

Innovation Investment Award Application Evaluation Rubric

I. REQUIRED ELEMENTS CHECKLIST

TO BE REVIEWED BY IIA ADMINISTRATOR PRIOR TO COMMITTEE SCORING. APPLICATIONS WITH A TOTAL SCORE OF LESS THAN 7 ON REQUIRED ELEMENTS (or 0 on any criterion) WILL NOT BE FORWARDED TO THE COMMITTEE. *If capacity allows, an incomplete application could be returned for updates by a determined deadline.*

(0 = not provided; 1 = partially provided; 2 = complete)

	Cover Page with applicant and project lead contact information
	Letter of Organizational Support (from lead applicant’s president). Includes 1) A description of the capacity of the organization and its partners (if applicable) to carry out this project within grant project timelines (2) A stated understanding of required commitments to operationalize the project. (3) Agreement to meet with the project team leads at least monthly to discuss progress, assist with challenges on implementation and ensure support of institutional leadership.
	Executive Summary
	Project Narrative explains how labor market needs are addressed
	Evaluation metrics proposed
	Grant Budget within parameters, with minimum 10% matching funds
	Institutional Commitments checked in the affirmative
	SUB TOTAL -- REQUIRED ELEMENTS (possible score 14)

II. OVERALL EVALUATION CRITERIA

SCORING DEFINITIONS

Score	Definition
0	Minimally Addressed or Does Not Meet Criteria - information not provided
2	Met Some but Not All Identified Criteria - requires additional clarification
4	Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response
6	Met All Criteria with High Quality - clear, concise, and coherent response

a. Guiding Principles

Using the scale above, to what degree does the proposal include the following key principles:

Score	Criteria
	Adult learner focus – efforts are intentionally focused on adult students and their needs to meet adult students where they are and support them in their credential completion journey. All components of the proposal must make the case for how proposed

	activities will contribute to improved outcomes for the adult learners that the institution wishes to serve.
	Equitable access and service to adult learners – the proposal must address how project activities will contribute to improved outcomes for adults, including those from historically underserved and marginalized populations.
	Collaborative nature of systems change – the proposal should emphasize partnerships within the institution, other postsecondary institutions, employers, and/or other educational entities. All proposals must demonstrate that partners are committed to fulfill a specific and significant role in the design and implementation of project activities.
	SUB TOTAL – GUIDING PRINCIPLES (TOTAL POSSIBLE 18)

b. Evidence-based Promising Practices

Using the scale above, to what degree is the proposal grounded in evidence-based promising practices? Promising practices include:

- Flexible scheduling and accelerated degree programs
- Prior learning assessments and credit for prior learning
- Competency-based education
- Proactive and/or comprehensive advising support
- Corequisite support and corequisite remediation
- Work-based learning, apprenticeships, and corporate partnership programs
- Career-aligned and guided pathways
- Identify and eliminate barriers to transfer students
- Systematic approach to basic needs support in which funds are directed toward the approach itself, not directly to students
- Additional practices clearly outlined in the application, presenting evidence supporting the practice

(For this score, it is not expected that applicants will incorporate ALL practices).

Score	Criteria
	The proposal outlines the incorporation of evidence-based promising practice(s) to specifically serve adult learners.
	The promising practice(s) chosen as the focus of the work suggest a high level of strategic and tactical thinking/planning, share an undergirding logic, and imply a strong theory of change and action that is explained in a compelling way in the proposal.
	SUB TOTAL – EVIDENCE-BASED PROMISING PRACTICES (TOTAL POSSIBLE 12)

c. Institutional Outcomes

Using the scale above, to what degree does the proposal outline Institutional Outcomes?

Score	Criteria
	Proposal articulates measurable institutional outcomes that demonstrate a commitment to creating a culture of care for adult learners, utilizing promising practices that support successful credential completion.
	Proposal outlines implementation of sustainable systems change based on promising practices or innovative pilots that increase adult completion rates and address encompassing equity issues.
	SUB TOTAL – INSTITUTIONAL OUTCOMES (TOTAL POSSIBLE 12)

d. Institutional Capacity and Sustainability

Using the scale above, to what degree does the proposal address Institutional Capacity and Sustainability?

Score	Criteria
	Proposal (including budget) is feasible given organizational commitment and resources, and effective in the organization’s specific context to carry out funded activities.
	Proposal shows how the proposed system change will be sustained beyond the funded project period, with thoughtful integration of matching funds.
	SUB TOTAL – INSTITUTIONAL CAPACITY AND SUSTAINABILITY (TOTAL POSSIBLE 12)

e. Planning Process

To plan for this proposed systems change, what kind of prior planning is outlined in the project narrative? Apply a score based on this range:

0-12 points	MI-RAISE DESIGN LAB OR DETROIT DRIVES DEGREES D3C3 participation to develop this proposal demonstrated in narrative
0-6 points	Other proposal planning process described in detail, score the information provided based on the 0-6 scoring definition used above.

Score	Criteria
	Thoughtful and collaborative planning process outlined for proposed system change.
	SUB TOTAL – PLANNING PROCESS (TOTAL POSSIBLE 12)

NOTE: APPLICATIONS MUST EARN A MINIMUM SCORE OF 6 IN THIS CRITERION TO BE FUNDED.

TOTAL SCORE

SUB TOTALS	POSSIBLE RANGE	CRITERIA
	0-14	Required Elements
	0-18	Guiding Principles
	0-12	Evidence-based Promising Practices
	0-12	Institutional Outcomes
	0-12	Institutional Capacity and Sustainability
	0-12	Planning Process
	0-80	TOTAL SCORE

I recommend this proposal:

- Receive an Innovation Investment Award for the full requested amount.
- Receive a partial Innovation Investment Award (detail the recommended amount):
- Receive an Innovation Investment Award with the following conditions (details):
- Not receive an Innovation Investment Award.

REVIEWER COMMENTS (unresolved questions, suggestions for implementation, overall impression of proposal). Please cite specific section of the proposal where applicable.