Individual Travel Grant Rubric

Check that the travel dates are within the cycle deadlines <mark>If they are not, please notify **gpsa.travel@gmail.com** immediately.</mark>

1. **Purpose of Travel and Research is Significant [0-5]**

   Note: The Individual Travel Grant supports Travel to Academic Conferences only. If you notice any application outside of this, kindly notify gpsa.travel@gmail.com.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her project and its significance, particularly to an interdisciplinary audience?	Provides a very **inadequate** description of the project and its significance or this section is missing altogether.	Provides a **very vague** description of the project and its significance.	Provides **somewhat of** a description of his/her project and its significance.	Provides a **reasonable** description of the project and its significance.	Provides a **strong** description of the project and its significance, but not as detailed or well-reasoned as a 5.	Provides a **detailed and well-reasoned** description of his/her project and its significance. **AND**
To what extent does the applicant describe the benefit of their attendance to the ASU community?	Provides **no** explanation of how his/her attendance at the conference will benefit the ASU community or this section is missing altogether.	Provides **a vague** explanation of how his/her attendance at the conference will benefit the ASU community.	Provides **some** explanation of how his/her attendance at the conference will benefit the ASU community.	Makes a **good attempt** at providing an explanation of how his/her attendance at the conference will benefit the ASU community.	Makes a **strong attempt** at providing an explanation of how his/her attendance at the conference will benefit the ASU community.	**Clearly demonstrates** how attendance at the conference will benefit the ASU community. **AND**
To what extent does the applicant describe attending the event will contribute to their degree completion and/or professional development?	Demonstrates **no** contribution to their degree completion or this section is missing altogether.	Demonstrates **little** contribution to their degree completion/ professional development.	Demonstrates **some** contribution to their degree completion/ professional development.	Demonstrates **average** contribution to their degree completion/ professional development.	Demonstrates **above average** contribution to their degree completion/ professional development.	Demonstrates a **strong** contribution to their degree completion/ professional development.

2. **Service Community, ASU and/or GPSA [0-5]**

   Note: Two components of service need to be considered when scoring travel application:

   a. How recently was the service carried out and
   b. The length of time/time commitment of the service. Priority is given to **current** OR **recent** service. Recent service is regarded as service completed in the last academic year (i.e. 2017-2018).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her record of service to GPSA and/or the community (department, field, etc.)?	No service record (This includes those who state they plan or would like to become involved in the future)	Provides a **very vague** description of service within ASU or GPSA **OR** Provides a **very vague** description of service in the community, dep't, professional field, etc.	Provides **some** service record within ASU or GPSA **OR** Provides **some** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **OR** Provides **a moderate** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **AND** Provides a **moderate** service record in the community, dep't, professional field, etc. **OR** Provides **strong** service in one but not the other	Provides a **strong** service record within ASU or GPSA **AND** Provides a **strong** service record with the community, dep't, professional field, etc.

Examples of ASU campus/field/community service: Local community service; GSO (graduate student organization) leadership or involvement; ASU campus event volunteer; university boards and committees participant; department volunteer (organizing events in department etc.); professional association volunteer (journal editor, reviewer, committee leader); Any service that is <u>not</u> paid.

Examples of GPSA Service: Executive board member; Director; Assembly member; Reviewer for Research, Travel, or award programs; GPSA volunteer for professional development events, social events, GPSA programming; active event participant and attendee

<u>**Anything an applicant is PAID to do (e.g. TA/RA/GA/MI, etc.) is NOT service.**</u>

