



EMPLOYEE INNOVATION GRANTS (EIG)

Evaluation Criteria:

1. All proposals are judged on a competitive basis and through an evaluation process that strives to be objective. Grants are awarded on the basis of the proposal itself. Awards are not based on the employment classification of the proposal writer (i.e., faculty, staff, administration) or the areas of the College represented by the applicants.
2. The Center for Innovation will select a committee of at least four readers to judge proposals and recommend those that warrant funding. Readers will be selected on the following criteria:
 - a. Readers must not be applicants or have a vested interest in any of the proposals being considered.
 - b. Readers will come from diverse areas of the college.
 - c. Readers will have objective decision-making abilities.
3. Every reader will read each proposal and have time to score the proposals without discussing them with anyone else.
4. When all the readers have scored the proposals, their scores will be totaled and proposals will be ranked in descending order based on their cumulative scores.
5. The committee will determine a cut-off line separating proposals that are “Qualified for Funding” from those that are “Not Qualified for Funding.”
6. Proposals that are “Qualified for Funding” will be funded based on cumulative scores, with the following possible exception:
 - a. There may be a situation where the budgets of the qualified proposals exceed the total amount of money available. In that situation, the committee may elect to skip the next-ranked proposal if its budget exceeds the remaining funds and fund the highest-scoring of the remaining proposals that can be accomplished given the fiscal constraints.
7. Applicants should refer to and review the evaluation form that will be used by the Center for Innovation committee.

Evaluation Form – Employee Innovation Grant

Screening Committee Member: _____

Project Title: _____

Applicants: _____

Grant Criteria Scoring Categories	Score 1-5 5 being highest
<p>Project Overview, Goals & Objectives</p> <p>The project is clearly defined and stated. The project is in line with the objectives of the EIGrant program (Promote Innovation & Knowledge Sharing, Enhance Individual Professional Development, Improve Program Quality, and Increase Effectiveness). The project objectives and goals are clear, achievable and noteworthy.</p>	
<p>Timeline for Implementation</p> <p>The project timeline is reasonable and achievable.</p>	
<p>Activities, Methods & Procedures</p> <p>The activities, methods and procedures are well-defined and organized and promote the objectives of the EIGrant program.</p>	
<p>Innovation & Impact</p> <p>The idea is innovative and will make a significant impact.</p>	
<p>Aligns with SLCC’s Strategic Plan</p> <p>The project advances the College according SLCC’s Core Themes and/or Strategic Priorities.</p>	
<p>Project Assessment & Evaluation</p> <p>The applicant has an effective plan to assess the project and share his/her results with Center for Innovation.</p>	
<p>Knowledge Sharing with the Community College</p> <p>The applicant identified a viable plan for sharing results with the College Community.</p>	
<p>Itemized Budget</p> <p>The project budget is reasonable and balanced (rate of investment vs. rate of return).</p>	
<p>Total Score – 40 points possible</p>	
<p>Comments & Suggestions:</p>	