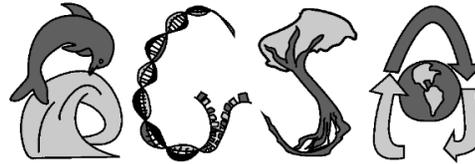


**UCF Biology Graduate Student Association (BGSA)
Travel Award in Memory of Boyd Lyon (TAMBL)
Evaluation Rubric – 2019**



This rubric is to be used by the judges to score applications. It should also be available to applicants to clarify how they will be reviewed.

All sections should have minimal unexplained jargon and be reviewable by any graduate student in biology. Abstracts are provided to reviewers but not explicitly scored, however, they can be used to inform suitability of the event and the judge's overall recommendation. Workshop applicants submit an abstract-style explanation of the research that the workshop skills will support. Sections should be about 300 words or less.

- | | |
|---------------------------|----------|
| 1. Event Statement | 8 points |
| 2. Budget Justification | 2 points |
| 3. Financial Need | 8 points |
| 4. Overall Recommendation | 2 points |

Total: 20 points

Judges may submit one rubric per applicant, or a single Quick Score Sheet for all applicants (found at the end of the rubric).

Applicant:

Judge:

1. Event Statement – 8 points

(i) The application describes the **event plan** with type of event, purpose, and basic organizing information. Additionally, the applicant also explains how they will be participating (e.g. poster, talk, breakout sessions, hands-on training). (ii) Why the event is relevant and how it will **benefit** the applicant’s professional and research development should be described. Highlighting specific details is encouraged (e.g. specific topic sessions, speakers of interest). Workshop applications should provide an explanation of why local expertise and laboratory visits are insufficient.

	0	1	2	3	4	Score
Event Plan	<p>No major details of event.</p> <p>No description of what applicant intends to do.</p>	<p>Some organizing details are missing.</p> <p>Vague description of activities.</p>	<p>Half of organizing details included.</p> <p>Lack of specifics for description of activities.</p>	<p>Most major details included.</p> <p>Adequately described activities.</p>	<p>Clearly states all details: event name, date, location, and type.</p> <p>Describes specific details of the activities and type of engagement at the event.</p>	
Benefit	<p>Little to no description of impacts on research or professional development.</p> <p>If a workshop, no attempt to seek local expertise.</p>	<p>Unclear and vague description of impacts of research or professional development.</p>	<p>Limited description of impacts on research or professional development that do not include more than generic event benefits (i.e. presentation skills).</p> <p>If a workshop, explains an attempt to identify local expertise.</p>	<p>Describes impact of event on research and professional development, including benefits specific to the event.</p>	<p>Convincingly argues, using specific details, the impact on research or professional development, including benefits specific to the event.</p> <p>If a workshop, provides specific details on already exhausting local expertise.</p>	

2. Budget Justification – 2 points

The application budget must be an itemized list with costs and secured funding, if any. Include descriptions, realistic estimated costs, and a brief explanation if needed to clarify cost, need, or funding restrictions.

0	1	2	Score
No budget, or unreasonable budget.	Budget lacks some important details or entries.	Budget appears comprehensive, reasonably priced and explained	

3. Financial Need – 8 points

(i) The applicant should explain their **funding search** to secure other sources of funding, and current status of applications (declined, pending, or application planned) not already awarded and listed in the Budget. (ii) They should also describe their **financial need** describing how significant of an impact this award will make on the applicant’s ability to attend the event. This explanation should also include how much support from the laboratory group can be expected.

	0	1	2	3	4	Score
Funding Search	No explanation of attempts to secure other funding.	Vague explanation of lack of funding acquired or available.	Attempts to secure funding from at least one source, but lacking sufficient explanation of award status and remaining funding gap.	Attempts to secure multiple sources of funding explained, or reasonable explanation for why this is not possible.	Detailed attempts to secure funding from multiple sources. Status of funding from standard UCF sources (College of Graduate Studies, SGA, Biology Dept.) is clearly explained.	
Financial Need	No description of how this award will impact their ability to attend the event.	Vague description of how this award will impact their ability to attend the event.	Lack of details or significance about how this award will impact their ability to attend the event.	Describes how this award will impact their ability with a notable contribution to attendance.	Clearly describes how this award will impact their ability to attend, and that it is a significant contribution to attendance.	

4. Overall Recommendation – 2 points

Taken as a whole application, do you recommend funding? Is the application’s writing clear and professional? Are the section lengths reasonably in line with application requirements?

0	0.5	1.0	1.5	2.0	Score
<p>Reject</p> <p>Incomplete application materials. Not professional.</p>	<p>Not recommend</p> <p>Application is hard to understand or insufficiently responds to the application requirements (noticeable short-comings in spelling, jargon, organization). Not professional.</p>	<p>Recommend with reservations</p> <p>Application adequately and coherently addresses the application requirements. Relatively professional.</p>	<p>Recommend</p> <p>Application is clear and makes a reasonable case for the award, and shows a fairly high degree of professionalism.</p>	<p>Highly recommend</p> <p>Application makes a compelling argument with specific details, is well written, and shows a high degree of professionalism.</p>	

Quick Score Sheet

Judges may submit a single table with all applicants rather than a full rubric per applicant. Submitting both forms is not necessary.

Judge:	1. Event Plan	1. Benefit	2. Budget	3. Funding Search	3. Financial Need	4. Overall
Applicant 1:						
Applicant 2:						
Applicant 3:						
Applicant 4:						
Applicant 5:						
Applicant 6:						
Applicant 7:						
Applicant 8:						
Applicant 9:						
Applicant 10:						