Revised: 10/20/2025

GRADUATE & PROFESSIONAL STUDENT SENATE
UNIVERSITY of WASHINGTON

2025-2026 TRAVEL GRANT APPLICATION RUBRIC

This grading criteria is used to evaluate the GPSS Travel Grant Application which is comprised of two forms, the Student Form and Faculty Recommendation Form. Students will be awarded $300-$500 award based upon their financial need and the demonstrated overall benefit their conference attendance provides to the university. All applications are reviewed and ranked, giving the top applicants priority with funding.

Committee members will grade applications based upon the standardized criteria in the student self-assessment section. The Travel Grants application will automate points based upon answers to questions regarding program year, funding sources, and level of attendance to prioritize applications.

The maximum number of points for the student form is 29 points. The maximum number of points for the faculty recommendation is 17 points.

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Committee Member Self-Assessment of the Student Form

The written response section of the application is designed to gather information about how important the conference is to the applicant's academic and professional development, how it relates to providing a tangible benefit to the UW community, as well as gauging their financial need.

Please provide an estimate (in USD) of your out-of-pocket expenses to attend this conference/event.

- >300 (0 points)
- 301 – 500 (1 points)
- 501 – 700 (2 points)
- 701+ (3 points)

How important is the Travel Grant to your participation at the conference? Will you still attend if you are not awarded the grant? If so, how?

Points	Criteria
7 pts	• This grant is absolutely necessary. • Student will not attend without the grant. • No funding provided in financial package. • Student has sought out other sources of funding and none are available. • Response well written and all sub-questions effectively answered.
5 pts	• Grant not totally necessary but need is substantial. • Student may not attend event without the grant. • No lab/department/program funding available. • Response fairly written and addresses all sub-questions.
3 pts	• Grant desired but not necessary. • Student plans to attend with or without this grant. • Other funding has been provided and covers the majority of the cost. • Response fairly written but fails to address all sub-questions.
1 pt	• Grant desired but not necessary. • Student will attend with or without this grant. • Response poorly written and/or incomplete.

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What is the benefit to the university community for you to attend this conference?

Points	Criteria
5 pts	• Participation is very important to academic and professional development. • Student articulates direct impact to UW community in a specific manner (university leadership development for RSO or related UW unit, educational value for students in a classroom, research for institutional purposes, etc.). • Response is well written.
3 pts	• Participation is somewhat important to academic and professional development. • Student articulates impact to UW community in a less specific way but themes of UW community impact are present. • Response is fairly written.
1 pt	• Participation is not important to academic and professional development. • Student does not articulate impact to UW community or draw connection to the question. • Response is poorly written.

Do you have any additional comments you'd like to share with the reviewers?

Points	Criteria
2 pts	• New information is presented that articulates any one of the following: Direct impact to UW community, significant involvement/role in conference, or critical funding need.
0 pt	• No new information is presented.

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Committee Member Self-Assessment for the Faculty Form

The faculty assessment section of the application is designed to provide further insight into the importance of the applicant's conference attendance. GPSS does not request details about the applicant's specific coursework or research projects, as reviewers are not qualified to evaluate those areas. Faculty who demonstrate familiarity with the applicant's work and demonstrate the applicant's importance of their conference attendance to the UW community will receive greater points.

Please describe the student's planned participation at the conference. How does the student's participation at this conference benefit the university community?

Points	Criteria
5 pts	• Faculty provides a clear, detailed description of the student's participation in the conference (presenter, panelist, organizer). • Response explicitly connects the student's involvement to tangible benefits for the UW community (university leadership development, research dissemination, educational value for students in a classroom, professional development, academic visibility). Provides strong, specific examples. • Response is well written.
3 pts	• Faculty provides a general or moderately detailed description of participation • Mentions benefits to the UW community but lacks specificity or clear examples Some connection between student role and institutional impact is present • Response is fairly written
1 pt	• Faculty provides a brief or vague description of participation • Little or no discussion of UW community benefit • Response is generic

Given funding constraints, what differentiates this conference from other alternatives or activities within the student's field?

Points	Criteria
5 pts	• Faculty clearly articulates why this specific conference is unique or high-impact compared to other opportunities (i.e., national significance, field-leading participants, key networking or publication potential). • Explanation reflects strong alignment with students' academic goals and UW's mission. • Response is well written.
3 pts	• Faculty identifies some differentiating features, but rationale is somewhat general. • Limited explanation of why it is particularly valuable for this student. • Response is fairly written.
1 pt	• Faculty does not differentiate this conference from others, or provides a minimal, generic justification.

	• No meaningful rationale or supporting details. • Response is generic.

Why would you recommend this conference for the student?

Points	Criteria
5 pts	• Faculty provides a strong, specific, and enthusiastic endorsement. Clearly links the conference to the students' academic, professional, or research goals. • Describes how attendance supports the student's growth, visibility, or future success. • Response is well written.
3 pts	• Faculty recommendation is supportive but limited in detail. Offers general praise or statements about the student's potential but lacks clear alignment between conference and developmental goals. • Response is fairly written.
1 pt	• Faculty recommendation is vague, neutral, or minimal. • Little explanation of relevance to student's growth or reason for endorsement. • Response is generic.

Do you have any additional comments that would provide helpful context not shared elsewhere in this form?

Points	Criteria
2 pts	• New information is presented that articulates any one of the following: Direct impact to UW community, significant involvement/role in conference, or critical funding need.
0 pt	• No new information is presented.

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Addendum: Automated Questions & Points

The Travel Grants application will automate points for the student form based upon answers to the following questions:

Graduate Level Student Status

Are you in the last year of your graduate program? (Yes = 1 pt, No = 0 pt)

Funding & Conference Attendance

Please provide an estimate (in USD) of your out-of-pocket expenses to attend this conference/event.

- >300 (0 points)
- 301 – 500 (1 points)
- 501 – 700 (2 points)
- 701+ (3 points)

Do you have other sources of funding for this conference? (Yes = 0 pt, No = 1 pt)

What is your level of attendance? (checkbox question, student can score multiple points)

- Presenting on a topic (1 pt)
- Involved in the organizational/management of the conference (2 pt)
- Receiving an award or outstanding recognition for the quality of submission (2 pt)
- Member of a panel session (2 pt)
- Just attending (0 pt)

How many conferences have you attended for your graduate program?

- 0 (2 pt)
- 1 (1 pt)
- 2 or more (0 pt)

Have you previously received a GPSS Travel Grant? (Yes = 0 pt, No = 1 pt)