SCORING RUBRIC FOR NEAIR AMBASSADOR GRANTS

For Applicants Prior to Attending Conference

	Outstanding 4	Good 3	Fair 2	Poor 1 or 0	Explanation for Score:
Rationale for conference attendance	Proposal provides specific details/ examples of how conference and new knowledge/ skills to be gained are relevant to IR/NEAIR.	Proposal includes a good but general description of how IR/NEAIR will benefit from their attendance.	Proposal includes a vague description of how IR/NEAIR will benefit from their attendance.	Proposal provides little [1] or no [0] discussion of how this conference benefits themselves and/or IR/NEAIR.	
Participation	Proposal provides a specific plan of participation in the full array of activities and opportunities provided by the Ambassador's conference.	Proposal describes plans to participate in some of the Ambassador's conference activities. Good but general description provided.	Proposal includes a vague description of participation in the Ambassador's conference activities.	Proposal provides little [1] or no [0] discussion of the applicant's anticipated level of participation.	
Benefit to NEAIR via dissemination	Proposal provides clear, concrete, and thoughtful plan for disseminating relevant information at the following NEAIR.	Proposal includes a good but general description of plan for dissemination.	Proposal includes a vague plan for dissemination.	Proposal provides little [1] or no [0] discussion regarding plan for dissemination.	
Scope of Potential Audience	Sharing experience of attending conference has direct relevance to all sectors.	Sharing experience of attending conference has direct relevance for either 2 or 4 year+ institutions.	Proposal has relevance for a large group within a sector, e.g. tuition discount rate for non- profits.	Proposal has limited [1] or no [0] relevance to IR/NEAIR, e.g. to Division 1 schools only.	
Funding	Proposal clearly defines expenses and why full alternative funding is not available or not likely to be obtained.	Proposal includes a good but general description of need for funding and non-availability of alternate sources of full funding.	Proposal includes a vague description of need for funding and non-availability of alternate sources of full funding.	Proposal lacks clear argument for needing funding from NEAIR [1] or could be fully funded by alternative sources other than personal funds [0].	

Note: It is unlikely that a proposal would have a perfect score of 20; 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.

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For Applicants After Attending Conference

	Outstanding 4	Good 3	Fair 2	Poor 1 or 0	Explanation for Score:
Rationale for	Proposal provides specific	Proposal includes a	Proposal includes a vague	Proposal provides little	
conference	details/ examples of how	good but general	description of how	[1] or no [0] discussion	
attendance	conference and new	description of how	IR/NEAIR will benefit	of how this conference	
	knowledge/ skills gained	IR/NEAIR will benefit	from their attendance.	benefited themselves	
	are relevant to IR/NEAIR.	from their attendance.		and/or IR/NEAIR.	
Participation	Proposal provides	Proposal describes	Proposal includes a vague	Proposal provides little	
•	specific details/ examples	details/examples of	description of participation	[1] or no [0] discussion	
	of participation in the full	participation in	in the Ambassador's	of the applicant's level	
	array of activities and	some of the Ambassador's	conference activities.	of participation.	
	opportunities provided by	conference activities.			
	the Ambassador's	Good but general			
	conference.	description provided.			
Benefit to NEAIR	Proposal provides clear,	Proposal includes a	Proposal includes a vague	Proposal provides little	
via dissemination	concrete, and thoughtful	good but general	plan for dissemination.	[1] or no [0] discussion	
	plan for disseminating	description of plan		regarding plan for	
	relevant information at	for dissemination.		dissemination.	
	the following NEAIR.				
Scope of Potential	Sharing experience of	Sharing experience	Proposal has relevance for	Proposal has limited [1]	
Audience	attending conference has	of attending conference	a large group within	or no [0] relevance to	
	direct relevance to all	has direct relevance for	a sector, e.g. tuition	IR/NEAIR, e.g. to	
	sectors.	either 2 or 4 year+	discount rate for non-	Division 1 schools	
		institutions.	profits.	only.	
Funding	Proposal clearly details	Proposal includes a	Proposal includes a	Proposal lacks clear	
	expenses and why	good but general	vague description of need	argument for needing	
	full alternative funding	description of need	for funding and non-	funding from NEAIR	
	was not available.	for funding and non-	availability of alternate	[1] or could be fully	
	Conference attendance was	availability of alternate	sources of full funding.	funded by alternative	
	paid at least partially by	sources of full funding.	Conference attendance	sources other than	
	personal funds.	Conference attendance	was paid at least partially	personal funds [0].	
		was paid at least partially	by personal funds.		
		by personal funds.			

Note: It is unlikely that a proposal would have a perfect score of 20; 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.

Preference Criteria:

Application is for a conference held at least 3 weeks after the application deadline.	Yes □	No 🗆
Applicant commits to attend NEAIR the following year	Yes □	No □
Applicant has access to matching funding	Yes □	No □
Applicant has not received a NEAIR grant within the past 5 years	Yes □	No □
Same conference was not funded in the previous year	Yes □	No □
Intention to present at Ambassador's Conference	Yes 🗆	No □
Non-IR Conference	Yes □	No □