

Grant Review and Allocation Committee

Application Procedures and Policies

For additional questions regarding each grant, please use the contact list below.

Travel Grant
Professional Grant
GSOGA Grants
Symposium Grant
Childcare Grant
Reimbursement Process
Strategic and Mental Health Partnerships
Graduate Student Improvement Fund
General Grant Questions

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gsoga.pgsg@gmail.com
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Travel Grant Application Instructions

Before Applying

- Read the [PGSG travel grant page](#) to check eligibility requirements and other details.
- Read the [PGSG reimbursement procedures](#) to understand the reimbursement process.
- Look at examples of [awarded travel grant applications](#).
- Direct all questions related to the travel grant to travelpgsg@gmail.com.

Step 1: Write the Application Essay

Essay Prompt

In 500 words or less (excluding title), please describe your research and the importance of attending this conference. Please keep in mind that your application will most likely be reviewed by someone outside your field, thus write for someone who might not be familiar with your subject area.

Essay Rubric

Your essay is the only component of the application that is used for scoring. Travel Grants are competitive, and applicants are expected to thoroughly address each criterion. Please pay careful attention to the rubric provided on [page 12](#) to ensure the best possible outcome.

Formatting Instructions

- Essay must fit on one (1) page, using one-inch (1") margins and size 11 Arial font.
- Travel Grant applications are evaluated by a double-blind review process. **Do not include** any identifying information, such as:
 - Your name
 - Your advisor's name
 - Collaborators' names
- Save your application essay as a Word document (.docx) with the following naming scheme:
 - Lastname_Firstname_TravelGrant.docx

Step 2: Ask Advisor/Major Professor to Confirm Travel Plans

You **must** have support from your advisor/major professor to present your research. Ask your advisor to confirm their approval by emailing the Travel Grant Vice Chair. The email must include:

- (1) Your name
- (2) The name of the conference or event
- (3) The date and place of the conference or event
- (4) A statement that your advisor supports your attendance to that conference or event
- (5) A statement describing how your expenses will be paid prior to and during the trip

Your advisor's statement **must** include all these components and emailed to travelpgsg@gmail.com by the application deadline.

Step 3: Submit Your Application

When you have completed the above steps, submit the application through the [online portal](#) or by scanning the QR code on the right. After submission, the survey will provide a pdf of your responses. It is your responsibility to double-check the **completion and accuracy** of the responses.



Professional Grant Application Instructions

Before Applying

- Read the [PGSG professional grant page](#) to check eligibility requirements and other details.
- Read the [PGSG reimbursement procedures](#) to understand the reimbursement process.
- Look at examples of awarded [professional grant applications](#).
- Direct all questions related to the professional grant to professionalpgsg@gmail.com.

Step 1: Write the Application Essays

Essay Prompt #1

In 500 words or less (excluding title) please describe the activity for which this grant intends to support. This essay will be judged by the 'Purpose' and 'Impact' criteria of the application rubric. Additionally, please keep in mind that your application will most likely be reviewed by someone outside your field; write for someone who might not be familiar with your subject area.

Essay Prompt #2

In one (1) page or less, please justify the amount of money you are requesting. This essay will be evaluated using criteria related to the 'Budget' section of the application rubric.

Essay Rubric

Your essays are the only component of the application that is used for scoring. Professional Grants are competitive, and applicants are expected to thoroughly address each criterion. Please pay careful attention to the rubric provided on [page 12](#) to ensure the best possible outcome.

Formatting Instructions

- Each essay must fit on one (1) page using one-inch (1") margins and size 11 Arial font.
- Professional Grant applications are evaluated by a double-blind review process. **Do not include** any identifying information, such as:
 - Your name
 - Your advisor's name
 - Collaborators' names
- Save both essays as Word documents (.docx) with the following naming schemes:
 - Essay #1: Lastname_Firstname_Purpose_Impact.docx
 - Essay #2: Lastname_Firstname_Budget_Justification.docx
- Applications that contain incorrect formatting or contain identifying information will be docked one (1) point for each offense on the final evaluation.

