



Office of Sponsored Research and Scholarly Activity

Student Travel Award -- Application Rubric

This form is fillable; simply type in the spaces.

iPad users will need to download the Fill and Sign App

Applicant Name	
Requested Amount	
Title of Poster/Paper/Presentation	
Name of Conference	
Conference Dates	
RAC committee member name	

Point Scale	0 = Inadequate Does Not Meet review criteria.	1 = Fair Partially meets review criteria but lacking in one respect.	2 = Good Moderately meets review criteria; could be strengthened.	3 = Exemplary Overwhelming meets review criteria; no areas of weakness identified.
Relevance of the Conference:				
<ul style="list-style-type: none"> to mission of Life University to the Department/Program of Study 				
Quality of the Conference:				
<ul style="list-style-type: none"> Is there a peer-review process? Is the conference local, regional or national in scope? 				
Intellectual Merit of the Study/Project				
<ul style="list-style-type: none"> Demonstrates understanding/knowledge of the topic Explores ways to advance knowledge/practice Follows ethical standards (as applicable). Letter of Recommendation submitted by Advisor attests to quality/soundness of the t/study/project 				
Innovative /creativity of the Study/Project				
<ul style="list-style-type: none"> Integrates processes that improve and/or explore new areas of thought/practice. Follows ethical standards (as applicable). Letter of Recommendation submitted by Advisor/Professional in the Field attests to innovativeness/creativity/forward-thinking quality of the work. 				
Relevance of the Study/Project:				
<ul style="list-style-type: none"> to mission of Life University to the Department/Program of Study 				

<p>Student's role in study/project:</p> <ul style="list-style-type: none"> • No apparent involvement. = 0 points • Partial authorship/development/creation in team of >3 performing low-level tasks = 1 point • Co-author/investigator/developer/creator in team of two performing moderate- to high-level tasks. = 2 points • Primary/sole investigator/author/creator/developer performing high-level tasks = 3 points 	
<p>Impact of the Study/Project:</p> <ul style="list-style-type: none"> • On the discipline/profession • On other professions/disciplines • On society more broadly 	
<p>Budgetary Impact</p> <ul style="list-style-type: none"> • How clearly and completely are the costs broken down and justified? <p>Does applicant have, plan to pursue or need other sources of funding?</p>	
<p>Supporting documents attached</p> <ul style="list-style-type: none"> • Conference acceptance letter (no additional points but should be considered during Council discussion) • Copy of Paper or Abstract • Letter of Recommendation 	
<ul style="list-style-type: none"> • Comments: 	<p>Total Points (possible maximum = 27)</p>