



International Travel Award Rubric

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

1. Complete Application*

Yes No

✓ *Email Me Form:*

- *2 page proposal*
- *Proof of conference/workshop registration/abstract submission*
- *Budget and list of other funding sources*
- *Schedule of classes*
- *1 letter of recommendation*
- *IRB (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. Letters 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 Vice Executive Chair with questions or concerns.

Overall Ranking: _____