Step 2: Submit Your Application

When you have completed the above steps, submit the application through the [online portal](#) or by scanning the QR code on the right. After submission, the survey will provide you with a pdf of your responses. It is your responsibility to double-check the **completion and accuracy** of the responses.



GSOGA Grant Application Instructions

Before Applying

- Read the [PGSG GSOGA grant page](#).
- Read the [PGSG reimbursement procedures](#) to understand the reimbursement process.
- Look at an example of an awarded [GSOGA grant application](#).
- Direct all questions related to the GSOGA grant to gsoga.pgsg@gmail.com.

Step 1: Prepare Your Application

Your application must have a total of six pages. The first will be a title page and the following pages will be essays. Follow the prompts below.

Title page:

The first page should include the following information:

- Primary GSO
- Total Income (\$\$) - For the purposes of this grant, “income” is money from other sources available to your GSO for events included in your application.
- Total Expenses (\$\$)
- Amount requested from PGSG (\$\$)

Essay #1 (Description of your GSO):

Please describe your GSO and what kind of events you host. This will give the reviewers an opportunity to learn more about your organization.

Essay #2 (Description of the events):

Please describe up to (not more than) 5 specific events or types of events your GSO will host. For each event, please discuss the following:

- Where is the event taking place?
- What specific activities will occur at the event?
- How many students, faculty, staff, or other community members do you expect to attend the event?

Essay #3 (Benefits of your organization and events):

Please indicate the benefits of your organization and the events put on by your organization to graduate students at Purdue University using the following discussion points:

- What academic and professional development benefits does your GSO present for graduate students?
- How does your organization contribute to the quality of life of Purdue graduate students?
- What number of graduate students do you expect to attend your events or benefit from your organization?
- How do your events benefit the community (including any benefit to undergraduates, faculty, or members of the Greater Lafayette community)?

Essay #4 (Budget table):

Please provide a detailed budget table. Your budget should have two parts: 1. Income and 2. Expenses. The amount that you request from GSOGA should equate to the difference between the two.

- List all sources of income, along with amounts anticipated/received, for the application period.
- List all events planned by your organization for the application period. Include the number of graduate student members and non-members (faculty, undergraduates, etc.) that have or will attend each event.
- Include an itemized budget for each event, including quantities and price for each item.

Essay #5 (Budget justification):

Please provide a description and justification of your budget. Discuss the following points:

- What will the GSOGA money be spent on?
- What efforts have been made to reduce costs?
- What other funding has been solicited?

Note: Your budget table may go on to page 6 but ensure that your budget and budget justification fit on two pages. Failure to do so will result in penalties.

Formatting Instructions

- Please use Arial size 11 font and ensure each essay is only a single page with one-inch (1") margins. Your budget table and any figure legends may use smaller fonts, but no less than size 9.
- Compile the full application into a single Google Doc. The name of the Google Doc should be as follows: year_month of the application deadline_name of the GSO (Example: 2020_08_We Love Cats).

Step 2: Check That Your Application Meets the Grading Rubric

Make sure your application meets the criteria in the rubric provided on [page 11](#) to increase your likelihood of receiving high scores for each criterion.

Step 3: Submit Your Application

When you have completed the above steps, submit your application through the [online portal](#) or by scanning the QR code on the right. The portal will generate a pdf of your responses. It is your responsibility to double-check the completion and accuracy of the responses in the application.



Symposium Grant Application Instructions

Before Applying

- Read the [PGSG symposium grant page](#) to check eligibility requirements and other details.
- Read the [PGSG reimbursement procedures](#) to understand the reimbursement process.
- Look at an example of an awarded [symposium grant application](#).
- Direct all questions related to the symposium grant to symposium.pgsg@gmail.com.

