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| **Evaluation Criteria** | **Exemplary (3)** | **Adequate (2)** | **Needs Development (1)** | SCORE and COMMENTS |
| **Purpose and Objectives** | States a clear and specific summary of the research project. Effectively and insightfully presents scholarly or creative project as significant for his/her discipline.  | States a vague or unclear summary research project. Significance of project not clearly defined. | No clear project proposed.  |  |
| **Explanation of Completion Process** | Articulates clearly where the work is in the completion process. Provides support/evidence for feasibility of completing the project during MCP semester.  | Scope of the proposal seems beyond the range of completion within the semester.  | Project appears to be at inception rather than nearing completion  |  |
| **Outlets for Work** | Provides description of expected publication venue, providing appropriate rationale for the selections.  | Provides potential publishing outlets, but he/she provides limited rationale on why these are appropriate venues for the project.  | Author has given little or no thought to the appropriate publication venue. |  |
| **Narrative** | Gives significant thought to why/how the MCP would contribute to the manuscript’s completion, acknowledging not only the value of the release time but also the importance of the writing accountability group.  | Acknowledges importance of release time but does not consider the role of the writing accountability group.  | Focuses only on the current barriers to completion rather than explaining how MCP will contribute to completion of the project.  |  |
| **Timeline** | Proposal includes a one-page timeline, clearly outlining a reasonable pathway to manuscript completion and submission during the MCP semester.  | Proposal includes a one-page timeline, but benchmarks do not seem reasonable for MCP semester.  | Proposal does not include a timeline or timeline is too vague.  |  |
| **Proposal Follows Application Guidelines** | Proposal includes the following:1. CV of no more than 5 pages
2. Department Chair Support Form
 | Proposal is missing either the CV or the Department Chair Support Form. | Proposal does not include CV or Department Chair Support Form. |  |

 TOTAL SCORE \_\_\_\_\_\_/18

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_