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 (if applicable)
     - Supplemental materials (recommended but not required)

   Additional Comments:

   *Incomplete applications will not be reviewed.

2. Proposal
   a. Addresses reason for travel
   b. Indicates its importance professionally and to the field
   c. Explains why the award is critical
   d. Is written anonymously

   Additional Comments:

3. Quality
   a. Clarity of writing (grammar, structure, etc.)
   b. Readability (wrote to a general audience)
   c. Cost verification
   d. Financial need
   e. Letters of recommendation

   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: _____