Step 1: Prepare Your Application

Your application must have a title page and three essays. Optional supplemental information may be included.

Title page:

The first page should include the following information about the symposium:

- (1) Title of the symposium, (2) Date(s), (3) Primary GSO, (4) Other involved GSOs, (4) Total Income (\$\$), (5) Total Expenses (\$\$), and (6) Amount requested from PGSG (\$\$)

Essay #1 (Purpose and Impact):

1. Detailed description of the events and activities that will take place at the symposium
2. Description of how the symposium fulfills the needs of Purdue graduate students
3. Description of departments and GSOs involved in organizing/attending the symposium
4. Description of professional and academic development opportunities available at the symposium

Essay #2 (Financial Need):

1. Description of efforts to reduce costs
2. Description of efforts to solicit funds from other sources

Essay #3 (Budget):

1. A breakdown of estimated purchases
2. Amounts provided by other funding sources
3. How funds from the Symposium Grant will be spent
4. The number of graduate students, post-docs, and faculty expected to attend the symposium

Essay #4 (Optional - Supplemental Information):

- You may submit up to two (2) pages of supplemental information (you may still receive penalties if the essay is formatted incorrectly).

Formatting Instructions

- Use Arial size 11 font. Each essay should be one page with one-inch (1") margins. Your budget table and any figure legends may use a smaller font, but no less than size 9.
- Compile the application into a single Google Doc. The name of the doc should be as follows: year_month of the application deadline_title of your symposium (Example: 2020_08_Our Awesome Symposium).

Step 2: Check That Your Application Meets the Grading Rubric

Make sure your application meets the criteria in the rubric provided on [page 11](#) to increase your likelihood of receiving Symposium funds.

Step 3: Submit Your Application

When you have completed the above steps, submit your application through the [online portal](#) or by scanning the QR code on the right. After submission, the survey will generate a pdf of your responses. It is your responsibility to double-check the completion and accuracy of the responses in the application.



Childcare Grant

PGSG offers these grants to cover childcare costs incurred by graduate students. While PGSG contributes to the Child Care Grant, the Division of Financial Aid completes the award selection process.

Before Applying

- Read the [childcare grant page](#).
- Direct all questions related to the childcare grant to scholarshipdfa@purdue.edu or pgsg.grantreview@gmail.com.

Funding Amount

Grants may fund up to \$1,000 for awardees using a licensed daycare or up to \$500 for those using a non-licensed daycare.

Eligibility

1. Be a graduate student enrolled at least half-time (4 credit hours) at Purdue University
2. Be the legal guardian of the child or children ages 12 years or younger
3. Domestic students must have a 2020-2021 FAFSA filed
4. International students must complete the Net Price Calculator
5. Funding is based on financial need
6. Funding must apply to out-of-pocket, weekly childcare expenses
7. Only one (1) application per household

Application

In the [application form](#), provide the following information:

- Applicant contact information (name, address, email)
- Applicant citizenship/residency and financial data
 - US citizens or permanent residents must file the FAFSA
 - Non-residents must complete the [Net Price Calculator](#)
- Information on spouse of applicant (if applicable)
- Information about children for which you are legal guardian
 - Must submit separate information for each child. The application form provides extra sections to fill in information regarding additional children.
- Verification by current center director of enrollment and estimated weekly expenses for childcare.
- Essay portion: In 200 words or less describe your need for this financial assistance and how this funding will be used, or how this funding will benefit your academic career.

Fill out the application and submit a physical copy to the Division of Financial Aid ([Schleman Hall - Room 305](#)), or email the completed application to scholarshipdfa@purdue.edu.

Review Process

The Division of Financial Aid reviews applications and selects awardees based on financial need. For questions about the application form, please contact scholarshipdfa@purdue.edu. All other questions may be directed to the GRAC Chair at pgsg.grantreview@gmail.com.

Strategic Partnership Fund

A grant program that offers co-sponsorship funding for graduate student focused events that complement the mission of PGSG: Life, Career, Community

Eligibility

1. All events are eligible to funding, provided that
 - a. a current Purdue graduate student submits the application, and
 - b. the event must have a graduate student focus or impact.
2. The Strategic Partnership award may contribute only up to 50% of the total budget for the event. The event must have additional sources of funding.
3. Any organization is eligible for a single Strategic Partnership award per academic year.
4. Awards are subject to the [PGSG reimbursement procedures](#).

Application

Successful applications address the criteria listed below and demonstrate due diligence with respect to event organization and the appropriate use of funds.

Criteria

Description: How will the event be advertised to facilitate graduate student participation?

Funding request: Indicate asking amount for funding. Requests may be \$250, \$500, or \$750.

Budget: Provide detailed budget. Describe budget justification and cost-saving efforts.

Supplemental information: Additional information may be provided and does not count against the final page limit.

Formatting

- Submit as a PDF file
- Limit file to two (2) pages

Submission

Email completed applications directly to the PGSG GRAC Chair at pgsg.grantreview@gmail.com.

- Please include "Strategic Partnership Application" in the subject title.

Review Process

1. The GRAC Chair will review the application to ensure that the proposal meets the eligibility requirements and is in line with the mission of PGSG partnerships.
2. The selection committee is comprised of the full Executive Board. The committee will review and vote on the application by the following Executive Board meeting.
3. The applicant or an organization representative may present the application and answer any questions at the Executive Board Meeting.
4. The applicant will be notified within 24 hours of the board's decision. In the case of a negative outcome, the Executive Board will provide feedback in writing. The applicant will be offered one (1) week to address any concerns.

Mental Health Partnership Fund

A grant program that sponsors or co-sponsors Mental Health Awareness Events hosted by student organizations.

Eligibility

1. All events are eligible to funding, provided that
 - a. a current Purdue graduate student submits the application, and
 - b. the event must have a graduate student focus or impact.
2. Any student organization is eligible for a single award per academic year.
3. Awards are subject to the [PGSG reimbursement procedures](#).

Application

Successful applications address the criteria listed below and demonstrate due diligence with respect to event organization and the appropriate use of funds.

Criteria

Description: Address rationale for the event and how the event compliments the PGSG Mental Health Awareness mission.

Funding request: Request a specific award amount. The awards are capped at \$250.

Budget: Provide detailed budget. Describe budget justification and cost-saving efforts.

Supplemental information: Additional information may be provided and will not count against the final page limit.

Formatting

- Submit as a PDF file
- Limit file to two (2) pages

Submission

Submit completed applications to the PGSG GRAC Chair at pgsg.grantreview@gmail.com.

- Please include "Mental Health Partnership Application" in the subject title.

Review Process

5. The GRAC Chair will review application to ensure that the proposal meets the eligibility requirements and is in line with the mission of PGSG partnerships.
6. The selection committee is composed of the PGSG President, Life Team Chair, and Mental Health Awareness Week Director. The committee will review the application and make a funding decision. The GRAC Chair will communicate the funding decision to the applicant within 24 hours of the board's decision.
7. In the committee chooses to reject the application, the selection committee will provide feedback to the applicant. The applicant may receive one (1) week to address any concerns.

Graduate Student Equipment Fund

Provides funding for graduate student groups to make improvements to the spaces provided to them, which improve the quality of graduate student life and collegiality of future work.

Eligibility

1. Group maintains a permanent space for graduate students on the Purdue University - West Lafayette campus (e.g., a break room or commons area). Departments that do not have a GSO but have a designated congregation area for graduate students are eligible to apply for funding.
2. Applications from non-GSO groups must originate from a graduate student within the department and have endorsement by the respective department head.
3. Demonstrate that the group has permission to install or use goods purchased from this fund in their designated space (see criteria in the application section below).
4. Awards are subject to the [PGSG reimbursement procedures](#).

