## **UMAIE Travel Grant Proposal Rubric**

## Checklist:

Proposal, not to exceed 3 typewritten pages, specifying the nature of the course proposal that will
result from the travel grant and how the proposed period of study will meet the objectives of the grant
program.
A letter of support from the academic dean of the applicant's institution specifying the amount of
institutional financial support that will be available to the applicant. The letter of institutional support
should also address the likelihood that the applicant will remain in the institution's employment long
enough to propose and direct a UMAIE course.
An itemized budget of how the travel grant will be accounted for in order to aid the UMAIE Board
in justifying need and costs. Faculty are encouraged to consult with UMAIE's logistics provider, Seminars
International, for assistance in determining these costs.

## Rubric (Maximum—16 Points)

Clear and Specific Proposal—relates the itinerary to the anticipated course (1-3 points)

Clear and Relevant Itemized Budget—the proposed expenditures are justifiable (1-3 points)

Geographic Need for UMAIE (1-3 points)

Disciplinary Need for UMAIE (1-3 points)

Anticipated Student Interest (1-3 points)

First-time UMAIE faculty (yes=1 point)

Name	Proposal: Clear and Specific (1-3 points)	Itemized Budget: Clear and Relevant (1-3 points)	Geographic Need for UMAIE (1-3 points)	Disciplinary Need for UMAIE (1-3 points)	Anticipated Student Interest (1- 3 points)	First- Time UMAIE faculty (yes=1 point)	Total (Maximum: 16 points)