**West Region Travel Fund Request Evaluation Rubric**

**Requestor:**

**Event:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content for Review** | **Excellent** | **Fair** | **Inadequate** | **Score** |
| **Description of Event** | The request provides a clear and complete description of the event.  3 points | The request provides information about the event.  1-2 points | The request lacks information about the event.  0 points |  |
| **Description of Purpose/Learning Outcomes** | The description of the purpose / learning outcomes of attending is clear, fully detailed, and informative.  4-5 points | The description of the purpose / learning outcomes is described but not fully detailed and/or information is lacking.  2-3 points | The description of the purpose / learning outcomes is insufficiently or not described.  0-1 point |  |
| **Description of Impact** | The request clearly and substantively details the relevance of the work to the applicant’s role at the college. The request clearly describes significant impact of the work to the division, campus, and/or college’s strategic plans.  5-6 points | The request provides some details about relevance of the work to the applicant’s role at the college and the impact of the work on the division, campus, and/or college’s strategic plans.  1-4 points | The request does not provide details about the relevance of the work to the applicant’s role at the college and/or the impact of the work on the division, campus, and/or college’s strategic plans.  0 points |  |
| **General Presentation of Application** | The request is written in a style appropriate to an academic environment.  3 points | The request is written mostly in a style appropriate to an academic environment. There are some grammatical/typographical errors and abbreviations.  1-2 points | The request is not written in a style appropriate to an academic environment. There are numerous grammatical/typographical errors and abbreviations.  0 points |  |
| The applicant is a presenter. (Preference is given to requests from presenters.)  5 points | | | |  |
| The applicant provides details about how what is learned at the event will be shared with others at the college or beyond. (Preference is given to requests that detail how what is learned at the event will be shared with others at the college or beyond.)  1-3 points | | | |  |
| The application is for a new request. (New requests are considered ahead of requests from applicants who received funding during the previous two cycles.) | | | | Yes / No |
| **Total Points** | | | |  |