3. **Budget Justification [0-5]**
   Note: Please check the following:
   a. That the dates of travel match the dates of the conference (you can research online to verify). If the applicant stays longer, check to ensure that they have separated the cost of the other days from the total amount requested from GPSA.
   b. That the amount requested for conference registration matches what is displayed online (if possible).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe a budget that is realistic, complete, and justified?	Provides no justification for itemized budget **OR** Itemized budget is entirely comprised of items that are not eligible for reimbursement (e.g. rental cars)	Budget is unrealistic (e.g. airfare, lodging, etc.) **OR** Provides a **very vague** justification for itemized budget **OR** Budget contains items that are not eligible for reimbursement (e.g. rental cars)	Budget contains items that are unreasonable (e.g. lodging at $400 a night). **OR** Provides only a **little** justification for itemized budget	Budget is reasonable **OR** Makes a **relatively good attempt** at providing justification for the itemized budget **OR** Budget contains some errors/ inconsistencies	Budget is reasonable **AND** Provides **strong** justification for the itemized budget **AND** Demonstrates **some** cost saving strategies (e.g. other source of funding, shared rooming, shared cab or public transportation, airline ticket purchased in advance, etc.)	Budget is reasonable **AND** Provides **strong** justification for the itemized budget **AND** **Clearly** demonstrates cost saving strategies (e.g. other source of funding, shared rooming, shared cab or public transportation, airline ticket purchased in advance, etc.)

Career Development Travel Grant Rubric

Check that the travel dates are within the cycle deadlines <mark>If they are not, please notify **gpsa.travel@gmail.com** immediately.</mark>

1. **Purpose of Travel and Research is Significant [0-5]**
   Note: Workshops, exhibitions, certifications, trainings, performances, competitions, travel abroad opportunities, Thunderbird Emerging Markets Lab, Global Consulting Lab are eligible to apply through this grant.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her reason for attending this conference?	Provides a very **inadequate** rationale for their attendance at this event or this section is missing altogether.	Provides a **very vague** rationale for their attendance at this event.	Provides **somewhat of** rationale for their attendance at this event.	Provides a **reasonable** rationale for their attendance at this event.	Provides a **strong** rationale for their attendance at this event, but not as detailed or well-reasoned as a 5.	Applicant provides a **detailed and well-reasoned** rationale for their attendance at this event. **AND**
To what extent does the applicant describe the contribution that his/her attendance will have on degree completion?	Demonstrates **no** contribution to his/her degree completion or this section is missing altogether.	Demonstrates **little** contribution to his/her degree completion.	Demonstrates **some** contribution to his/her degree completion.	Demonstrates **average** contribution to his/her degree completion.	Demonstrates **above average** contribution to his/her degree completion.	Demonstrates a **strong** contribution to his/her degree completion. **AND**
To what extent does the applicant describe the benefit of their attendance to the ASU community?	Provides **no** explanation of how his/her attendance at the event will benefit the ASU community upon his/her return or this section is missing altogether.	Provides **a vague** explanation of how his/her attendance at the event will benefit the ASU community upon his/her return.	Provides **some** explanation of how his/her attendance at the event will benefit the ASU community upon his/her return.	Makes a **good attempt** at providing an explanation of how his/her attendance at the event will benefit the ASU community upon his/her return.	Makes a **strong attempt** at providing an explanation of how his/her attendance at the event will benefit the ASU community upon his/her return.	**Clearly demonstrates** how attendance at the event will benefit the ASU community upon his/her return.

2. **Service Community, ASU and/or GPSA [0-5]**

   Note: Two components of service need to be considered when scoring travel application:

   a. How recently was the service carried out and
   b. The length of time/time commitment of the service. Priority is given to **<u>current</u>** OR **<u>recent</u>** service. Recent service is regarded as service completed in the last academic year (i.e. 2017-2018).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her record of service to GPSA and/or the community (department, field, etc.)?	No service record (This includes those who state they plan or would like to become involved in the future)	Provides a **very vague** description of service within ASU or GPSA **OR** Provides a **very vague** description of service in the community, dep't, professional field, etc.	Provides **some** service record within ASU or GPSA **OR** Provides **some** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **OR** Provides **a moderate** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **AND** Provides a **moderate** service record in the community, dep't, professional field, etc. **OR** Provides **strong** service in one but not the other	Provides a **strong** service record within ASU or GPSA **AND** Provides a **strong** service record with the community, dep't, professional field, etc.

