**General Instructions (remove these instructions and any material you do not need)**

Typically, your external evaluator should prepare this section of the proposal. The following is an example of what you might see included in the project narrative. Realize that even if an RFP does not explicitly require external evaluation, it is often highly recommended. Be sure to ask the program officer if you should include an evaluation plan. It is highly recommended that the evaluator not be affiliated with the project, so that they can remain objective in assessing project success.

External Evaluation

PERSON NAME at the AFFILITATION will conduct the external evaluation of this project. Dr. X has over XX years of professional program evaluation experience, as well as a background in TOPIC.

Dr. X will work closely with the implementation team to provide both formative and summative evaluations. Formative evaluation results will be provided regularly throughout the project so that on going recommendations can be made to increase the likelihood of success of the project. The summative evaluation will provide outcomes at the end of the project and will describe what went well and why, and what could have been improved. The summative evaluation will help inform future research projects, and will include recommendations for continuing the line of research when implementing interventions and assessing the impact on X PROGRAM and the impact on X Y Z (project outcomes).

Major questions to be addressed by the evaluation include:

1. Were methods selected and modified that were sufficient to assess: A) SPELL OUT AIM ONE B) SPELL OUT AIM 2? Are the methods comprehensive and appropriately address the research questions?
2. Is the pilot project designed in such a way that the results should lead to a clear intervention strategy to be developed after project’s end?
3. Does the team collect a sufficient number of data points to draw conclusions and develop a future intervention? Is the response rate high enough to ensure a valid sample?
4. Do the project student assistants receive sufficient mentoring and guidance?
5. How effectively has the project disseminated its findings?

The evaluation design will be based on a mixed method approach and will include interviews, program records, document reviews, site visits and observation. A full evaluation plan will be submitted within three months of the start date of the project. Quarterly reports will be submitted that will provide a record of project activities, evaluation activities, evidence of impact, and upcoming steps and recommendations. Quarterly reports will allow the formative evaluation to inform the development of the project, and will ensure frequent communication between the project team and the evaluator.