Application

Successful applications address the criteria listed below and demonstrate due diligence with respect to event organization and the appropriate use of funds.

Criteria

Description: Describe how the item(s) will improve the graduate student space.

Funding request: Indicate asking amount. Can request between \$100 and \$1,000.

Budget: Provide detailed list of items to be purchased, as detailed as possible with verifiable ordering information, delineated by the amount per item and the total costs.

Authorization: Include a brief statement from your building deputy authorizing the addition of these items to your dedicated space.

Supplemental information: Additional information may be provided and does not count against the final page limit.

Formatting

- Submit as a PDF file
- Limit file to two (2) pages

Submission

Submit completed applications directly to the PGSG GRAC Chair at pgsg.grantreview@gmail.com.

- Please include " Graduate Student Equipment Fund Application" in the subject title.

Review Process

1. The application will be reviewed to ensure that it meets eligibility requirements.
2. The selection committee is comprised of the PGSG treasurer, senate chair, GRAC chair, and GSOGA vice chair. This committee will discuss and form a decision by the following Executive Board meeting.
 - The PGSG President will cast only a tie-breaking vote when necessary.
3. Through majority rule, the application will be approved as submitted, approved with changes, or denied.
 - If approved with changes, the PGSG Treasurer will communicate the suggested changes. The group will have two business weeks to assent to the changes, else they forfeit the entire award.
4. In case of denied applications, groups may reapply for the GSEF at any time. The selection committee will provide feedback on request.

Grant Rubrics

GSOGA Grant Rubric

GSOGA Grant	Criterion	1-2 Points (Poor)	3 Points (Fair)	4-5 Points (Excellent)
Benefits to Graduate Students (20 points)	Academic and Professional Development (AP)	At least one proposed event benefits AP.	More than one event benefits AP or sole event has strong AP.	All events strongly benefit AP in some manner.
	Graduate student Quality of Life (QL)	At least one proposed event benefits QL.	More than one event benefits QL or sole event has strong QL.	All events strongly benefit QL in some manner.
	Graduate student community	Little benefit to the community is shown.	At least one proposed event benefits the community.	More than one event strongly benefits the graduate student community.
	Overall impact	Impact is mentioned, but unclear.	Some evidence of positive impact on graduate students.	Organization clearly states positive impact on graduate students.
Budget (15 points)	Financial Need	Need for funds is unclear. Somewhat reasonable amount requested.	Fairly strong need for funds and reasonable amount requested. Funds may go to this event.	Very strong need for funds and reasonable amount requested. Funds should go to this event.
	Minimized costs	No attempt are shown to minimize costs.	Some attempt made to minimize costs (i.e., fundraisers).	Strong efforts to minimized costs with external funding
	Budget	Budget is present but is vague in details.	Budget is good but missing details (i.e., exact amounts).	Extremely detailed budget.
Quality (15 points)	Essay organization	Not logically organized. Hard to read and essay flow is non-intuitive. Difficult to identify where criteria were addressed.	Essay is somewhat organized and there is a logical flow of ideas. The reader can identify where rubric criteria are being addressed.	Essay is coherent and easy to follow. The reader can easily identify where criteria are being addressed in the application.
	Essay spelling, grammar, and punctuation	Essay is full of grammar, punctuation, and spelling mistakes to the point of distraction.	Essay has some grammar, punctuation, or spelling errors, but does not impact the readers' ability to understand the content.	Essay contains very few, if any errors.
	General feel of application	This is a very poor application (may not receive funding).	This application is average (may receive funding).	This application is among the best (may receive highest tier of funding).

