



RRC Conference Support Fund

Appendix A - Rubric

Scope	
Points	Descriptor
5	International
3	National
2	Provincial
1	Local
Anticipated Registration	
Points	Definition
5	>200
3	100-199
2	50-99
1	25-50
RRC Member Involvement	
Points	Descriptor
5	Chair or Co-Chair
3	Steering Committee Member
Plans for Recognition of RRC Funding	
Points	Definition
5	Opportunities to highlight the work of the RRC
3	Written sponsor acknowledgement/statement in program materials
2	Provision of space (table) for RRC
Theme	
Points	Definition
5	Conference includes a respiratory health focus and key aspects of RRC mission
3	Conference includes a respiratory health focus and reasonably addresses at least one aspect of RRC mission



Evaluation Criteria for Conference Program & Budget

Scoring scale:

5 – Outstanding

4 – Excellent

3 – Good

2 – Fair

1 – Poor

Criterion		Score
1. Quality of the conference and its contribution to research and scholarship in Canada	a) Significance and timeliness of the conference’s theme or themes	
	b) Appropriateness and quality of the conference’s scope and program in relation to its theme or themes	
	c) Extent to which the conference is likely to advance research and scholarship in Canada and internationally	
	d) Degree to which the conference has attracted significant participation from researchers in the relevant disciplines or fields	
Criterion		Score
2. Participation of Canadian students	a) The extent to which the conference’s plans provide for the active and intellectual involvement of graduate or, where appropriate, undergraduate students, whether as presenters or as members of the organizing committee	
	b) The range of institutions from which student participants will be drawn	
	c) The extent to which there are events within the conference that specifically target students	
	d) Justification, if relevant, for the lack of student participation	



Criterion	Score
3. Budget	
a) Justification of the proposed budget—its appropriateness, comprehensiveness and clarity with respect to both revenues and expenditures;	
b) Adequacy of funding provisions for Canadian student presenters;	
c) Adequacy of evidence to support the attendance forecast;	
d) Extent to which the applicant is pursuing all potential sources of support; and	
	e) Persuasiveness of the rationale for the level of registration fees (if applicable) relative to the overall conference budget