



**Digital Preservation Outreach and Education Network (DPOE-N)**  
**Microfund for Digital Preservation Professional Development:**  
**Rubric for Institution and Individual Selection**  
 Updated: August 28, 2020

Evaluation Factor	2 - Highly Recommend for Funding	1 - Recommend for Funding	0 - Do not Recommend for funding
Status of the Institution as a Scholarly Resource	Useful collections to scholars and the public. Evidence can include new collections, compelling anecdotes, surveys indicating utility, citations in scholarly works, and statistics reported.	Useful collections to scholars and the public, or good potential for scholarly utility. Evidence can include new collections, compelling anecdotes, surveys indicating utility, citations in scholarly works, and statistics reported.	No or very limited evidence of scholarly utility or potential.
Status of the Institution's ability to collect/manage/preserve/provide access to digital information.	No or very few born-digital materials are collected / managed / preserved or provided access to. No member of staff has digital preservation training or background.	Very few born-digital materials are collected / managed / preserved or provided access to. May have one staff with digital preservation background, but more staff need to get on-board.	Leading institution in the U.S. for digital preservation, as evidenced from surveys, staff reports at professional conferences, and staff expertise in CVs/resumes.

<b>Evaluation Factor</b>	<b>2 - Highly Recommend for Funding</b>	<b>1 - Recommend for Funding</b>	<b>0 - Do not Recommend for funding</b>
Status of the Institution's Diversity in Collections and Communities	Institution has significant collections that document diversity especially racial/ethnic diversity, gender, and sexual orientation. Also, has significant ties to diverse communities that could be leveraged to build diverse collections.	Institution has significant collections that document diversity especially racial/ethnic diversity, gender, and sexual orientation. Or, has significant ties to diverse communities that could be leveraged to build diverse collections.	Institution does not have diverse collections that document diversity especially racial/ethnic diversity, gender, and sexual orientation. And, there is no evidence that the institution has significant ties to diverse communities that could be leveraged to build diverse collections.
Supervisor Letter	The supervisor letter confirms that institutional and individual needs and is enthusiastic.	The supervisor letter confirms the institutional and individual needs, but may indicate some lack of support, such as inability to have staff away for professional development.	The supervisor letter denies the institutional or individual needs, or is not in support.
Proposed Professional Development Plan	The proposed professional development plan fits very well the institutional and individual needs, and is achievable with a high probability of success.	The proposed professional development plan will address the institutional and individual needs, but there may be some aspects that are extraneous to achieving those needs.	The proposed plan does not address institutional and individual needs. Proposed plan is not achievable or realistic.