Symposium Grant Rubric

Symposium Grant	Criterion	1-2 Points (Poor)	3 Points (Fair)	4-5 Points (Excellent)
Purpose and Impact (20 points)	Description of event	Vague, unclear, or rambling description of the event.	Acceptable explanation of the event that is clear and concise.	Exceptional and detailed description of specific activities occurring at the event.
	Impact of event	Similar events on or near campus already meet the needs addressed by this event and/or this event address very few needs.	There are few similar events on or near campus. Addresses several unmet needs.	There are no other events like this one on or near campus and this event clearly addresses the needs of graduate students.
	Interdisciplinary nature of event	Topics/activities covered are specific to few disciplines. Event brings students, faculty, and staff from few departments.	Topics/activities covered are of interest to an acceptable number of disciplines. Event brings students, faculty, and staff from several departments and a few other universities.	Topics/activities covered are of interest to many disciplines. The event brings students, faculty, and staff from many departments and several other universities.
	Academic & professional development	Lacks opportunities for professional and academic development.	Provides standard opportunities (ex. poster sessions, networking) for professional and academic development.	Provides detailed descriptions of opportunities for professional and academic development that go above and beyond standard opportunities.
Financial Need (15 points)	Itemized budget and justification	Budget is present but poorly developed. Few details are provided. The amount requested is unreasonable relative to the number expected to attend.	Budget is acceptable but is missing some details (ex. exact amounts). The amount requested is reasonable relative to the number expected to attend.	Extremely detailed budget. The amount requested is very reasonable relative to the number expected to attend.
	Reduction in costs	Few/minimal attempts to reduce costs are described.	Some attempts to reduce costs are described.	Many attempts to reduce costs are described.
	Solicitation of other funds	Few attempts to solicit funds from other sources are described. No or few other sponsors for this event.	Some attempts to solicit funding from other sources are described. The event already has several sponsors.	Many attempts to solicit funding from other sources are described. The event already has many sponsors.
Quality (15 points)	Essay organization	Not logically organized. Hard to read and essay flow is non-intuitive. Difficult to identify where criteria were addressed.	Essay is somewhat organized and there is a logical flow of ideas. The reader can identify where rubric criteria are being addressed.	Essay is coherent and easy to follow. The reader can easily identify where rubric criteria are being addressed in the application.
	Essay spelling, grammar, and punctuation	Essay is full of grammar, punctuation, and spelling mistakes to the point of distraction.	Essay has some grammar, punctuation, or spelling errors, but does not impact the readers' ability to understand the content.	Essay contains very few, if any errors.
	General feel of application	This is a very poor application (May not receive funding).	This application is average (may receive funding)	This application is among the best (may receive highest tier of funding).

Travel Grant Rubric

Travel Grant	Criterion	1-2 Points (Poor)	3 Points (Fair)	4-5 Points (Excellent)
Description of Research (25 Points)	Research description - clarity	Vague or unclear description. Too much jargon or assumes reader knows the subject.	Acceptable. May lack some details or include some jargon, but the reader is still able to follow.	Clear and detailed description that is easy to follow.
	Research description - conciseness	Rambling description of research to the point of distraction. May provide many irrelevant details and may be difficult to follow.	Acceptable description. May provide some irrelevant details that make the application somewhat difficult to follow.	A brief yet informative description of the research that provides the reader with the necessary information.
	Research methods	Does not provide enough information for the reviewer to understand what the applicant did. Too much jargon may make it difficult for the reviewer to follow.	Describes methods but may lack enough details for the reviewer to fully understand what the applicant did. May contain some jargon.	Description of methods is clear and detailed enough that the reviewer can understand what the applicant did. No jargon.
	Research purpose	Statement of goals is vague or hard to follow.	Statement of goals is present but difficult to follow or missing important details.	Clear statement of goals that is easy to follow and provides adequate detail.
	Innovative nature of research	Description is vague. Applicant does not make a strong argument for how the research contributes any new findings to the field or that the methods used were novel.	Description is acceptable. May miss some important details or could make a stronger argument for innovation.	Description is strong. It is clear to the reviewer that this research is innovative.
Involvement and Importance (10 Points)	Applicant Involvement in research	Description of applicant's involvement is vague. Applicant had minimal involvement in the research.	Applicant is involved in the research. Acceptable description of involvement.	Detailed and clear description of the applicant's involvement. The applicant was highly involved in the research.
	Career benefits and impact	Vague description. Minimal impact of the applicant's career.	Acceptable description. Description does not go beyond typical benefits (presentation/networking).	Detailed description. The event will have a strong impact on the applicant's career.
Quality (15 Points)	Essay organization	Not logically organized. Hard to read and essay flow is non-intuitive. Difficult to identify where criteria were addressed.	Essay is somewhat organized and there is a logical flow of ideas. The reader can identify where rubric criteria are being addressed.	Essay is coherent and easy to follow. The reader can readily identify where rubric criteria are being addressed.
	Essay spelling, grammar, and punctuation	Essay is full of grammar, punctuation, and spelling mistakes to the point of distraction.	Essay has some grammar, punctuation, or spelling errors, but does not impact the readers' ability to understand the content.	Essay contains very few, if any errors.
	General feel of application	This is a very poor application (may not receive funding).	This application is average (may receive funding)	This application is among the best (may receive highest tier of funding).

