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) | SomewhatAcceptable (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
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| **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.
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| **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
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| **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.
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| **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)
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| **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
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