Individual Travel Grant Rubric

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

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 <u>very</u> <u>vague</u> 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 <u>detailed</u> and well-reasoned description of his/her project and its significance.
To what extent does the applicant describe the benefit of their attendance to the ASU community?	Provides <u>no</u> explanation of how his/her attendance at the conference will benefit the ASU community or this section is missing altogether.	Provides <u>a vague</u> 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 <u>no</u> contribution to their degree completion or this section is missing altogether.	Demonstrates Iittle 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 <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	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
yourself						
To what extent does	No service record	Provides a <u>very</u>	Provides <u>some</u>	Provides a	Provides a moderate	Provides a strong
the applicant	(This includes	vague description of	service record	moderate service	service record within	service record
describe his/her	those who state	service within ASU	within ASU or GPSA	record within ASU or	ASU or GPSA	within ASU or GPSA
record of service to	they plan or	or GPSA		GPSA		
GPSA and/or the	would like to		OR		AND	AND
community	become involved	OR		OR		
(department, field,	in the future)		Provides <u>some</u>		Provides a moderate	Provides a strong
etc.)?		Provides a <u>very</u>	service record in	Provides <u>a</u>	service record in the	service record with
		vague description of	the community,	moderate service	community, dep't,	the community,
		service in the	dep't, professional	record in the	professional field, etc.	dep't, professional
		community, dep't,	field, etc.	community, dep't,		field, etc.
		professional field,		professional field,	OR	
		etc.		etc.		
					Provides strong	
					service in one but not	
					the other	

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

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

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	Provides no	Budget is unrealistic	Budget contains	Budget is reasonable	Budget is reasonable	Budget is reasonable
the applicant	justification for	(e.g. airfare, lodging,	items that are			
describe a budget	itemized budget	etc.)	unreasonable (e.g.	OR	AND	AND
that is realistic,		OR	lodging at \$400 a			
complete, and	OR		night).	Makes a relatively	Provides strong	Provides strong
justified?		Provides a <u>very</u>		good attempt at	justification for the	justification for the
	Itemized budget is	vague justification	OR	providing	itemized budget	itemized budget
	entirely comprised	for itemized budget		justification for the		
	of items that are not		Provides only a	itemized budget	AND	AND
	eligible for	OR	<u>little</u> justification			
	reimbursement (e.g.		for itemized budget	OR	Demonstrates some	<u>Clearly</u> demonstrates
	rental cars)	Budget contains			cost saving	cost saving strategies
		items that are not		Budget contains	strategies (e.g. other	(e.g. other source of
		eligible for		some errors/	source of funding,	funding, shared
		reimbursement (e.g.		inconsistencies	shared rooming,	rooming, shared cab
		rental cars)			shared cab or public	or public
					transportation,	transportation,
					airline ticket	airline ticket
					purchased in	purchased in
					advance, etc.)	advance, etc.)

Career Development Travel Grant Rubric

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

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 <u>very</u> <u>vague</u> rationale for their attendance at this event.	Provides <u>somewhat</u> <u>of</u> 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.
To what extent does the applicant describe the contribution that his/her attendance will have on degree completion?	Demonstrates <u>no</u> contribution to his/her degree completion or this section is missing altogether.	Demonstrates <u>little</u> contribution to his/her degree completion.	Demonstrates some contribution to his/her degree completion.	Demonstrates average contribution to his/her degree completion.	Demonstrates <u>above</u> <u>average</u> contribution to his/her degree completion.	Demonstrates a strong contribution to his/her degree completion.
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 <u>a vague</u> 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

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

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

Group Travel Grant Rubric

Check that the travel dates are within the cycle deadlines If they are not, please notify gpsa.travel@asu.edu immediately.

