

**SABBATICAL LEAVE AWARD
Evaluation Form**

Applicant's Name _____

Department _____ College _____

Project Title: _____

Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists.

Failure to abide by the published guidelines, including the technical requirements, will result in heavy scoring deductions and a lower overall ranking.

Technical requirements for all sections/categories (see note below): double-spaced, 1" margin, 12-point Times New Roman font. Note: Tables, figures, timelines, captions, and CV may be single-spaced.

Score	Evaluation Category	Comments
	<p><i>Title Page & Abstract (10 pts.)</i></p> <ul style="list-style-type: none"> • understandable, brief abstract/title • abstract addresses specific purpose(s) of the award 	
	<p><i>Project Description (25 pts.)</i></p> <ul style="list-style-type: none"> • need/significance of project within discipline • goals and objectives--clearly stated, feasible 	
	<p><i>Project Implementation (20 pts.)</i></p> <ul style="list-style-type: none"> • methodology described and justified • adequate preparation and resources • well-conceived work plan and timeline • outcomes assessment included in plan • permissions for access to required sites (if relevant) • plans for IRB, IACUC or Biosafety approval (if relevant) • publisher interest or agreement (if relevant) 	
	<p><i>Budget/Release Time Justification (5 pts.)</i></p> <ul style="list-style-type: none"> • appropriate scope of work for requested time • justified, line-item budget (if appropriate) 	

Score	Evaluation Category	Comments
	<p><i>Benefits (10 pts.)</i></p> <p>...to the applicant, students, EMU, community, and or discipline. Examples include:</p> <ul style="list-style-type: none"> • collaborative relationships • external funding • patents or copyrights • publications, artistic works, public exhibits, or performances • learning opportunities for EMU students • wider community benefit • other special benefit (explain) 	
	<p><i>Capability (10 pts.)</i> (Narrative double spaced; CV may be single-spaced)</p> <ul style="list-style-type: none"> • One page describing applicant’s likelihood of completing project. (This can be either a written narrative OR a CV detailing scholarly/creative activity over the past five years, OR a combination of the written narrative and CV.) <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • a separate page (1 page) listing the titles of internal awards received during last five years (Summer, FRF or Sabbatical), including final outcomes (presentations, publications, grant applications, other disseminations) <p style="text-align: center;">also include</p> <p>a list of applications for external funding during past five years (final funding decisions are not required; outcomes for external funding are not required)</p>	
	<p>SUBTOTAL (80 pts.)</p>	