-20	Meets Standard (Meets all conditions listed for each criterion) Points: 7-13	Does Not Meet Standard (Does not meet one or more of the conditions listed for each criterion) Points: 0-6
Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail. Budget calculations are correct.	Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation, but lacks depth and connections between costs and the goals of the program.	Budget is not clear, reasonable and/or cost effective. Budget narrative does not provide detailed explanation of expenditures. Budget contains calculation errors and/or is completed incorrectly.

Points Assigned: _____

Strengths and Weaknesses