

Request Criteria	0 points	1 point	2 points	3 points	4 points	Total
Previous requests/funding from the Professional Development Fund	Applicant has received funding during the current fiscal year	Applicant has received funding during a previous fiscal year	Applicant has never applied for funding	Applicant has applied once but never received funding	Applicant has applied more than once but never received funding	
Amount of funding requested	Applicant has full funding amount from other sources.	Applicant has secured 67% - 99% funding from other sources.	Applicant has secured 34% - 66% funding from other sources.	Applicant has secured 1% - 33% funding from other sources.	Applicant has no other sources of funding.	
Description of opportunity and benefits derived	No answer is provided	Answer is provided, but no specifics are given	Opportunity benefits one of: Individual, Department, Campus (Community)	Opportunity benefits two of: Individual, Department, Campus (Community)	Opportunity benefits three of: Individual, Department, Campus (Community)	
Indicator of Financial Need (Self-Funded Not Included)	No other funds required or appropriate shared/matching funds secured from unit.	Funding need exceeds other funding available within \$300 of total cost.	Funding need exceeds other funding available within \$400 of total cost.	Funding need exceeds other funding available within \$500 of total cost.	Funding need exceeds other funding available in excess of \$500 of total cost.	
Internal Professional Development Opportunities	Applicant has had no internal professional development opportunities.	Applicant has taken 1-3 internal professional development courses.	Applicant has taken 4-6 internal professional development courses.	Applicant has taken 7-9 internal professional development courses.	Applicant has taken 10 or more internal professional development courses or has identified barriers	
External Professional Development Opportunities	Applicant has taken 10 or more external professional development courses.	Applicant has taken 7-9 external professional development courses.	Applicant has taken 4-6 external professional development courses.	Applicant has taken 1-3 external professional development courses.	Applicant has had no external professional development opportunities.	
SCORE:						
Additional Considerations						
Half (1/2) points may be awarded in any category in addition to the full point value. An additional 1-2 points may be awarded for each of the below considerations:						
Administrator Approval	Submitted with Supervisor/Manager signature only = 1 point					
	Submitted with Supervisor/Manager signature & approval = 2 points					
Length of time at UVM	How long has the applicant been at UVM? 0-3 years = 0 point, 4 years or more = 1 points					
TOTAL SCORE:						