

Review Criteria

PD Grant Selection Process

The system-wide Professional Development Committee contains a grants subcommittee. Those members conduct a “blind” review of each application (based upon the criteria below) in conjunction with the Director of Professional Development. Because of this, the service-area of the college may only be included if it does not pinpoint the applicant’s college. All decisions of the committee are final.

PD Grant Selection Criteria

1. Abstract (clear, well-written).
2. Statement of problem, purpose and rationale of project (background, major research question(s), how questions will be answered, and the rationale).
3. Methodology (Specify the steps and include the timeline. Does methodology justify proposed budget?).
4. Anticipated Outcomes and Benefits (Who will benefit and how? – Students, discipline, college, community, VCCS? You may also address how grant may help you fulfill your professional goals.).
5. Collaboration (Describe the interaction with colleagues and offices inside and/or outside the college in the development and implementation of this project.).
6. Assessment (Describe how you will assess each of the target outcomes.).
7. College Commitment.
8. Personal Commitment.
9. Budget (Appropriate expenditures and in-kind contributions?).
10. Dissemination of Results.

Mini-grant Selection Process

The grants subcommittee and the Director of Professional Development also review all mini-grant applications. A proposal will not be accepted if the program is already completed and/or fully funded by another source. In no instance will a college be allowed to realize a profit from the funded project. All decisions of the committee are final.

Mini-grants will be reviewed based upon the following criteria:

1. Abstract of proposal activity clear and well written, demonstrating purpose.
2. Goals and objectives of the activity thoughtfully considered and addressed.
3. Anticipated outcomes and benefits of the proposed activity. (Who will benefit and how? Identify colleges to be involved.)
4. Detailed agenda.
5. Name and background of all presenters/speakers.
6. Assessment plans that are tied to goals and objectives.
7. Budget (exact and appropriate figures with adherence to per diems required).
8. Expected number of participants.
9. Inclusion of any additional budget information and comments.