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| **Assessment Rubric For Key Skills For URBS 553 – Grants Administration**  ***Supports Program Competency 4: To articulate and apply a public service perspective***  ***Supports Mission Specific (MSp) Competency: Street Readiness*** | | | | | |
|  | Does not clearly articulate task/skill understanding or demonstrate ability to use skill  ***(NOT PROFICIENT Grade: C,D,F)*** | | Clearly articulates/demonstrates task/skill understanding and application at a basic level  ***(PROFICIENT, GRADE: B***) | | Clearly articulates/demonstrates skill that generates meaningful, applicable results  ***(HIGHLY PROFICIENT, GRADE: A)*** |
| **TASK/LEARNING OUTCOME** |  | |  | |  |
| Understand the basic theories of project planning to prepare for grants administration and proposal writing |  | |  | |  |
| Ability to understand grant administration terminology |  | |  | |  |
| Familiarity with the historical and theoretical background of federal grant and contract funding |  | |  | |  |
| Identify different types of external resources available for grant seeking |  | |  | |  |
| Identify and research potential funding sources from Foundations, the Federal government, and state and local government and agencies |  | |  | |  |
| Prepare a basic grant proposal to align with a developed program plan. |  | |  | |  |
| Prepare a concise and effective problem statement and budget for the proposal |  | |  | |  |
| Understand the basic concepts of principled negotiation strategy to use with external and internal stakeholders, sponsors, collaborators, and subcontractors |  | |  | |  |
| Familiarity with practicing ethical business strategies throughout the process |  | |  | |  |
| Understand basic terminology, search engines, and regulations for Federal grants and contracts |  | |  | |  |
| Ability to plan a grant proposal from start to finish and present a professional product |  | |  | |  |
| **NOTES and OBSERVATIONS:**  Assessment of key tasks and learning outcomes through online discussion board participation, written responses to case studies, written original grant proposal/program plan, written exercise and a written reflection paper. | | | | | |
| INSTRUCTOR: | | COURSE/SECTION/MODALITY: | | | |
| STUDENT: | | | | DATE: | |
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