



SRAC APPLICATION EVALUATION GUIDELINES

Your application will be evaluated based on the following criteria: Technical Merit, Clarity and Completeness, Budget and Benefits. To help you, here are some general guidelines we recommend you follow:

I. Technical Merit (35 points):

- Proposal - The proposal should explain the technical aspects of the activity clearly and simply while being comprehensible to graduate or professional students from ANY department. Clearly mention how funds will be used. Whether requesting money for research or a conference, you should explain your interests and area of specialization or research. The proposal should explain how the activity supports academically and professionally goals.

II. Clarity and Completeness (30 points):

- The application must be complete. You will be judged on whether directions were followed. DO NOT submit supplemental material. If it was not asked for, don't include it. There should be five pages: cover page (which we supply), two page proposal, one page budget and the letter of reference.
- Avoid technical terms. If unavoidable, define them as soon as you use them. Don't forget to PROOFREAD.
- The proposal needs to follow a logical progression.

III. Budget (30 points):

- Seek other sources of funding. It is a valuable skill to learn.
- Apparent financial need is based on the validity of the budget and the effort spent in pursuing other funds. On the cover page DO NOT use 'see budget', type in the information where it is requested. Include a budget.
- Make your budget easy to read. It should clearly state which items are to be funded by SRAC. For travel grants, include complete airline information (itinerary) or mileage (if traveling by car). For research grants, demonstrate that you searched for the most affordable products (company names are appropriate). Include the **entire** budget required to complete the activity, not only what is to be funded by SRAC.

IV. Benefits (35 points):

- As explained in Part I, the proposal should describe the activity's tangible benefits to the applicant, as well as to society, the university and the academic and professional community.
- Some proposals are beautifully written but forget to list how the activity will benefit the applicant. For example, how will it help the applicant earn her/his degree? In addition to attending talks at a conference, networking and making contacts are appropriate benefits but should be part of the learning process in attending a conference.

LIST OF DEPARTMENTS

When completing the application, use the listed departments. If your department is not listed, contact the SRAC chair:

American Studies	Latin American Studies
Anderson School of Management	Law
Anthropology	Linguistics
Architecture / CRP / Landscape Architecture	Math & Statistics
Art & Art History	Mechanical Engineering
Biology	Medicine
Biomedical Science	Music
Chemical & Nuclear Engineering	Nursing
Chemistry	Occupational/Physical Therapy
Civil Engineering	Pharmacy
Communication & Journalism	Philosophy
Computer Science	Physics & Astronomy
Earth & Planetary Sciences	Political Science
Economics	Psychology
Education Leadership & Organizational Learning	Public Administration
Educational Specialties	Public Health
Electrical & Computer Engineering	Sociology
English Language/Literature	Spanish & Portuguese
Foreign Languages/Literature	Speech & Hearing Sciences
Geography	Teacher Education
Health, Exercise & Sports Science	Theatre/Dance
History	Water Resources
Individual, Family & Community Education	
Language, Literacy and Sociocultural Studies	