**Free and Open Source Project Fund Review Rubric - Template**

Overview

Thank you for agreeing to serve as a reviewer for the Open Source Program Office’s Free and Open Source Project Fund (FOSSProF)! The core goals of the fund are twofold: First, we’d like to provide immediate, practical support to OSS programs on campus. Second, we’d like to use the proposals in aggregate to help the OSPO better understand the needs of OSS programs on campus, and develop proposals for new service offerings for the OSPO.

The full announcement can be viewed on the OSPO website: **LINK**

All types of proposals are eligible for funding; including, but not limited to, projects designed to:

* Improve software quality, e.g. via bug fixes, updated documentation, improved user experience, or accessibility testing and improvements
* Increase functionality, including new features, integrations, or plug-ins
* Increase visibility and adoption through value proposition development, market analysis, or promotional activities
* Improve community engagement by holding events, creating communications plans, or developing new community-led training programs
* Increase learning and development; for example, by providing space for program staff to create new features requiring new skillsets or program materials requiring new tools
* Improve project governance, by establishing or improving decision-making structures or policies
* Assess the current status of any of the above in order to create a baseline from which to launch a project

NB: Project work must be completed by **DATE**.

Proposal Elements

**Problem Statement:** Please provide a clear and concise description of the problem or need that your project is addressing or the research topic you are considering.

**Project Goals and Objectives**: Please provide a brief overview of the Goals and Objectives of your projects. What type of help do you need achieving these goals, and how do you envision the OSPO providing it?

**Project Team**: Please list the members of your project team, including their roles and responsibilities. If you are hoping to use FOSSProF funds to enlist outside help, please specify the roles that the outside help will play in your project (e.g. consultants will provide guidance, developers will write code, technical writers will create documentation).

**Project Budget**: Projects may request up to $**AMOUNT** in funding. If you have a sense of how much funding is required, please include it here. If you’re not sure, the OSPO will work with you to create a budget.

**Project Impact**: Please describe the impact that you hope the project will have on your program, the university community, or the open source community.

**Additional Information**: Please provide any additional information that you believe is relevant to your project.

Review Rubric

*Please submit your responses via* ***LINK****. Select the project title from the dropdown, and submit one response per proposal.*

* Is the problem well-defined and relevant to the open source community at the University?
* Are the goals and objectives clear, measurable, and achievable within the timeframe?
* Does the project team have the necessary skills and experience to execute the project?
* Is the budget justified and aligned with the project scope?
* Is there a plan for ongoing maintenance or sustainability of software or programs developed with OSPO funds?
* Is the impact significant enough to justify the effort and resources of the project? Does it address a critical need or challenge for the program, the University, or the OS community?
* Overall recommendation: Fund / Do Not Fund
* Comments / Notes / Other Feedback