

Faculty of Medicine EDI Action Fund Evaluation Rubric**Evaluation Rubric**

All Faculty of Medicine EDI Action Fund proposals are evaluated according to the Faculty of Medicine EDI Action Fund Evaluation Rubric. The evaluation rubric will be filled out by OID staff and members of the evaluation panel. As applicants, you are not expected to fill out the rubric. Please use below rubric as a reference during application, planning, promotion, execution, evaluation and reflection.

Date:**Name of Event:****Applicant Group(s):****Staff/Faculty Advisor (if applicable):****Evaluator:**

1) The proposed initiative description provides a clear, detailed plan and includes suggested date(s), timelines and location(s).

1 2 3 4 5

Notes: _____

2) The proposal supports Faculty of Medicine's [Commitment to Equity/Diversity/Inclusion](#).

1 2 3 4 5

Notes: _____

3) The proposal incorporates social justice/anti-oppression approaches.

1 2 3 4 5

Notes: _____

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4) The proposal incorporates accessibility considerations.

1 2 3 4 5

Notes: _____

5) The proposed budget is clear, detailed, specific and realistic. The budget does not exceed \$500. (If the budget does exceed \$500, other funding sources are identified.)

1 2 3 4 5

Notes: _____

6) The proposed marketing and promotions plan are clear, effective and targets the intended audience.

1 2 3 4 5

Notes: _____

7) The proposal sets SMART goals/objectives. (SMART stands for Specific, Measurable, Achievable, Realistic and Time-Bound.)

1 2 3 4 5

Notes: _____

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8) The proposal outcomes will result in a positive/meaningful impact for the targeted audience, and these outcomes/impacts can be strongly identified.

1 2 3 4 5

Notes: _____

Questions about proposal:

Total Mark: /40

Circle One:

Approve Proposal Return for Revisions Reject Proposal