

Evaluation Planning Worksheet

May 10, 2019

Portfolio/Program Information

1. What is the name of the Program to be evaluated?
2. How is the program defined in terms of mechanisms, science topics, etc.?
3. Does the program have an existing logic model? If not, will the evaluation include developing one?

Timing/Deadlines

4. What is the decision or milestone that the evaluation is geared to?
5. What are the deadlines/windows for that decision?
6. Describe the tentative schedule of the evaluation.
7. Are there critical dates that will impact the evaluation? (Date range for grants/applications + date range for publications/outputs of interest?)

Goals/Purpose

8. What is the goal or purpose of the evaluation?
9. What are the key Evaluation Questions (i.e., what are you trying to find out?)

Stakeholders

10. Who are the key stakeholders that should be involved in the evaluation
 - a. DERT
 - b. NIEHS Staff
 - c. Contractors
 - d. Grantees
 - e. External Stakeholders

Data/Evidence

11. What data, evidence or resources will you use to evaluate the portfolio?
12. What are the data collection, management and analysis plans?
13. Is a “comparison group” needed? How will we define it?
14. How do the data link to HITS?

Utilization of Findings

15. Who will be using the findings when the evaluation is complete?
16. What are the potential uses of the findings?

Logistics

17. Are you interested in an internal assessment or an external (more independent) evaluation? Who do you anticipate will be involved in the assessment/evaluation? (PAB Staff, external ad hoc committee, Council, OD, other ICs, etc) Do you anticipate applying for 1% set aside funds?

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