

### Budget Proposal Phase II Rubric

for use by UBAC

Category	High quality (H)	Medium quality (M)	Low quality (L)	Unacceptable (U)	Priority	Rating
<b>Assessment SMT:</b> <ul style="list-style-type: none"> <li>• Outcome is specific and measureable</li> <li>• Clearly aligned indicators of success are given</li> <li>• Reasonable time frame for measuring impact</li> </ul>	A strong, clearly articulated case is made for all outcome for all bullets	An adequate case is presented for all outcomes, some bullet points might be vague	Not all outcomes are measureable OR some indicators of success are unclear or missing OR part of time frame is infeasible	Many outcomes are not assessable OR indicators or success are missing or too vague OR time frame is infeasible OR undefined		
<b>Assessment AR:</b> <ul style="list-style-type: none"> <li>• All outcomes are ambitious enough to warrant new funding</li> <li>• All outcomes are realistic</li> <li>• All outcomes are clearly aligned with budgetary priorities</li> </ul>	A strong, clearly articulated case is made for all outcome for all bullets	Adequate case presented for all outcomes, some bullet points might be vague	Some bullet points not adequately addressed	Many bullet points not adequately addressed		
<b>Implementation Plan and Timeline:</b> <ul style="list-style-type: none"> <li>• Timeline is reasonable</li> <li>• Enough detail is provided to see that all outcomes can be accomplished</li> </ul>	Clear, easy to see how the idea will be implemented	Adequate but lacking some detail	Somewhat vague	Not enough information given		
<b>Contingency plan:</b> <ul style="list-style-type: none"> <li>• Partial funding plan given, or explanation given if not applicable</li> <li>• Consequences of not funding the project are explained</li> </ul>	Clear, detailed contingency plans given including information about which outcomes can or cannot be met with partial funding OR clear explanation of why partial funding is not applicable AND consequences of no funding are explained	Adequate but lacking some detail	Somewhat vague	Not enough information given		
<b>Similar work:</b> <ul style="list-style-type: none"> <li>• Explanation of similar work being done elsewhere</li> <li>• Similar work compared and contrasted with current proposal</li> </ul>	Thorough research has been done to determine if similar work is being done elsewhere AND Such work has been clearly summarized and compared and contrasted with the proposed idea	Adequate but lacking some detail	Somewhat vague	Not enough information given		
<b>Impacts and consulted parties</b> <ul style="list-style-type: none"> <li>• Both favorable and unfavorable impacts to other units are identified</li> <li>• All affected units have been adequately consulted</li> </ul>	Both favorable and unfavorable impacts have been thoroughly considered and noted AND All relevant stakeholders have been consulted	Both favorable and unfavorable impacts have been adequately considered AND Most relevant stakeholders have been consulted	Favorable and unfavorable impacts have not been adequately considered AND/OR Relevant stakeholders have not been consulted	Not enough information given		
<b>Budget</b> <ul style="list-style-type: none"> <li>• Budget form complete</li> <li>• Budget clearly aligned to project</li> </ul>	Budget is well thought out, with enough details to show proposed ideas can be accomplished, budget items clearly connected to project outcomes AND budget is vetted by budget office	Adequate but lacking some detail	Somewhat vague	Not enough information given		
<b>Presentation</b> <ul style="list-style-type: none"> <li>• Overview - what and why</li> <li>• Outcomes and their connection to Budget</li> <li>• Priorities are clearly stated</li> <li>• Timeline suitable to project</li> <li>• Assessment plan outlined</li> <li>• Comments from Phase I addressed</li> </ul>	Excellent, all components present, questions all satisfactorily answered	Adequate	Somewhat vague	Not enough information given		