

INCO Individual Application Rubric

Applicant Name _____

Is request for equipment, tuition for a degree program, exams/certifications, or support of activities that involve conducting research, gathering data, or presenting data at meetings? (CEUs are ok)

Yes – stop here, cannot award

No – continue

Is the budget itemized?

Yes – continue

No – stop here, cannot award

	Clear (2)	Mostly Clear (1.5)	Somewhat Clear (1)	Vague or unclear (0.5)	None (0)
Level of educational participation is articulated					
	Clear (4)	Mostly Clear (3)	Somewhat Clear (2)	Vague or unclear (1)	None (0)
Detailed explanation of how this will improve teaching methodologies					
	Clear (4)	Mostly Clear (3)	Somewhat Clear (2)	Vague or unclear (1)	None (0)
Describe how it will actively benefit their department, college, and University					
	No Errors (0)	Minor Errors (-1)	Multiple Minor Errors (-2)	Moderate Errors (-3)	Major Problematic Error (s) (-4)
Application errors (grammar, undefined acronyms, not professionally acceptable, requested more funds than appropriate, requested >\$600 and presenting)					

Total Score _____

What is the max amount that can be awarded?

Attending only \$1,200 or, requested amount \$ _____

Presenting \$600 or ½ of funds requested \$ _____ (lower of the 2)

Comments: