International Travel Award Rubric

Committee Member: _______________ Proposal Number (Banner ID): _______________

1. Complete Application*
   
   Email Me Form:
   
   - 2 page proposal
   - Proof of conference/workshop registration
   - List of other funding sources
   - Schedule of classes
   - 1 letter of recommendation
   - IRB approval (if applicable)
   - Supplemental materials (recommended but not required)

   Additional Comments:

*Incomplete applications will not be reviewed.

2. Proposal
   
   a. Addresses reason for travel
      Yes ☐ No ☐
   
   b. Indicates its importance professionally and to the field
      Yes ☐ No ☐
   
   c. Explains why the award is critical
      Yes ☐ No ☐
   
   d. Is written anonymously
      Yes ☐ No ☐

   Additional Comments:

3. Quality
   
   a. Clarity of writing (grammar, structure, etc.)
      Excellent ☐ Good/Fair ☐ Poor ☐
   
   b. Readability (wrote to a general audience)
      Excellent ☐ Good/Fair ☐ Poor ☐
   
   c. Cost verification
      Excellent ☐ Good/Fair ☐ Poor ☐
   
   d. Financial need
      High ☐ Moderate ☐ Low ☐
   
   e. Letter of recommendation
      Excellent ☐ Good/Fair ☐ Poor ☐

   Additional Comments:

Please classify the application’s overall strength based on the above rubric and your comments on a scale from 1-5 (1=lowest, 5=highest). Your ranking will help determine whether this application is funded, and to what degree. Please contact the Symposium Chair with questions or concerns.

Overall Ranking: _____