

## **SEDL Career Development Awards: Approval, Review, and Selection Process**

### **Initial Approval (Immediate Supervisor and Senior Manager)**

In addition to ensuring a staff member's ability to carry out proposed activities in tandem with her or his ongoing work, supervisors and managers provide a first level of review regarding the feasibility and benefits of the proposed activities. By approving an application for submission, the staff member's immediate supervisor and senior manager certify that:

- the proposed activities could not be supported within an existing scope of work;
- the proposed activities are feasible given the staff member's current assignments;
- the proposed activities are relevant to SEDL's mission;
- the proposed activities have perceived benefit for the staff member's career development and for SEDL; and
- any proposed product or project appears to be conceptually sound and practically feasible within the constraints of the application.

### **Administrative Services (AS) Approval**

By approving an application for submission, the CFO certifies that the proposed budget has been developed in collaboration with appropriate AS staff and reviewed for accuracy by AS.

### **Application Review**

Applications will be processed by the Development unit, with Lacy Wood as the designated coordinator. Awards will be made on a first-come, first-served basis for each application that meets the minimum acceptable review score (see scoring rubric, below), contingent upon availability of funds and any required mentoring supports (see application instructions). Ms. Wood will conduct an initial review of each application to determine whether it is complete and appropriate for the submission category and whether sufficient funds are available. Applications that are incomplete or for which funds are not currently available will be returned to the applicant with feedback. Applications that exhibit significant but fixable flaws may be returned prior to official review with feedback and a recommendation to revise and resubmit. For each application judged fit for review and for which funds are currently available, Ms. Wood will identify one or more reviewers, as follows:

- Reviewers will be at the project director or higher level of SEDL management.
- Where possible, reviewers will be selected who have professional expertise relevant to the application. In all cases, reviewers will have sufficient institutional knowledge and experience to assess the relative merits of an application.
- Supervisors and senior budget authorities who have signed off on an application are not eligible to serve as reviewers for that application.
- Reviewers may seek the input of an applicant's supervisor and/or senior budget authority or other SEDL staff with relevant expertise as part of the review process.
- Generally, Ms. Wood and one additional senior staff member will serve as application reviewers for Professional Skills Development Awards. If the applicant for the award is a member of the Development unit, a senior staff member from the Executive office will serve as reviewer instead of Ms. Wood.

- A senior staff member from the Communications unit and one additional senior staff member will serve as application reviewers for all Product Development Awards.
- A senior staff member from the Development unit and one additional senior SEDL staff member will serve as application reviewers for all Project Development Awards.
- Each reviewer will score the application using a standard rubric (see below). An application must obtain the minimum acceptable score from both reviewers to be eligible for an award.
- In cases where one reviewer issues a minimum acceptable score while the second reviewer issues a below-minimum score, the reviewers will meet to discuss their differences in judgment; one or both reviewers may adjust their score based on the discussion. If the reviewers cannot agree, the President and CEO will make the final determination.

### Scoring Rubric (for Use by Reviewers)

For each relevant application component listed below, circle the appropriate score.

Note: 1 = low; 2 = medium; 3 = high.

Application Component	Professional Skills Development Award	Product Development Award	Project Development Award
Potential benefit to SEDL (expanding or deepening our areas of expertise; building strategic relationships; supporting opportunities for new work or other revenue; advancing our presence in the field)	1 2 3	1 2 3	1 2 3
Potential benefit to applicant (expanding skills, expertise, and/or relationships in areas that complement the applicant's current credentials)	1 2 3	1 2 3	1 2 3
Reasonableness of proposed budget (extent to which total costs are in line with total benefit; extent to which budget addresses all likely costs appropriately)	1 2 3	1 2 3	1 2 3
Reasonableness of proposed schedule and time allocations (adequacy of time commitments, both funded by award and contributed by staff member; extent to which schedule accommodates both listed tasks and the staff member's ongoing work commitments)	1 2 3	1 2 3	1 2 3
Need in the field for the product or project (addressing a high priority problem; filling a gap in knowledge or service)	n/a	1 2 3	1 2 3
Feasibility of the product or project idea (conceptual and logistical soundness; extent to which the desired product or plan can be developed with the available time and resources)	n/a	1 2 3	1 2 3
Adequacy of the applicant's skills/expertise for completing the activity with high quality	1 2 3 or n/a	1 2 3	1 2 3
<b>Required minimum score</b>	11 or 13	19	19
<b>Total score for this application</b>			