Lou Frey Institute Graduate (Masters) SPSIA Award Rubric

Rank each category with any number from 0-4.

1. Letter of interest (double spaced) explaining motivation for application and why their work matters in civic life.
2. 2-3 page research proposal/ /thesis proposal/capstone project explaining how this research aligns with the civic education and civic engagement mission of the Lou Frey Institute; Example: Challenges and issues to US civic life; concerns about democracy and democratic education; the meaning of constitutional republicanism. **Note: If the student is providing their thesis or capstone project proposal instead of a 2-3 page research proposal, they will need to clearly highlight its relevance to Lou Frey Institute mission and goals.** APA format (7th ed.) is expected. Relevant citations should be included.
3. Clear budget and budget narrative that explains how the applicant will spend money and its allocation for Year 1 and a possible Year 2 of award.

**Note to evaluators: Half points may be given. Use your professional judgement.**

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| Criteria | Not Acceptable (1) | Somewhat  Acceptable (2) | Somewhat Excellent  (3) | Excellent (4) |
| **Spelling, Punctuation, Grammar, and Mechanics for Writing Tasks (Letter)** | * Letter contains 3 or more errors in spelling, punctuation, grammar or spacing * Shows poor use of the English language * Flows poorly | * Letter contains 1 or 2 minor errors in spelling, punctuation, or grammatical errors * Shows average use of English language | * Letter has occasional spelling, punctuation, or grammar mistakes * Shows good use of the English language * Letter flows well | * Letter has no spelling, punctuation, or grammar mistakes * Shows excellent use of the English language * Letter flows well |
| **Spelling, Punctuation, Grammar, and Mechanics for Writing Tasks (Proposal)** | * Proposal contains 3 or more errors in spelling, punctuation, grammar or spacing * Shows poor use of the English language * Flows poorly * Not written in APA (7th ed.) format | * Proposal contains 1 or 2 minor errors in spelling, punctuation, or grammatical errors * Shows average use of English language * APA (7th ed.) format may have minor errors | * Proposal has occasional spelling, punctuation, or grammar mistakes * Shows good use of the English language * Proposal flows well * APA (7th ed.) format is properly used | * Proposal has no spelling, punctuation, or grammar mistakes * Shows excellent use of the English language * Proposal flows well * APA (7th ed.) format is properly used. |
| **Letter Content** | * Letter did not clearly explain motivations * Letter did not clearly explain why their work matters in civic life | * Letter included at least 1 example to minimally explain motivations * Letter minimally explained, with at least 1 example, why their work matters in civic life | * Letter included more than 1 example to adequately explain motivations * Letter adequately explained, with more than 1 example, why their work matters in civic life | * Letter included at least 1 example to explain motivations * Letter strongly explained, with at least 3 examples, why their work matters in civic life |
| **Proposal** | * Proposal as a whole was not clearly explained and/or lacked specificity * Proposal did not clearly explain how the research aligns with the civic education or civic engagement mission of the Lou Frey Institute * Proposal had only 1 or no relevant citations. | * Proposal as a whole was loosely explained and lacked some clarity or specificity * Proposal minimally connected (in at least 1 way) to the civic education or civic engagement mission of the Lou Frey Institute * Proposal included at least 2 relevant citations. | * Proposal as a whole was adequately explained and mostly clear * Proposal adequately connected (in at least 2 ways) to the civic education or civic engagement mission of the Lou Frey Institute * Proposal included at least 3 relevant citations. | * Proposal as a whole was strongly and clearly explained * Proposal strongly connected (in at least 3 ways) to the civic education or civic education mission of the Lou Frey Institute * Proposal included at least 3 relevant citations. |
| **Budget** | • Budget was not provided  • Budget narrative is not included | * Budget was clear, but lacked least two or more relevant costs (variable based on proposal needs) * Budget narrative may have been included but did not include all relevant costs (variable based on proposal needs) | * Budget was clear, but was missing at no more than 1 relevant costs (variable based on proposal needs) * Budget narrative is included but lacked specificity regarding all relevant costs (variable based on proposal needs) | * Budget was clear and included all relevant costs (variable based on proposal needs) * Budget narrative is included and details all relevant costs (variable based on proposal needs) |
| **Overall Alignment of Application Materials to Lou Frey Institute Mission and Goals** | * Poorly aligned or alignment not clear * Demonstrates no understanding of or research about the work of the Lou Frey Institute | * Adequately aligned to at least 1 aspect of Lou Frey Institute mission and goals * Demonstrates minimal understanding of or research about the work of the Lou Frey Institute | * Clearly aligned to at least 2 aspects of the Lou Frey Institute mission and goals * Demonstrates a surface understanding of or research about the work of the Lou Frey Institute | * Clearly aligned to at least 3 aspects of the Lou Frey Institute mission and goals * Demonstrates a deep understanding of or research about the work of the Lou Frey Institute |