

Graduate Student Travel Fund Rubric

Students write a one page proposal that outlines the purpose of the travel at least one month prior to travel dates, the expected contributions and departmental benefits produced from travel, and has an estimated budget. Student submits to the Team Leader, who then makes a recommendation and submits to the Department Head. Limit one award (travel or research) per student per year.

| Item | Scoring | Points |
|-------------------------------|---|--------|
| Research Progress | 4 = completed 3 = nearly complete 2 = ½ way done 1 = just getting started 0 = research plan not formalized | |
| Committee Structure | 2 = committee request form signed 1 = committee identified but not yet signed 0 = no committee formalized | |
| Program of Study | 2 = submitted to Graduate School, most courses completed 1 = submitted to Graduate School, some courses completed 0 = either not submitted or no courses yet completed | |
| Proposal | 4 = defended 3 = approved by adviser but not yet defended 2 = at least the first draft sent to the major adviser 1 = working on the first draft 0 = no proposal | |
| PhD Exams (PhD students only) | 4 = completed, passed 2 = scheduled 0 = not scheduled yet | |
| Contributions | 4 = very good, clearly outlines the contributions, benefits of the research 3 = good proposal but did not fully describe the contributions, benefits of the research 2 = proposal is adequate but it did not present a strong case for the contribution or benefits of the research 1 = submitted a proposal that was minimal quality 0 = proposal was terrible | |
| Budget Justification | 4 = excellent justification, financially sound 3 = decent justification but not complete or the budget is not sound 2 = budget has errors or the justification is not well presented 0 = poorly done | |
| Department Service | 2 = high level of volunteering in the department 1 = volunteered in the department with at least one function 0 = no department service/volunteering | |
| Total | | |

Recommended funds (up to \$500 for MS and \$750 for PhD) _____

Graduate Student Research Fund Rubric

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