Outcome and Assessment Template

		Outcome 1	Outcome 2	Outcome 3	
	Proposal:				
Specific	**Expected outcomes:** Please describe.				*Expected outcomes serve as goals or targets, and they should be SMART: Specific, measurable, achievable, relevant and time-bound.* Outcomes that express things you will do are important and worth making and assessing; they provide benchmarks for progress. But you should set at least one goal that is about impact of the funding. To get specific enough, think through the who, what and how of your project.
Measurable	**Indicators:** What will you look at to measure the outcomes?				Indicators should be observable and measurable and clearly defined. They can be continuous (a quantitative measure of something) or dichotomous (something happened or did not happen). Indicators based on qualitative data can be useful but should be analyzed as systematically and carefully as quantitative indicators.
Achievable	**Rationale:** Explain how your outcomes are ambitious enough to warrant new funding but realistic enough to be plausible. OR Explain how your suggestion results in significant efficiencies as an outcome.				Ideally, outcomes are ambitious, justifying the investment of new resources, but plausible. You should be able to defend the goals you set using specific data. This is part of the why of your proposal.
Relevant	**Budgetary Priority alignment:** How does the goal align with the university's Budgetary Priorities for this year? Please clearly explain the connection between the outcome and the priorities.				The budget process aligns us to university mission and identified Budget Priorities. You should be able to explain how any outcomes you seek as a result of your funding align to Budget Priorities. This is another part of the why of your proposal.
Time-Bound	**Time frame:** When will you measure the impact of the funding?				Making goals time-bound helps you plan activities, and stay on track. It also guides when you measure indicators for the goals you identified, and provides a framework for stepping back, assessing and making needed adjustments. This is the when of your proposal.