

Travel Grant Rubric

Student Name: _____

Final Score (max 35): _____

When scoring an application, use the listed rankings as a guide. Reviewers are allowed to give any number from 0-10 in the first three sections, and 0-5 in the last section.

Score 1: Description of Student Work

If presenting at the conference/event, the applicant must explain the work that he or she will be presenting. In the case of those not presenting, the applicant should explain in detail his or her academic, professional or research interests. Applicants must also provide an abstract of their presentation if applicable.

Criteria (If Presenting)	Score
The applicant provides an abstract if applicable, and the applicant summarizes the work to be presented in clear, precise terms that non-experts can understand. If an abstract is not applicable, then the applicant explains why, in addition to the previous items.	10
The applicant provides an abstract if applicable. The applicant summarizes the work to be presented, going beyond a mere summary of the abstract, but does not present the work in a way that non-experts can understand. If an abstract is not applicable, then the applicant explains why, in addition to the previous items.	8
The applicant provides an abstract if applicable. The applicant summarizes the work to be presented, yet this summary mostly replicates the contents of the abstract. [standard score]	6
The applicant only provides an abstract, with no summary of the work to be presented; OR , the applicant does not provide an abstract, makes no attempt to explain its absence, but does provide a clear explanation of the work to be presented.	4
The applicant does not provide an abstract, makes no attempt to explain its absence, but does provide a minimal explanation of the work to be presented.	2
No abstract submitted, and no explanation of student work.	0

Criteria (If Not Presenting)	Score
The applicant summarizes his or her academic, professional, or research interests in clear, precise terms that non-experts can understand.	10
The applicant summarizes his or her academic, professional, or research interests in overly specialized terms.	8
The applicant summarizes research interests and professional goals generally. [standard score]	6
The applicant summarizes research interests and professional goals, but summary is brief or incomplete.	4
Says nothing beyond going to the conference regarding their research and professional interests.	2
The applicant provides no description of interests.	0

Score 2: Professional Development

The applicant must explain the importance of this conference/event specifically to his or her professional development. If the applicant is currently seeking a job, the applicant should be specific as to how this particular conference/event aids in the applicant's procurement of employment. The more detailed and the more extra components added to the application, the higher the score should be.

Criteria	Score
The applicant provides specific details, such as topics, individuals, concepts, and issues regarding his or her research and its relevance to the conference the applicant is attending. The applicant is specific as to this conference's relationship to future professional goals and current research interests.	10
The applicant provides more general information such as topics, concepts and issues regarding his or her research and its relevance to the conference the applicant is attending. The applicant is less specific as to the conference's relationship to future professional goals and current research interests. [standard score]	7
The applicant provides a description of the conference/event but is vague in explaining the conference's relevance to his or her research. Relevance of the conference/event to the applicant's professional development is also unclear or under-developed.	4
The applicant does not state how the conference/event will benefit applicant's professional development.	0

Score 3: Funding and Budget

Applicant demonstrates attempts at seeking other forms of funding as well as cost-saving measures.
Applicant provides detailed and complete information regarding his or her budget.

Criteria	Score
The applicant has taken outstanding cost reduction measures, and also describes efforts to obtain other funding, providing names and amount requested from at least three other sources (this may be listed in the budget). [This is very uncommon]	10
The applicant has taken outstanding cost reduction measures or exceptional efforts to obtain other funding, and also describes efforts to obtain other funding, providing names and amount requested (this may be listed in the budget).	9
The applicant has taken some cost reduction measures, and also describes efforts to obtain other funding, providing names and amount requested (This may be listed in the budget). [Standard score]	7
The applicant has taken some cost reduction measures, and also describes plans to obtain other funding (This may be listed in the budget).	5
The applicant has taken cost reduction measures or also describes efforts to obtain other funding, providing names and amount requested (This may be listed in the budget).	4
The applicant demonstrates no attempts to defray costs or a rationale for an inability to do so. The applicant seeks no other outside sources of funding.	2
Budget substantially incomplete or blank.	0

Score 4: Letter of Recommendation

Criteria	Score
Letter of Recommendation provides specific information as to why this conference is important to the applicant's research and professional goals. Recommendation also speaks to applicant's progress towards completion of degree.	5
Letter of Recommendation provides general information regarding the applicant's conference attendance and speaks briefly regarding applicant's progress towards completion of degree.	3
Letter of Recommendation endorses applicant, but endorsement is vague and general with little to no reference to applicant's conference attendance and completion of degree.	2
Letter of Recommendation provides little information regarding applicant's travel and academic status.	0