CRITERIA	RATING 1	RATING 2	RATING 3	RATING 4	RATING 5
Proposal: Currency, importance, and relevance of topic.	The topic is not current, and/or lacks importance or relevance to the field.	The topic is only tangentially related to the field, not completely current or relevant.	The topic may not be completely current or groundbreaking, but it is relevant to the field.	The topic is current, important, and relevant.	The topic is cutting- edge, relevant, and ground-breaking.
Proposal: Originality/ creativity in concept.	The proposal is unoriginal or just repackages old ideas.	The proposal lacks originality.	The proposal introduces some new concepts.	The proposal is original in concept.	The proposal is highly original and creative in concept.
Proposal: Scope/range of impact.	The proposal focuses on a discrete aspect of one skill or a small subset of students.	The proposal has limited scope of applicability.	The proposal is relevant and makes some new contributions to the field.	The proposal makes an important contribution to the field.	The proposal makes a significant contribution to the field.
Proposal: Clarity of proposal as indicator of presentation quality.	The proposal is unclear or fails to convey the objectives of the presentation.	The way in which the proposal is written suggests that the presentation may be weak.	The proposal is adequately written but suggests that the presentation may be uneven or of moderate quality.	The proposal is clearly written and suggests that the presentation will be of very good quality.	The proposal is very well written and suggests that the presentation will be of professional quality.

CRITERIA	RATING 1	RATING 2	RATING 3	RATING 4	RATING 5
Statement: Clarity of the Statement.	The application statement is poorly written and doesn't answer any of the required questions.	The application statement is poorly written but answers at least one required question.	The application statement is adequately written and answers some of the required questions.	The application statement is clearly written and answers most required questions.	The application statement is well written, and answers all required questions in detail.
Statement: Applicant's professional development.	The applicant gives no explanation of how event attendance will further his/her professional development.	The applicant poorly describes how event attendance will further his/her professional development.	The applicant describes some details about how event attendance will further his/her professional development.	The applicant demonstrates the general impact event attendance on his/her professional development.	The applicant effectively details the relevance and usefulness of event attendance on his/her professional development.
Statement: Benefit for applicant's ESL/EFL community.	The applicant gives no explanation of how event attendance will benefit his/her ESOL community.	The applicant poorly describes how event attendance will benefit his/her ESOL community.	The applicant provides some details about the benefits of attending the event for his/her ESOL community.	The applicant gives specific information how his/her attendance to the event will benefit his/her ESOL community.	The applicant provides a thorough and detailed explanation of how his/her attendance at the event will benefit his/her ESOL community.
Statement: Financial need.	The statement provides no evidence of the need for financial assistance to attend the event.	The statement provides a poor explanation for the need of financial assistance needed to attend the event.	The statement generally shows the applicant's need for financial assistance to attend the event.	The statement describes some specific reasons and demonstrates the need for financial assistance to attend the event.	The statement provides detailed reasons and a clear need for financial assistance to attend the event.