



Faculty Committee Scoring Rubric for Graduate Student Travel Awards

Criteria	1 Low	2 Adequate	3 High	Score (1-3)
1. Student's letter of application	Letter does not explain a connection between the presentation and student's graduate work	Letter explains a clear connection between the presentation and student's graduate work	Letter explains how the presentation will advance the student's graduate work and that of the research community in which he/she is beginning to participate	
2. Letter/email of acceptance or invitation from hosting organization	No letter or email provided	Letter or email does not indicate student's participation in presentation	Letter or email indicates student's acceptance or invitation to participate in presentation	
3. Abstract	Abstract does not describe the study	Abstract describes the study in general terms	Abstract describes the study, methods, findings and implications	
4. Authorship	Requesting funding to attend conference (not presenting)	Name does not appear as one of the authors, but faculty letter indicates role student will play in the presentation	Name appears as one of the authors submitted to the meeting (co-authorship okay)	
5. Review	Description of review process is missing altogether	Review process is unclear from information provided	Review process clearly is peer review or invitation	
6. Conference or meeting	Local (e.g., HIDOE complex area)	State or regional (e.g., Hawaii, Pacific Region)	National or international	
7. Research Method	Research method is unclear and undeveloped	Research method is clearly articulated	Research method is well developed, clearly articulated and related to the expressed problem	
8. Faculty advisor letter of support	Letter shows low or moderate level of support	Letter shows clear support, indicating role student will play in presentation	Letter shows strong support, indicating (1) relation of this research to student's ongoing graduate work and progress toward degree, and (2) role student will play in presentation	
TOTAL				