Professional Development and Travel Award Funding Application

Name: ____________________________ Date: ____________________

Department: ____________________________

Account #: ____________________________

(Providing now will expedite the process but it can be added later. Eligible grant accounts must start with a 13 and you can work with your department to obtain.)

Select the application cycle: Fall Spring

Description of purchase using the award, including opportunity location and information:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Detailed budget justification of funds:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Description of research/work to be presented or engaged in, minimizing use of jargon:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Explanation of how the purchase will advance your research or career:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
### Review Criteria for CSU PASS Professional Development and Travel Award Funding

Applications will be reviewed and funded based upon the below scoring criteria (15 points total)

#### The description of the proposed purchase(s):

<table>
<thead>
<tr>
<th>Points</th>
<th>0 points</th>
<th>1-2 points</th>
<th>3-4 points</th>
<th>5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A description of the purchase is not provided.</td>
<td>Poor. Vague or unclear description. Too much jargon or assumptions of reader knowledge to understand the description.</td>
<td>Fair. Acceptable description. May be lacking a few important details. May include some jargon or assumptions of knowledge but the reader is still able to follow.</td>
<td>Excellent. Clear and detailed description that is easy to follow.</td>
<td></td>
</tr>
</tbody>
</table>

#### How the proposed purchase(s) will advance the applicant's research/career:

<table>
<thead>
<tr>
<th>Points</th>
<th>0 points</th>
<th>1-2 points</th>
<th>3-4 points</th>
<th>5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not addressed.</td>
<td>Poor. Vague description of impact. Minimal or vague impact of the applicant's career (“a great opportunity”).</td>
<td>Fair. Acceptable description of impact. Description does not go beyond typical benefits (giving a presentation/networking).</td>
<td>Excellent. Detailed description of career impact. The event will have a strong impact on the applicant’s career.</td>
<td></td>
</tr>
</tbody>
</table>

#### How the travel will benefit CSU (e.g., new skillset, improved research impact)

<table>
<thead>
<tr>
<th>Points</th>
<th>0 points</th>
<th>1-3 points</th>
<th>4-5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor. It is unclear how the applicant’s travel/conference benefits the university. Alternatively, the travel/conference will not impact the university.</td>
<td>Fair. A link is made between a possible benefit to the university but the impact lacks details.</td>
<td>Excellent. Clearly states the benefit(s) of the applicant’s travel to the university with specific details.</td>
<td></td>
</tr>
</tbody>
</table>

### Total Score

- ≥ 12 should be funded provided there is funding
- ≥ 10 can be considered for funding provided funds are still available