

GPSA Travel Award Rubric

This rubric is used by the GPSA Awards Committee to evaluate Travel Award applications. The Chair of Awards facilitates the review process but does not make decisions independently. The committee is composed of representatives from all colleges in the University of Idaho that are part of the Graduate and Professional Student Association (GPSA).

Rejection criteria

The following criteria will be used as reasons for denying a GPSA Award application. Applications meeting any of these conditions will be disqualified and not scored:

- Missing major documents (e.g., missing signatures on the Funding Information and Student Status Form, incomplete or partially scanned documents, or missing required documents such as the Cover Letter, Faculty Support Letter, or Proof of Participation).
- Budget section not filled out in the Qualtrics application (no amounts entered for registration, transportation, lodging, or meals/per diem).
- Travel has already occurred before the application deadline for the current funding cycle. Applications must be submitted in a funding cycle prior to the travel dates, and students may apply up to two funding cycles in advance.
Current application deadlines are November 15, January 15, March 15, May 15, July 15, and September 15 (4:00 p.m.).
- Inconsistent funding information between the student and faculty letters.
- The faculty letter does not mention whether any funding is available to the student.
- Other confirmed funding sources already cover the full cost of travel or publication.
- Applicant has received a GPSA Award previously within the same fiscal year (July 1 – June 30).
- The purpose of travel is not academically or professionally related (e.g., personal, religious, or non-academic events are not eligible for funding).

Scoring Rubric (Only for applications that pass the eligibility screening above)

1. Completeness of Application

- **1 point:** Minor issues present but overall understandable (e.g., Per diem is miscalculated, budget summed incorrectly (within a ~\$100), faculty letter not on official letterhead. The student's cover letter is not signed; the Student Status and Funding Document has X's but not initials.
- **2 points:** All documents are complete, consistent, and meet requirements as follows:
 - **Student Cover Letter** (maximum 1 page), signed by the student. The letter must state the purpose of travel, location and dates (with an explanation of the travel dates differ from the event dates), describe how the travel benefits the student and the University of Idaho, identify any other funding applied for or secured, and include a plain-language summary of the student's work.
 - **Faculty Support Letter** (maximum 1 page) on official department letterhead, signed by the faculty member. The letter must address the academic value of the travel, indicate any other funding available or applied for (from the department, grants, or associations), and specify any funding available to the student.
 - **Funding Information & Student Status Document**, signed by the student, the Major Professor, and the Department Chair (the Chair must initial the appropriate boxes in Section G). The information provided must match the details in Qualtrics Section D (Budget) and in both the student and faculty letters.

2. Role at Conference/Event/Field research

- *0 points:* Not presenting, no clear role (e.g., only attending or traveling solely to accompany others who are presenting or participating).
- *1 point:* Presenting a poster, other forms of participation that go beyond simple attendance including helping to organize or support an event.
- *2 points:* Oral presentation, performance , or conducting field research (e.g., data collection, lab/fieldwork) that directly contributes to research/thesis/dissertation.

3. Prior Awards

- *1 point:* Applicant has received a GPSA award in previous fiscal years.
- *2 points:* Applicant has never received a GPSA award.

4. Financial Justification

- *1 point:* Other possible funding available to cover all costs, but uncertain.
- *2 points:* No other funding secured; GPSA funds are essential.

5. Quality of Cover Letter and Faculty Letters

- *0 points:* Cover Letter and Faculty Letter do not comment on the student's travel
- *1 point:* Cover Letter and Faculty Letter contain the basic information required (i.e. purpose of travel, dates of travel, venue/place, and funding available to student to support travel. However, letters have limited or missing information regarding the travel's benefit to the applicant and to the University of Idaho, or do not provide an adequate summary of the proposed work

- *2 points:* The Cover and Faculty Letter adequately summarize all required travel information (purpose of travel, dates of travel, venue/place, and funding available to the student to support travel) and provide an adequate description of how travel benefits the student and the University of Idaho, and provide an adequate summary or proposed work.

Final Score: _____

Comments for the student: