



Innovative Program  
Form 6  
Project Application Appraisal

---

Name of Project: \_\_\_\_\_ Date \_\_\_\_\_

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<b>Action Plan Report</b>  _____ <b>Score</b>	•	•	•	•

Project Proposal Score \_\_\_\_\_

A minimum of **\_\_\_(add a number here\_\_\_)** points is required for approval.

This proposal is: **Approved**    **Not Approved**

\_\_\_\_\_ Date \_\_\_\_\_

(Superintendent's Signature)



## Form 6

### Rubric for Innovative Project Proposal Appraisal

---

Name of Project: \_\_\_\_\_ Date \_\_\_\_\_

Circle the remarks in each column indicating your rating for each category and enter a score in the **Project Element** column after considering each category.

Part One – Project Proposal				
Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<b>Problem Statement</b>  _____  <b>Score</b>	<ul style="list-style-type: none"> <li>• Clear focus, and an extremely comprehensive explanation of the problem, the connection to student learning and proposes a purposeful and reasonable response.</li> <li>• Innovative Project is tightly aligned to a School Improvement goal and a Board Strategic Priority.</li> <li>• The introduction is engaging, states the problem, provides a context for the study and previews the project’s structure.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a clear focus, and a developed explanation of the problem, a connection to student learning has been made and a reasonable response is proposed.</li> <li>• Innovative Project is aligned to a School Improvement goal and/or a Board Strategic Priority.</li> <li>• The introduction states the problem, provides a context for the study and previews the structure of the Innovative Project.</li> </ul>	<ul style="list-style-type: none"> <li>• The area of focus is too broad or narrow. Does not clearly make a strong connection to student learning or the proposed response is not clearly linked to the problem.</li> <li>• Innovative Project is somewhat aligned to a School Improvement goal.</li> <li>• The introduction states problem, but does not provide a context for the study.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no clear focus for the project. No case has been made that a problem exists. No connection to student learning is evident. An under-developed response is proposed.</li> <li>• Innovative Project is not aligned to a School Improvement goal or a Board Strategic Priority.</li> <li>• No clear intro., or problem statement or structure of the Innovative Project.</li> </ul>

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<p style="text-align: center;"><b>Literature Review</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;"><b>Score</b></p>	<ul style="list-style-type: none"> <li>Comprehensive review of the current, relevant literature to both the problem statement and the proposed innovation is presented.</li> <li>Five or more references are primarily peer-reviewed professional journals or other approved sources (e.g. gov't. documents). Reader is confident and trusts the report.</li> </ul>	<ul style="list-style-type: none"> <li>Study is connected to the existing research, and use of mostly relevant and recent literature related to the problem statement and proposed innovation.</li> <li>Although most of the references are professionally legitimate (minimum of 3), a few are questionable (e.g. trade books, internet sources, popular magazines...). The reader is uncertain of the reliability of some of the sources.</li> </ul>	<ul style="list-style-type: none"> <li>Makes an attempt to connect the study to existing research, however multiple sources cited do not relate to the problem or proposed innovation.</li> <li>Most of the references are from sources that are not peer-reviewed and have uncertain reliability. The reader doubts the report's accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>Little or no attempt to connect the study to existing research.</li> <li>There are virtually no sources that are professionally reliable. The reader seriously doubts the value of the material and stops reading.</li> </ul>
<p style="text-align: center;"><b>Plan for Data Collection</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;"><b>Score</b></p>	<ul style="list-style-type: none"> <li>Multiple data sources are identified and there is an attempt to triangulate data.</li> <li>Data sources match the problem statement and project innovation.</li> <li>Data collection plan is comprehensive and doable in 6-9 months.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple data sources are identified.</li> <li>Data sources match the problem statement and project innovation.</li> <li>Data collection plan is complete and doable in 6-9 months.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple data sources are identified.</li> <li>Data does not match the problem stmt. or innovation.</li> <li>Data collection plan presented needs modifications to complete or make doable in 6-9 months.</li> </ul>	<ul style="list-style-type: none"> <li>Few data sources are identified.</li> <li>Data sources do not match the problem statement or innovation.</li> <li>Data collection plan is insufficient.</li> </ul>

Innovative Project Element	Ratings to Standard			
	Exceeds (6-7)	Meets (4-5)	Nearly Meets (2-3)	Does Not Meet (0-1)
<p><b>Proposed Action Plan</b></p> <hr/> <p><b>Score</b></p>	<ul style="list-style-type: none"> <li>Action is <i>insightfully</i> outlined in light of several relevant educational research &amp; best practice elements.</li> <li>The proposed innovation is directly linked to a student learning goal and response is grounded in research.</li> <li>High level of awareness of culture and context is given to the action plan.</li> <li>Clear anticipation of resources and potential challenges are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Action is outlined in light of relevant educational research &amp; best practice.</li> <li>The proposed innovation is linked to a student learning goal and tentatively supported in research.</li> <li>Some awareness of culture and context is indicated in the action plan.</li> <li>Clear anticipation of resources and potential challenges are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Several action steps are outlined in light relevant educational research &amp; best practice.</li> <li>The proposed innovation is loosely linked to a student learning goal and represented in some research.</li> <li>Little awareness of culture and context is indicated in the action plan.</li> <li>Some anticipation of resources and potential challenges are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Action steps are not outlined in light of relevant educational research &amp; best practice. Action steps have been missed.</li> <li>The proposed innovation might be linked to student learning but the connection is not clear in research.</li> <li>Little awareness of culture and context is indicated in the action plan.</li> <li>Some needed resources and/or potential challenges have been missed.</li> </ul>
<b>This concludes the portion of the rubric for the Innovative Project Proposal</b>				

Total Score \_\_\_\_\_ A minimum of **\_\_ (#)** points required. This proposal is: **Approved** **Not Approved**

\_\_\_\_\_  
 Superintendent's Signature Date \_\_\_\_\_