Examples of ASU campus/field/community service: Local community service; GSO (graduate student organization) leadership or involvement; ASU campus event volunteer; university boards and committees participant; department volunteer (organizing events in department etc.); professional association volunteer (journal editor, reviewer, committee leader); Any service that is <u>not</u> paid

Examples of GPSA Service: Executive board member; Director; Assembly member; Reviewer for Research, Travel, or award programs; GPSA volunteer for professional development events, social events, GPSA programming; active event participant and attendee

<u>Anything an applicant is PAID to do (e.g. TA/RA/GA/MI, etc.) is NOT service.</u>

3. **Budget Justification [0-5]**
   Note: Please check the following:
   a. That the dates of travel match the dates of the conference (you can research online to verify). If the applicant stays longer, check to ensure that they have separated the cost of the other days from the total amount requested from GPSA.
   b. That the conference registration requested matches what is displayed online (if possible).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe a budget that is realistic, complete, and justified?	Provides no justification for itemized budget **OR** Itemized budget is entirely comprised of items that are not eligible for reimbursement (e.g. rental cars)	Budget is unrealistic (e.g. airfare, lodging, etc.) **OR** Provides a **very vague** justification for itemized budget **OR** Budget contains items that are not eligible for reimbursement (e.g. rental cars)	Budget contains items that are unreasonable (e.g. lodging at $400 a night). **OR** Provides only a **little** justification for itemized budget	Budget is reasonable **OR** Makes a **relatively good attempt** at providing justification for the itemized budget **OR** Budget contains some errors/ inconsistencies	Budget is reasonable **AND** Provides **strong** justification for the itemized budget **AND** Demonstrates **some** cost saving strategies (e.g. other source of funding, shared rooming, shared cab or public transportation, airline ticket purchased in advance, etc.)	Budget is reasonable **AND** Provides **strong** justification for the itemized budget **AND** **Clearly** demonstrates cost saving strategies (e.g. other source of funding, shared rooming, shared cab or public transportation, airline ticket purchased in advance, etc.)

Group Travel Grant Rubric

1. **Group Goals and Event Information [0-5]**

   Three components of group travel information need to be considered when scoring the application:
   a. Description of why the group attendance is needed.
   b. Description of how this event will contribute to team members' degree program completion or professional development.
   c. Description of how attending this event benefit of their attendance to the ASU community.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe the need for attendance as a group to this event?	Provides an **inadequate** description of the need for attendance as a group to this event or this section is missing altogether.	Provides a **vague** description of the need for attendance as a group to this event.	Provides **a fair** description of the need for attendance as a group to this event.	Provides a **reasonable** description of the need for attendance as a group to this event.	Provides a **strong** description of the need for attendance as a group to this event, but not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of the need for attendance as a group to this event. **AND**
To what extent does the applicant describe to an interdisciplinary audience how this event will contribute to team members' degree program completion or professional development?	Provides an **inadequate** description of how this event will contribute to team members' degree program completion or professional development or this section is missing altogether.	Provides a **vague** description of how this event will contribute to team members' degree program completion or professional development.	Provides **a fair** a description of how this event will contribute to team members' degree program completion or professional development.	Provides a **reasonable** description of how this event will contribute to team members' degree program completion or professional development.	Provides a **strong** description of how this event will contribute to team members' degree program completion or professional development, but not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of how this event will contribute to team members' degree program completion or professional development **AND**
To what extent does the applicant describe the benefit of their attendance to the ASU community?	Provides **no** explanation of how this event will benefit the ASU community or this section is missing altogether.	Provides **a vague** explanation of how this event will benefit the ASU community.	Provides **a fair** explanation of how this event will benefit the ASU community.	Makes a **good attempt** at providing an explanation of how this event will benefit the ASU community.	Makes a **strong attempt** at providing an explanation of how this event will benefit the ASU community.	**Clearly demonstrates** how this event will benefit the ASU community.

