

Faculty - Supplemental Budget Request For Proposals
Fiscal Year 2026 (July 1, 2025 - June 30, 2026)
Evaluation Rubric

Overview

This rubric will guide the Faculty Budget Committee in assessing proposals based on alignment with the RFP objectives, feasibility, impact, and sustainability. Each proposal will be scored in five categories, with weights reflecting their importance to the RFP goals.

<u>Evaluation Criteria</u>	<u>Weight (%)</u>	<u>Scoring Scale (1–5)</u>	<u>Description</u>
1. Alignment with RFP Priorities	25%	1 = Minimal alignment to 5 = Strong alignment	Evaluates how well the proposal supports one or more RFP goals (e.g., student engagement, academic support, etc.). Proposals addressing multiple focus areas with clear links to EWU's strategic plan will score higher.
2. Feasibility and Implementation Plan	25%	1 = Unrealistic/unclear to 5 = Highly feasible	Considers the project's timeline, plan/method, and likelihood of successful execution within FY 2026. A well-detailed, actionable plan with realistic milestones and resource allocation scores higher.
3. Impact on Student Experience and Success	30%	1 = Minimal impact to 5 = Significant impact	Assesses the potential to enhance student engagement, retention, learning outcomes, and satisfaction. Proposals including a plan to assess measurable benefits and broad-reaching effects will score higher.
4. Budget Justification and Cost-Effectiveness	10%	1 = Poor justification to 5 = Highly justified	Evaluates clarity and appropriateness of the proposed budget and its alignment with project goals. Proposals with detailed, reasonable costs and a strong justification for all expenditures will score higher.

5. Sustainability and Long-Term Viability	10%	1 = Unsustainable to 5 = Highly sustainable	Considers the project's potential for long-term benefits and continuation beyond the funding period. Proposals with a clear plan for securing additional funding or institutional support for continuation will score higher.
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Scoring Guide

For each criterion, committee members assign a score from 1 to 5:

- 1:** Does not meet expectations.
- 2:** Partially meets expectations.
- 3:** Meets expectations.
- 4:** Exceeds expectations.
- 5:** Exemplary, far exceeds expectations.

Weighted Score Calculation

The final score for each proposal will be calculated by adding the following formula scores:

- Alignment Score × 0.25
- Feasibility Score × 0.25
- Impact Score × 0.30
- Budget Score × 0.10
- Sustainability Score × 0.10
- = **Final Score**

Maximum possible score: **5.0**

Evaluation Summary Template

Faculty Budget Committee members will evaluate proposals by an evaluation summary, including:

1. **Reviewer Scores:** Individual scores and comments for each criterion.
2. **Strengths:** Key strengths of the proposal.
3. **Weaknesses:** Areas needing improvement.
4. **Overall Recommendation:**
 - Recommend for Funding
 - Recommend with Revisions
 - Do Not Recommend