



Supplement to the Evaluate|t|e webinar on

Making Evaluation Integral to Your ATE Proposal

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Working With an Evaluator

To find an evaluator, start with the American Evaluation Association's Directory of Evaluators: www.eval.org

To learn more about how to locate and establish a working relationship with an evaluator, check out our *Evaluation Basics* webinar, conducted in November 2009, at vimeo.com/11074735.

Focusing an Evaluation

ATE evaluations should serve two main purposes: (1) To help the project identify ways to improve (formative evaluation) and (2) determine the quality and impact of your achievements (summative evaluation).

Logic models are a great way to map out your proposed project and concisely present it in your grant proposal or other documents. Use Evaluate|t|e's completely editable template with ATE-specific examples as a starting point for developing a logic model for your proposed project. Go to our Resource Library at resources.evaluate-ate.org and keyword search on "logic model template."

To learn more about logic model development and developing indicators and performance standards for your project, view our *Evaluation Tools* webinar, conducted in January 2010, at vimeo.com/8893258.

Generating an Evaluation Plan

The four elements of an evaluation plan are the (1) focus of the evaluation, (2) data collection plan, (3) analytical and interpretive procedures, and (4) reporting schedule and project uses.

For general guidance in evaluation design, see Dan Stufflebeam's checklists on Evaluation Design and the CIPP Evaluation Model and Michael Patton's checklist on Utilization-Focused Evaluation. These and other checklists are available from our resource library at resources.evaluate-ate.org.

For guidance on how to use student assessment in project evaluation, see ABET's resources on assessment at www.abet.org, especially the Assessment for Quality Assurance model.

To ground an evaluation of professional development work in best practices and research in this area, check out the work of Kirkpatrick Partners (www.kirkpatrickpartners.com), Joellen Killion (author of *Assessing Impact*), and Thomas Guskey (author of *Evaluating Professional Development*).

To locate data collection instruments that could be adopted or adapted for your project evaluation, visit the Online Evaluation Resource Library at oerl.sri.com.

For guidance on how to engage stakeholders and increase the usefulness of your project's evaluation, check out our webinar on Maximizing Evaluation Impact, conducted in May 2010, at vimeo.com/11908314.

Describing the Evaluation in Your Proposal

Evidence of your attention to and investment in your proposed project's evaluation should be evident in the (1) project summary, (2) project description, (3) biographical sketches, and (4) budget.

A general rule of thumb is to budget 7-10 percent of a project's direct costs for evaluation. The average among ATE grantees is 8 percent.