

Name of Faculty Member: _____

Department: _____

Date submitted: _____

Rubric for Award of College Travel Funds to Faculty

	Weight	Points					Awarded Points
		0	1	2	3	4	
Last EIT Funded Trip	2	Last semester	Last year	Greater than one year	>5 years	Never	
Recognition at conference	1	None	Receiving an award -- State Conference	Receiving an award -- National Conference	Receiving an award -- International Conference	n/a	
Amount of funding requested for this trip	1	\$ 2001 - more	\$ 1501 - \$ 2000	\$ 1001 - \$ 1500	\$ 501 - \$ 1000	\$ 500 or less	
Conference Participation	2	Attending conference only	Attending conf. & member of committee	Presenting one paper	Presenting >1 paper OR 1 paper and a committee member	Member of organizing committee	
"Closing the Loop"	1	None	Written report to the Dean	Presentation to EIT	Presentation and Written Report	n/a	
Matching Department Funds	1	None	Minimal funding	0.5 match	1:1 match	More than 1:1 match	
Matching Other Funds	1	None	Minimal funding	0.5 match	1:1 match	More than 1:1 match	
Secure External Funding	1	None	Presentation for State funding	Presentation for other funding	Presentation for NSF/NIH funding	n/a	
Travel of faculty mentor with student to conference	1	None	Faculty with 1-4 students to conference	Faculty travel with >4 students to conference	Faculty travel with 1-4 students to competition	Faculty travel with >4 students to competition	
Dean's Discretion (recruiting, committees, etc.)							
Total Points:							

- NOTES:**
- ◆ Individual travel awards will not exceed \$ 2000.
 - ◆ Submission of request does not guarantee funding.
 - ◆ Requests submitted by August 15 and December 1 will receive priority.
 - ◆ Half of the travel budget will be allocated for each semester.
 - ◆ All requests are based on available funding.