EVALUATION

Evaluation Quality Checklist

Follow the list below…		

Component	Criteria	Comment
Evaluation Purpose and Rational	• Clearly demonstrates the need for evaluating a program or policy initiative including 1) the topic addresses a significant problem; 2) why you would want to explore this area; and 3) an explanation of in what way should the expected findings inform your decision-making.	
Evaluation Question	• Presents suitable, focused evaluation questions that 1) explore an area that is manageable in scope; 2) are based on your stated rationale; and 3) provide a good foundation for exploring your area of interest.	
Evaluation Framework	• Clearly describes the perspective or framework which 1) is reasonably developed from a thorough literature review or presents a view that is based in the literature; 2) allows you to "see" your evaluation objective in an insightful and comprehensive way; 3) provides you with guidance in deciding which specific areas you wish to explore; and 4) is an appropriate approach to your evaluation goals.	
Evaluation Method	• Demonstrates evaluation methods that are sound, rigorous, appropriate, ethical, and allow you to answer your evaluation. • Each decision involved in the methodology (e.g., sampling, survey administration, data treatment, statistical analysis) is appropriate and well justified to optimize the quality of data and maximize the soundness of design and expected results.	

Component	Criteria	Comment
Findings/ Conclusion	• Provides and clearly presents results that are consistent with the methods you employed. • Conclusions are succinct and to the point, flow naturally from the rationale, focus, perspective, methods and results, to a great extent, and go beyond the results. • Limitations of the study are discussed.	
Research Into Practice	• Present sound recommendations about how findings inform program refinements, policy development and improvement and your decision making. • The contribution of your findings to current theories can also be briefly discussed.	
Writing Style and Overall Quality	• All components of a research proposal are organized and coherent. • All sentences are grammatically correct and clearly written. The paper follows APA style completely and there are no mistakes in citation, quotation, findings presentation, references, and endnotes (or footnotes) if used.	

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