Professional Grant Rubric

Professional Grant	Criterion	1-2 Points (Poor)	3 Points (Fair)	4-5 Points (Excellent)
Purpose (10 Points)	Description of event/activity	Vague, unclear, or rambling description to the point of distraction.	Acceptable explanation of the event that is clear and concise.	Exceptional and detailed description of specific activities occurring at the event.
	Description of applicant activity	Vague or rambling description to the point of distraction. Unclear what applicant will be doing during event or activity.	Acceptable description that is clear and concise. Can tell what applicant will do during event/activity.	Exceptional and detailed description of specific activities. Applicant's activity is very clear.
Impact (10 Points)	Relevance to professional development	Vague description. Unclear how the event/activity is necessary for the applicant to achieve their career goals.	Acceptable description. It is clear how the event/activity is necessary for the applicant to achieve their career goals.	Exceptional description that clearly describes how the event/activity is necessary.
	Benefits to professional development of applicant	Description is vague. It is unclear how the activity/event will benefit the applicant professionally.	Acceptable amount of detail. It is somewhat clear how the event/activity will benefit the applicant professionally.	Exceptional description. It is very clear that the event/activity will benefit the applicant professionally.
Budget (15 Points)	Itemized budget	Itemized budget is missing or lacks essential details. Presented in a disorganized fashion or is difficult to follow.	Itemized budget may be missing minor details. May be somewhat difficult to follow.	Itemized budget provides all important details, is well organized, and easy to follow.
	Reduced costs and minimized expenses	A vague description or minimal efforts to reduce costs.	Acceptable description lists some efforts to reduce costs.	A detailed description that clearly indicates the applicant has put forth a sincere effort to reduce costs.
	Description of efforts to solicit other funds	Vague description. Minimal or no efforts are shown to solicit other funds.	Describes efforts to solicit other funds or lack thereof, but in little detail.	A detailed description that clearly indicates the applicant has attempted to solicit other funds.
Quality (15 Points)	Essay organization	Not logically organized. Hard to read and essay flow is non-intuitive. Difficult to identify where criteria were addressed.	Essay is somewhat organized and there is a logical flow of ideas. The reader can identify where rubric criteria are being addressed.	Essay is coherent and easy to follow. The reader can easily identify where rubric criteria are being addressed in the application.
	Essay spelling, grammar, and punctuation	Essay is full of grammar, punctuation, and spelling mistakes to the point of distraction.	Essay has some grammar, punctuation, or spelling errors, but does not impact the readers' ability to understand the content.	Essay contains very few, if any errors.
	General feel of application	This is a very poor application (may not receive funding).	This application is average (may receive funding)	This application is among the best (may receive highest tier of funding).