

GPSA Sponsorship Program Scoring Rubric

APPLICATION MATERIALS	Application Materials: Relevant Components	Application Materials: Scoring Rubric			
Explanation of Activities (max. 10 pt.)	<ul style="list-style-type: none"> ▪ Significance of Activity/Research. Provides relevant background information about the applicant’s research and/or field of study in general terms. In narrative form, a description of the methods and specific aims or objectives of the research is provided. Describes the current understanding of the research problem, identifies the gap(s) in the science, and briefly describes the study’s novelty or innovation. ▪ Activity Summary. Provides an overview of the proposed activity including, but not limited to, role in and the purpose of the activity. A description of the purpose of the activity being conducted, significance to degree progression and completion, and implications to the applicant’s field of study. Provides a discussion of how this activity will contribute to and benefit degree progression, the GPSA, and the UNLV community. ▪ Intended Use of Funds. Explicitly states intended use of the sponsorship funds and why the project should be funded. ▪ Timeline & Future Work. Provides information about the expected timeline. If proposing research, provide details on project completion steps. If proposing travel, include a brief discussion of planned activities. <p><i>Note:</i> Points may be deducted for going over the word/page limit.</p>	INCOMPLETE No materials are included, rendering application incomplete. Application shall be disqualified.	4 POINTS The applicant provides some information about the proposed activities but do not touch on the items outlined in the relevant application components (as per the operating policy) and does not provide a complete understanding of the proposed activities.	7 POINTS Explanation of activities discuss at least two of the relevant and required components in a coherent and well-organized manner.	10 POINTS The applicant provides a coherent, well-organized, and detailed explanation of activities. The document includes all the relevant and required components. Documents are easily understood and meet formatting guidelines.
		Budget (max. 10 pt.)	<ul style="list-style-type: none"> ▪ Itemized. Break down items requested by unit price, number of units and total price for each item. Presented as a budget table. ▪ Detailed. Short descriptor of the item. ▪ Justified. Explain why item was chosen, even if funding for item is not being requested, and how the price was determined. Include description of how each item will be used in the proposed activity. Preference is given to least expensive items. <p><i>Note:</i> Points may be deducted for going over the word/page limit.</p>	INCOMPLETE No materials are included, rendering application incomplete. Application shall be disqualified.	2 POINTS Only either a budget table or narrative justification is presented, not both.
	<ul style="list-style-type: none"> ▪ Supplemental Materials. Includes printouts of budget line item comparisons; hyperlinks not accepted. For research applications include no less than two comparisons and for travel applications include no less than three comparisons, including the chosen item. If no comparisons can be given, item is discussed and justified in budget justification narrative; items with no comparisons are not eligible for funding. 	INCOMPLETE No materials are included. Application may be disqualified at the discretion of the committee.	1 POINT Only the price search of the chosen budget line items, for which funding is being requested, are shown.	2 POINTS At least 50% of comparable budget line items, for which funding is being requested, present complete supplemental materials.	4 POINTS All comparable budget line items, for which funding is being requested, present supplemental materials. Supplemental budget materials include no less than (travel sponsorship) three price search comparison or (research sponsorship) two price search comparisons from different vendors.
Committee Discussion	<ul style="list-style-type: none"> ▪ Bonus Points. Point awarding at the discretion of the committee based on a holistic review of the merit of application. Comparisons between similar and past applications may be made. 				3 POINTS

Funding requested may be adjusted by the Sponsorship Committee if budget includes non-covered items. See the Sponsorship Program Operating Policy on the website for a list of non-covered items.

Funding Requested: \$ [as per submitted budget]

(Ineligible Amounts): \$ [previous funding or if request is more than funding limitations allow]

Eligible Funding Amount*: \$ [*see website for eligibility limitations]

Suggested Funding: \$ [percentage of requested amount based on score awarded by Committee]

Awarded Amount: \$ [consideration of committee adjustments if necessary]