2. **Service to Community, ASU and/or GPSA [0-5]**

    Note: Two components of service need to be considered when scoring travel application:

    a. How recently was the service carried out and

    b. The length of time/time commitment of the service. Priority is given to **<u>current</u>** OR **<u>recent</u>** service. Recent service is regarded as service completed in the last academic year (i.e. 2017-2018).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her record of service to GPSA and/or the community (department, field, etc.)?	No service record (This includes those who state they plan or would like to become involved in the future)	Provides a **<u>very vague</u>** description of service within ASU or GPSA **OR** Provides a **<u>very vague</u>** description of service in the community, dep't, professional field, etc.	Provides **<u>some</u>** service record within ASU or GPSA **OR** Provides **<u>some</u>** service record in the community, dep't, professional field, etc.	Provides a **<u>moderate</u>** service record within ASU or GPSA **OR** Provides a **<u>moderate</u>** service record in the community, dep't, professional field, etc.	Provides a **<u>moderate</u>** service record within ASU or GPSA **AND** Provides a **<u>moderate</u>** service record in the community, dep't, professional field, etc. **OR** Provides **<u>strong</u>** service in one but not the other	Provides a **<u>strong</u>** service record within ASU or GPSA **AND** Provides a **<u>strong</u>** service record with the community, dep't, professional field, etc.

Examples of ASU campus/field/community service: Local community service; GSO (graduate student organization) leadership or involvement; ASU campus event volunteer; university boards and committees participant; department volunteer (e.g. organizing department events); professional association volunteer (journal editor, reviewer, committee leader); Any service that is <u>not</u> paid

Examples of GPSA Service: Executive board member; Director; Assembly member; Reviewer for Research, Travel, or award programs; GPSA volunteer for professional development events, social events, GPSA programming; active event participant and attendee

<u>**Anything an applicant is PAID to do (e.g. Ta/RA/GA/MI, etc.) is NOT service**</u>

3. **Budget Justification [0-5]**

   Note: This is listed in the application questions as "Funding Rationale." Applicant will most likely not know the exact costs associated with their interview(s), but should demonstrate thoughtfulness of potential costs and a rationale for requesting funding.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant demonstrate thoughtfulness of potential costs and a rationale for their funding request?	Provides no rationale for requested funds **OR** Proposed costs are entirely comprised of items that are not eligible for reimbursement (e.g. rental cars)	Proposed costs are unrealistic **OR** Provides a **very vague** rationale for requested funds **OR** Proposed costs include items that are not eligible for reimbursement (e.g. rental cars)	Proposed costs contain items that are unreasonable (e.g. lodging at $400 a night) **OR** Provides **little** rationale for requested funds	Proposed costs are reasonable **OR** Makes a **relatively good attempt** at providing a rationale for requested funds	Proposed costs are reasonable **AND** Provides a **good** rationale for requested funds **AND** Demonstrates thought about **some** cost saving strategies (e.g. inexpensive lodging, taking public transportation)	Proposed costs are reasonable **AND** Provides a **strong** rationale for requested funds **AND** **Clearly** demonstrates thought about cost saving strategies (e.g. inexpensive lodging, taking public transportation)

Interview Travel Grant Rubric

1. **Interview Goals and Information [0-5]**

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe the position(s) sought and the significance of their participating in the interview process.	Provides a very **inadequate** description of the position(s) sought and the significance of their participating in the interview process.	Provides a **very vague** description of the position(s) sought and the significance of their participating in the interview process.	Provides **a fair** description of the position(s) sought and the significance of their participating in the interview process.	Provides a **reasonable** description of the position(s) sought and the significance of their participating in the interview process.	Provides a **strong** description of the position(s) sought and the significance of their participating in the interview process, but is not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of the position(s) sought and the significance of their participating in the interview process.
To what extent does the applicant describe the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.	Provides a very **inadequate** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.	Provides a **very vague** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.	Provides **a fair** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.	Provides a **reasonable** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.	Provides a **strong** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth, but is not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of the relevance of the position to their career path and how the interview process will contribute to their program completion or professional growth.
To what extent does the applicant describe their preparedness for the interview process and qualifications for the position.	Provides a very **inadequate** description of their preparedness for the interview process and qualifications for the position.	Provides a **very vague** description of their preparedness for the interview process and qualifications for the position.	Provides **a fair** description of their preparedness for the interview process and qualifications for the position.	Provides a **reasonable** description of their preparedness for the interview process and qualifications for the position.	Provides a **strong** description of their preparedness for the interview process and qualifications for the position, but not as detailed or well-reasoned as a 5.	Provides a **detailed and well-reasoned** description of their preparedness for the interview process and qualifications for the position.
To what extent does the applicant describe the benefit of participating in the interview process to the ASU community?	Provides **no** explanation of how this interview process will benefit the ASU community.	Provides **a vague** explanation of how this interview process will benefit the ASU community.	Provides **some** explanation of how this interview process will benefit the ASU community.	Makes a **good attempt** at providing an explanation of how this interview process will benefit the ASU community.	Makes a **strong attempt** at providing an explanation of how this interview process will benefit the ASU community.	**Clearly demonstrates** how this interview process will benefit the ASU community.