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 <u>vague</u> description of the need for attendance as a group to this event.	Provides <u>a fair</u> description of the need for attendance as a group to this event.	Provides a <u>reasonable</u> 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.
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 <u>vague</u> description of how this event will contribute to team members' degree program completion or professional development.	Provides <u>a fair</u> 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
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 <u>a vague</u> explanation of how this event will benefit the ASU community.	Provides <u>a fair</u> 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	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
yourself						
To what extent does	No service record	Provides a <u>very vague</u>	Provides <u>some</u>	Provides a moderate	Provides a moderate	Provides a strong
the applicant describe	(This includes those	description of service	service record within	service record within	service record within	service record within
his/her record of	who state they plan	within ASU or GPSA	ASU or GPSA	ASU or GPSA	ASU or GPSA	ASU or GPSA
service to GPSA	or would like to					
and/or the	become involved in	OR	OR	OR	AND	AND
community	the future)					
(department, field,		Provides a <u>very vague</u>	Provides <u>some</u>	Provides <u>a moderate</u>	Provides <u>a moderate</u>	Provides a <u>strong</u>
etc.)?		description of service	service record in the	service record in the	service record in the	service record with
		in the community,	community, dep't,	community, dep't,	community, dep't,	the community,
		dep't, professional	professional field,	professional field,	professional field,	dep't, professional
		field, etc.	etc.	etc.	etc.	field, etc.
					OR	
					Provides <u>strong</u>	
					service in one but not	
					the other	

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

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	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
yourself						
To what extent does	Provides no rationale	Proposed costs are	Proposed costs	Proposed costs are	Proposed costs are	Proposed costs are
the applicant	for requested funds	unrealistic	contain items that	reasonable	reasonable	reasonable
demonstrate			are unreasonable			
thoughtfulness of	OR	OR	(e.g. lodging at \$400	OR	AND	AND
potential costs and a			a night)			
rationale for their	Proposed costs are	Provides a <u>very</u>		Makes a relatively	Provides a <u>good</u>	Provides a strong
funding request?	entirely comprised of	vague rationale for	OR	good attempt at	rationale for	rationale for
	items that are not	requested funds		providing a rationale	requested funds	requested funds
	eligible for		Provides <u>little</u>	for requested funds		
	reimbursement (e.g.	OR	rationale for		AND	AND
	rental cars)		requested funds			
		Proposed costs			Demonstrates	Clearly demonstrates
		include items that			thought about some	thought about cost
		are not eligible for			cost saving strategies	saving strategies (e.g.
		reimbursement (e.g.			(e.g. inexpensive	inexpensive lodging,
		rental cars)			lodging, taking public	taking public
					transportation)	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 <u>very vague</u> description of the position(s) sought and the significance of their participating in the interview process.	Provides <u>a fair</u> description of the position(s) sought and the significance of their participating in the interview process.	Provides a <u>reasonable</u> 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 <u>a fair</u> 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 <u>reasonable</u> 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 <u>very vague</u> description of their preparedness for the interview process and qualifications for the position.	Provides <u>a fair</u> description of their preparedness for the interview process and qualifications for the position.	Provides a <u>reasonable</u> 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 <u>no</u> explanation of how this interview process will benefit the ASU community.	Provides <u>a vague</u> 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 <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	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
yourself						
To what extent does	No service record	Provides a <u>very vague</u>	Provides <u>some</u>	Provides a moderate	Provides a moderate	Provides a strong
the applicant describe	(This includes those	description of service	service record within	service record within	service record within	service record within
his/her record of	who state they plan	within ASU or GPSA	ASU or GPSA	ASU or GPSA	ASU or GPSA	ASU or GPSA
service to GPSA	or would like to					
and/or the	become involved in	OR	OR	OR	AND	AND
community	the future)					
(department, field,		Provides a <u>very vague</u>	Provides <u>some</u>	Provides <u>a moderate</u>	Provides <u>a moderate</u>	Provides a <u>strong</u>
etc.)?		description of service	service record in the	service record in the	service record in the	service record with
		in the community,	community, dep't,	community, dep't,	community, dep't,	the community,
		dep't, professional	professional field,	professional field,	professional field,	dep't, professional
		field, etc.	etc.	etc.	etc.	field, etc.
					OR	
					Provides <u>strong</u>	
					service in one but not	
					the other	

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

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

Internship Travel Grant Rubric

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

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 <u>very vague</u> 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 <u>reasonable</u> 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 <u>no</u> explanation of how this internship will benefit the ASU community or this section is missing altogether.	Provides <u>a vague</u> explanation of how this internship will benefit the ASU community.	Provides <u>some</u> 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 <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	Score = 0	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
yourself						
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)	vague description of service within ASU or GPSA OR Provides a very vague description of service in the	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 moderate service record within ASU or GPSA OR Provides a moderate service record in the community, dep't, professional field, etc.	service record within ASU or GPSA AND Provides <u>a moderate</u>	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 <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

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

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