

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Office of Career Development & Community Engagement

The following rubric will be used to review all Career Development Grant applications.

PLEASE NOTE: Applications will be given one additional point for submitting faculty approval as outlined in the application process.

Career Development Grant Application Rubric

Points	Scoring Criteria	Application	Budget	Resume
4	Exceeds Expectations	The narrative is clear and concise; correct grammar is used throughout; no typos; clearly conveys how the opportunity is for career development rather than skill development; name appears on each page; submitted as a five-page PDF.	A balanced budget with a detailed list of project expenses including name, amount, type, etc. (<i>i.e. Marriott hotel March 15-28 for \$558</i>) and all funding sources; correct calculations & formatting	The resume is clear and concise; appropriate grammar and formatting throughout; no typos; single page
3	Meets Expectation	Project is explained but narrative is missing key components; grammatical errors and typos; clearly connected to development of career rather than skill development; name appears on each page; submitted as a five-page PDF.	Balanced budget with expenses listed generically (<i>i.e. rent, hotel, registration</i>)	Some typos and / or formatting problems; single page
2	Needs Improvement	Project is not clearly connected to career development, conveying skill development as the major component; grammatical errors & typos	Expense list not detailed; improper calculations; formatting issues; missing key components; budget not balanced	Lacks clarity and sufficient detail; formatting issues; contains extraneous info; more than one page
1	Unacceptable	Key components are missing or incomplete; request outside the scope of grant; conveys connection to skill development instead of career development.	Major flaws in the budget; not adhering to guidelines	Grammatical errors and typos throughout; multiple pages; lacking key components