2. **Service to Community, ASU and/or GPSA [0-5]**

   Note: Two components of service need to be considered when scoring travel application:

   a. How recently was the service carried out and

   b. The length of time/time commitment of the service. Priority is given to **current** OR **recent** service. Recent service is regarded as service completed in the last academic year (i.e. 2017-2018).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her record of service to GPSA and/or the community (department, field, etc.)?	No service record (This includes those who state they plan or would like to become involved in the future)	Provides a **very vague** description of service within ASU or GPSA **OR** Provides a **very vague** description of service in the community, dep't, professional field, etc.	Provides **some** service record within ASU or GPSA **OR** Provides **some** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **OR** Provides a **moderate** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **AND** Provides a **moderate** service record in the community, dep't, professional field, etc. **OR** Provides **strong** service in one but not the other	Provides a **strong** service record within ASU or GPSA **AND** Provides a **strong** service record with the community, dep't, professional field, etc.

Examples of ASU campus/field/community service: Local community service; GSO (graduate student organization) leadership or involvement; ASU campus event volunteer; university boards and committees participant; department volunteer (e.g. organizing department events); professional association volunteer (journal editor, reviewer, committee leader); Any service that is not paid

Examples of GPSA Service: Executive board member; Director; Assembly member; Reviewer for Research, Travel, or award programs; GPSA volunteer for professional development events, social events, GPSA programming; active event participant and attendee

Anything an applicant is PAID to do (e.g. Ta/RA/GA/MI, etc.) is NOT service

3. **Budget Justification [0-5]**

   Note: This is listed in the application questions as "Funding Rationale." Applicant will most likely not know the exact costs associated with their interview(s), but should demonstrate thoughtfulness of potential costs and a rationale for requesting funding.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant demonstrate thoughtfulness of potential costs and a rationale for their funding request?	Provides no rationale for requested funds **OR** Proposed costs are entirely comprised of items that are not eligible for reimbursement (e.g. rental cars)	Proposed costs are unrealistic **OR** Provides a **very vague** rationale for requested funds **OR** Proposed costs include items that are not eligible for reimbursement (e.g. rental cars)	Proposed costs contain items that are unreasonable (e.g. lodging at $400 a night) **OR** Provides **little** rationale for requested funds	Proposed costs are reasonable **OR** Makes a **relatively good attempt** at providing a rationale for requested funds	Proposed costs are reasonable **AND** Provides a **good** rationale for requested funds **AND** Demonstrates thought about **some** cost saving strategies (e.g. inexpensive lodging, taking public transportation)	Proposed costs are reasonable **AND** Provides a **strong** rationale for requested funds **AND** **Clearly** demonstrates thought about cost saving strategies (e.g. inexpensive lodging, taking public transportation)

Internship Travel Grant Rubric

Check that the travel dates are within the cycle deadlines <mark>If they are not, please notify **gpsa.travel@gmail.com** immediately.</mark>

1. **Internship Goals and Information [0-5]**
   Three components of internship travel information need to be considered when scoring the application:
   a. 1) Description of why the internship is needed;
   b. 2) Description of how this internship will contribute to the applicant's degree program completion or professional development;
   c. 3) Description of how participating in this internship will benefit the ASU community.

