

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):

| 0 points | 1-2 points | 3-4 points | 5 points |
|--|---|---|---|
| A description of the purchase is not provided. | Poor. Vague or unclear description. Too much jargon or assumptions of reader knowledge to understand the description. | 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. | Excellent. Clear and detailed description that is easy to follow. |

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

| 0 points | 1-2 points | 3-4 points | 5 points |
|----------------|---|---|--|
| Not addressed. | Poor. Vague description of impact. Minimal or vague impact of the applicant's career ("a great opportunity"). | Fair. Acceptable description of impact. Description does not go beyond typical benefits (giving a presentation/networking). | Excellent. Detailed description of career impact. The event will have a strong impact on the applicant's career. |

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

| 0 points | 1-3 points | 4-5 points |
|---|---|---|
| Poor. It is unclear how the applicant's travel/conference benefits the university. Alternatively, the travel/conference will not impact the university. | Fair. A link is made between a possible benefit to the university but the impact lacks details. | Excellent. Clearly states the benefit(s) of the applicant's travel to the university with specific details. |

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