

Supplemental Professional Development Funding Student Application Rubric

To help AS&E Graduate Students maximize their chances for being selected for competitive [supplemental professional development funding](#) awards for presenting at conferences, the GEPA office has created this student-friendly version of the rubric used by the committee to evaluate all applications. We encourage potential applicants to review these criteria when working on your applications so that you can effectively convey your story and needs. If you would like your written statements reviewed and feedback provided to assist you in improving your application prior to submission, please set up an advising appointment with Dave Cota-Buckhout either via [Handshake](#) or by contacting him via email dcotabuc@ur.rochester.edu.

Category 1: Description of conference and applicability to research

Describe the type of event (e.g., conference, workshop, poster sessions and other professional development events which may be non-conference related) and how attending is relevant to your research. Specific criteria for committee members will be evaluating you on in this section include:

- A **clear, concise yet detailed** conference description and what role you will be playing at the conference. Include enough **detail** to inform someone outside your field about the conference and purpose.
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Category 2: Professional Development

Explain how the topics and issues are to be addressed at the conference/event are related to your academic preparation and research interests. This includes the potential impact on your academic pursuits and future career opportunities. Specific prompts for that committee members will be evaluating you on in this section include:

- **Explain** the potential for professional development while presenting at the conference.
 - **Specific info provided** about the topic and issues being presented on
 - **Details** are clearly provided on how this opportunity will impact their career or in academics
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Category 3: Demonstrated Financial Need/ Itemized Budget

Provide **sufficient information** regarding your financial need in which you address why you are applying for supplemental funding. Funding is extremely **limited**, and you should show that you are actively trying to get funding from as many sources as you can. The budget must be **reasonable**, and **realistic** regarding the amount indicated for each component. Additionally, all guidelines must be followed, and you should **clearly** indicate the portions to be covered by AS&E Supplemental PD funding if awarded. Specific prompts for you to consider that committee members will be evaluating you on in this section include:

- Clearly explain why there is a financial need and how much
 - A detailed and realistic itemized budget of all associated costs with effort made to look up true costs (ie. Hotel, flight, printing costs)
 - Show Demonstrated effort to secure other funding and decrease costs to present
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Category 4: Overall Application Quality & Recommendations Received

This category allows reviewers to award points based on the overall quality of application, which may take into consideration criteria or elements that were not specifically addressed by the above criteria including:

- Was application and ALL recommendations fully complete and received on time
- Department recommendations are supportive of student receiving funding and aligned with the student request