



Webinar Handout

# SMALL-SCALE EVALUATION

February 15, 2017

The slides and recording for this webinar are available at [www.evalu-ate.org/webinars/2017-feb/](http://www.evalu-ate.org/webinars/2017-feb/)

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**Strategies for Evaluating Small Juvenile Justice Programs** is a concise, practical guide to small project evaluation. Most of the strategies recommended are relevant to an array of contexts. <http://bit.ly/jieval>

Use the **Logic Model Template for ATE Projects and Centers** to create a concise visual depiction of a small project's activities, outputs, and outcomes and check that they are logically linked before developing evaluation questions and a data collection plan. [www.evalu-ate.org/resources/lm-template/](http://www.evalu-ate.org/resources/lm-template/)

Evaluation questions identify the aspects of the project that will be evaluated. The **Evaluation Questions Checklist for Program Evaluation** specifies criteria for good evaluation questions, as well as types of questions to avoid. <http://bit.ly/eqchecklist>

EvaluATE's **Data Collection Planning Matrix** may be used to identify the indicators and data sources that will be used to answer each evaluation question, as well as who will be responsible for data collection tasks. Putting these key evaluation plan components into a matrix will help ensure that the plan is complete and focused on the right things. [www.evalu-ate.org/resources/tool-datamatrix](http://www.evalu-ate.org/resources/tool-datamatrix)

The **Checklist for Identifying High-Performing Indicators** provides guidance on selecting appropriate indicators that will provide evidence for answering evaluation questions. <http://bit.ly/indicator-eval>

Project staff should keep track of basic information about a project as it is being conducted. Use a spreadsheet or database to document who engages with the project, including their demographics, contact information, type of involvement in the project, and dates of participation. This information will be useful for **annual reports** to the National Science Foundation (<http://bit.ly/nsf-ar>) and for the **annual survey of ATE grantees** ([www.evalu-ate.org/annual\\_survey](http://www.evalu-ate.org/annual_survey)).

Maintain an up-to-date record of project personnel, activities, presentations, publications, and media coverage. See EvaluATE's webinar, **Naked Reporting**, to learn more about efficient ways to monitor and report basic project information; a checklist for creating a project resume is also available at [www.evalu-ate.org/webinars/2015-may](http://www.evalu-ate.org/webinars/2015-may)

**Institutional data** collected by colleges typically includes information about student demographics and enrollment, which you may be able to use to determine retention and graduation rates, create baseline data retrospectively, track changes over time, and create comparison groups. See Carolyn Brennan and Russell Cannon's blog post (<http://bit.ly/brennan-cannon1>) and newsletter article (<http://bit.ly/brennan-cannon2>) about using institutional data for grant writing and evaluation. See also this clip from a webinar presentation on this topic: <http://bit.ly/ir-eval>

If you receive an NSF award and plan to apply for another grant in the future, plan ahead for the "Results from Prior NSF Support" section of your future proposal. EvaluATE's Results from Prior NSF Support Checklist includes NSF requirements and EvaluATE's suggestions for presenting evidence of the quality and impact of your prior work. <http://bit.ly/nsf-prior>

**Mentor-Connect** works to develop and support potential, current, and former ATE program grantees. Mentor-Connect's online resources, webinars, and help desk are available to everyone. They offer one-on-one mentoring to small cohorts of ATE small grant applicants each year. To learn more, visit [www.mentor-connect.org](http://www.mentor-connect.org).

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