University of Iowa
Graduate and Professional Student Government
2017-18 GPSG Travel Grants Evaluation Rubric

GPSG recognizes that graduate and professional student education is advanced through attending and presenting at conferences and other professional events. Therefore, GPSG strives to support graduate and professional students who are attending or presenting research at academic or professional conferences and events. All applications are evaluated based on the following criteria:

Total points possible: 50
    1. Description of Conference & Research: (10 points for presenters / 5 points for attendees)
    2. Professional & Personal Development: 10 points
    3. Financial Need: 5
    4. Previous & Current Funding: 10 points
    5. Itemized Budget: 5 points
    6. Spelling, Punctuation, and Grammar: 5 points
    7. Funding Recommendation: 5

Category 1: Description of Conference & Research

Describing one's academic field or specific research interests to non-experts is a valuable skill that will be useful to demonstrate in this and other future grant applications. The successful applicant will describe the conference or event to which they will travel and the work to be presented in terms that are clearly understood by those outside of their field.

Criteria 1: Conference Description & Significance
The applicant must describe the type of event (e.g., conference, workshop, poster sessions and other professional development events which may be non-conference related) he or she will be attending to provide an understanding of the context where he or she will be involved. *For presenters:* In order for the application to be considered, the applicant must provide an abstract and acceptance letter for the presentation (or similar documentation).

How well does the applicant describe the conference or event and its significance in the field?

Description	Rating
The applicant provides a clear and concise description of the conference or event, as well as its prominence in the field, in terms that non-experts can easily understand. The applicant also addresses specific details, such as topics, concepts and issues that will be discussed.	5
The applicant provides a general description of the conference/event, its relevance in the field, and the topics that will be addressed. Some elements may be slightly unclear or contain some incompleteness in representation.	3
Description of conference or event is severely lacking.	1
The applicant does not describe the conference/event or plagiarizes directly from conference website.	0

Criteria 2: Description of Work (for presenters only)
In addition to providing an abstract, the applicant must explain the research that he or she will be presenting at the conference or event using terms that can be readily understood by non-experts. Also, the nature of his or her work and its relevance within their academic field should be discussed.

How well does the applicant describe the research that they will be presenting, and the significance of this work to their field?

Description	Rating
The applicant summarizes the work to be presented in clear and precise terms that non-experts can easily understand.	5
The applicant summarizes the work to be presented in general terms and/or mostly replicated the contents of the abstract.	3
The description of work is unclear or underdeveloped.	1
No description of work provided.	0

Category 2: Professional & Personal Development

The applicant should explain in detail how attending or presenting at this conference or event will further his or her academic, professional, or research interests, or lead to personal development.

Criteria 1: Professional development
Please explain how the topics and issues to be addressed at the conference/event are related to your academic preparation and research interests, as well as the potential impact on your academic pursuits and future career opportunities.

How well does the applicant explain the potential for professional development?

Description	Rating
The applicant clearly explains how the specific topics and issues to be addressed at the conference are related to his or her academic background, research interests, or professional development. The applicant also thoroughly discusses the potential impact on his or her academic preparation and/or future career opportunities.	5
The applicant explains in general terms how the topics and issues to be addressed at the conference are related to his or her academic background or research interests. The applicant adequately addresses the potential impact on future career opportunities.	3
The description of the relevance of topics and issues addressed at this conference, and their relevance for future career opportunities, is unclear or underdeveloped.	1
No description of professional development is included	0

Criteria 2: Personal development
Please describe how you will personally benefit from attending/presenting at this conference or event. Successful applicants will address elements such as how their involvement may develop their awareness and identity, facilitate employability, or aid in realizing dreams and aspirations.

How well does the applicant explain the potential for professional development?

Description	Rating
The applicant clearly explains or by provides specific examples of how attending/presenting at the conference or event may contribute toward their personal development.	5
The applicant explains in general terms how they will benefit personally from attending or presenting at the conference or event.	3
The description of personal development is unclear or underdeveloped.	1
No description of personal development is included.	0

Category 3: Statement of Financial Need

Applicants must provide a brief statement of financial need in which they address why they are applying for the grant, challenges they are facing (related to family, work, campus, or community), and how they would benefit from being awarded funding.

Description	Rating
The applicant clearly demonstrates a significant financial need and thoroughly addresses how they will benefit from receiving funding.	5
The applicant explains in general terms the financial burdens that they are facing and how they would benefit from receiving funding.	3
The applicant's description of financial need is unclear or underdeveloped.	1
No statement of financial need is included	0

Category 4: Previous & Current Funding

Funding is extremely limited and applicants should show that they are actively trying to get funding from as many sources as they can. The focus is on the applicant's efforts to obtain funding, regardless of whether the applicant actually received other funding. In this case, the application should mention the lack or difficulty of obtaining alternative funding. GPSG also seeks to fund as many applicants as possible; therefore, we give preference to students who have not previously received GPSG grant funding.

Criteria 1: Previous GPSG funding
Has the applicant previously received a GPSG Grant? (*Applicants' names will be checked against a database of previously funded students in order to verify accuracy of responses.*)

Description	Rating
No, the applicant has not previously received a GPSG.	5
Yes, the applicant has previously received a GPSG grant.	0

Criteria 2: Efforts to Secure Funding

Has the applicant made a significant attempt to secure funding from other sources?

Description	Rating
The applicant has demonstrated a high degree of effort in applying for funding from both internal and external sources.	5
The applicant has submitted one or two applications to additional funding sources, but does not appear to demonstrate a significant effort to cover all expenses.	3
The applicant has not applied for additional funding and does not appear motivated to do so.	1
No response was provided.	0

Category 5: Itemized Budget

The budget must be clear, reasonable, and realistic with regard to the amount indicated for each component. Additionally, all guidelines must be followed, and the applicant should clearly indicate the portions to be covered by GPSG funding if awarded.

Is the budget organized and reasonable for the travel proposed?

Description	Rating
The budget is clear, reasonable, follows the GPSG guidelines, provides detailed explanations for the amount requested, and reflects efforts to find the cheapest alternative (room sharing, carpooling, etc.)	5
The budget is clear, reasonable, follows GPSG guidelines, and provides explanations for the amount requested.	4
The budget is reasonable and follows GPSG guidelines, but lacks clarity or explanations for the amount requested.	3
The budget is either incomplete or significantly lacking in the area of organization, descriptions, or amount requested.	2
The budget is not organized, is not reasonable, and does not specify the items to be covered through the grant.	1
The applicant does not provide a budget.	0

Category 6: Spelling, Punctuation and Grammar

Is the writing clear and free of spelling or grammatical errors?

Description	Rating
Writing is professional in presentation and free from errors of spelling, grammar and punctuation.	5
Some errors in spelling, grammar or punctuation; however, they do not significantly affect comprehensibility.	3
Application consistently contains errors in spelling, grammar, and/or punctuation that negatively affect comprehensibility.	1

Category 7: Funding Recommendation

This category allows you to award points based on the overall quality of application, which may take into consideration criteria or elements that were not specifically addressed by this rubric's current criteria.

Do you recommend funding this application?

Description	Rating
Definitely yes.	5
Probably yes.	4
Might or might not.	3
Probably not.	2
Definitely not.	1