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her goal to complete this internship and the significance of it?	Provides a very **inadequate** description of his/her goal for completing this internship and the significance of it or this section is missing altogether.	Provides a **very vague** description of his/her goal for completing this internship and the significance of it.	Provides **a moderate** description of his/her goal for completing this internship and the significance of it.	Provides a **reasonable** description of his/her goal for completing this internship and the significance of it.	Provides a **strong** description of his/her goal for completing this internship and the significance of it, but not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of his/her goal for completing this internship and the significance of it.
To what extent does the applicant describe how the internship will contribute to his/her degree program completion, personal or professional growth?	Provides a very **inadequate** description of how the internship will contribute to his/her degree program completion, personal or professional growth or this section is missing altogether.	Provides a **very vague** description of how the internship will contribute to his/her degree program completion, personal or professional growth.	Provides a **moderate** description of how the internship will contribute to his/her degree program completion, personal or professional growth.	Provides a **reasonable** description of how the internship will contribute to his/her degree program completion, personal or professional growth.	Provides a **strong** description of how the internship will contribute to his/her degree program completion, personal or professional growth, but not as detailed or well-reasoned as 5.	Provides a **detailed and well-reasoned** description of how the internship will contribute to his/her degree program completion, personal or professional growth.
To what extent does the applicant describe the benefit of participating in this internship to the ASU community?	Provides **no** explanation of how this internship will benefit the ASU community or this section is missing altogether.	Provides **a vague** explanation of how this internship will benefit the ASU community.	Provides **some** explanation of how this internship will benefit the ASU community.	Makes a **good attempt** at providing an explanation of how this internship will benefit the ASU community.	Makes a **strong attempt** at providing an explanation of how this internship will benefit the ASU community.	**Clearly demonstrates** how this internship will benefit the ASU community.

2. **Service to Community, ASU and/or GPSA [0-5]**
   Note: Two components of service need to be considered when scoring travel application:
   a. 1) How recently was the service carried out and
   b. 2) The length of time/time commitment of the service. Priority is given to **current** OR **recent** service. Recent service is regarded as service completed in the last academic year (i.e. 2017-2018).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe his/her record of service to GPSA and/or the community (department, field, etc.)?	No service record (This includes those who state they plan or would like to become involved in the future)	Provides a **very vague** description of service within ASU or GPSA **OR** Provides a **very vague** description of service in the community, dep't, professional field, etc.	Provides **some** service record within ASU or GPSA **OR** Provides **some** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA OR Provides a **moderate** service record in the community, dep't, professional field, etc.	Provides a **moderate** service record within ASU or GPSA **AND** Provides **a moderate** service record in the community, dep't, professional field, etc. **OR** Provides **strong** service in one but not the other	Provides a **strong** service record within ASU or GPSA **AND** Provides a **strong** service record with the community, dep't, professional field, etc.

Examples of ASU campus/field/community service: Local community service; GSO (graduate student organization) leadership or involvement; ASU campus event volunteer; university boards and committees participant; department volunteer (e.g. organizing department events); professional association volunteer (journal editor, reviewer, committee leader); Any service that is not paid.

Examples of GPSA Service: Executive board member; Director; Assembly member; Reviewer for Research, Travel, or award programs; GPSA volunteer for professional development events, social events, GPSA programming; active event participant and attendee

Anything an applicant is PAID to do (e.g. Ta/RA/GA/MI, etc.) is NOT service

3. **Budget Justification [0-5]**

   Note: Please check that the dates of travel fall within the eligible dates (Fall semester: August 18, 2018-January 9, 2019; Spring semester: January 9-May 16, 2019; Summer: May 16-August 17, 2019).

Questions to ask yourself	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
To what extent does the applicant describe a budget that is realistic and provide a rationale for needing funding reimbursement?	Provides **no** rationale for needing funding reimbursement **OR** Proposed costs are entirely comprised of items that are not eligible for reimbursement (e.g. rental cars, lodging, meals, bus fares)	Proposed costs are unrealistic **OR** Provides a **very vague** rationale for requested funds **OR** Proposed costs include items that are not eligible for reimbursement (e.g. rental cars)	Proposed costs contain items that are unreasonable **OR** Provides only a **little** rationale for requested funds	Proposed costs are reasonable **OR** Makes a **good attempt** at providing a rationale for requested funds	Proposed costs are reasonable **AND** Provides a **good** rationale for requested funds, but not as detailed as 5	Proposed costs are reasonable **AND** Provides a **strong, detailed** rationale for requested funds