RCOT Annual Awards 2025

The Eden Travel Award – marking schedule

**Purpose:** This award funds travel costs only for a planned professional development or learning activity. The travel can be UK based or international.

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| Applicant reference number: | ETA |

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| Yes/No | Applicant screening (score out of 4) |
|  | The application form has been completed using a minimum Arial font size of 11pt. |
|  | The relevant sections have been completed within the allowed space/word count, with no unnecessary attachments. |
|  | Supporting documentation is attached as requested in the award-specific guidance. |
|  | BAOT number checked. |
| **Comments:** | |

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| Scoring for each of the criteria: |
| Strongly agree/Excellent = 4 Agree/Good = 3 Disagree/Fair = 2  Strong disagree/Poor = 1 Not applicable/Not complete = 0 |

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| Presentation (score out of 4) |
| 1. The application is grammatically sound with a coherent structure and use of headings and consistent attention to detail.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |     **Comments:** |

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| Content (score out of 12) |
| 1. The application clearly demonstrates that the planned activity will meet the overall purpose of the award.      |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |     **Comments:** |
| 1. The application clearly demonstrates how the funding will be used to cover travel costs required to support the proposed activity.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The applicant considers the ethical issues and any permissions that may be relevant to undertake the activity.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |

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| Benefits to people who access occupational therapy services/carers and the profession (score out of 8) |
| 1. The applicant demonstrates how participation in the planned activity will benefit the people who access occupational therapy services.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The planned activity will have a likely contribution to the development of the profession e.g., by demonstrating outcomes, increasing evidence/knowledge.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| **Professional Development (score out of 16)** |
| 1. The applicant convincingly explains how the activity will contribute to their CPD.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The learning outcomes are directly related to the activity.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The overall aim and three objectives relate to either the applicant’s individual advancement or benefits the profession and/or people who access occupational therapy services.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |
| 1. The dissemination plan explicitly sets out how the applicant will communicate the outcomes of the activity.  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4 |  |  | 3 |  |  | 2 |  | 1 |  | 0 |   **Comments:** |

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| --- |
| Summary comments |
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| Score | | |
| **Category** | **Maximum available score** | **Assessor score** |
| Application screening | 4 |  |
| Presentation | 4 |  |
| Content | 12 |  |
| Impact/benefits | 8 |  |
| Professional development | 16 |  |
| Total | 44 |  |

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| Recommendation | | Y/N |
| **Fundable** i.e., meets award-specific criteria, realistic in terms of timescales and costs. | |  |
| **Not fundable** i.e., doesn’t meet award-specific criteria, not realistic in terms of timescales and costs. | |  |
| **Discuss** (identify areas for discussion). | |  |
| **Assessor name:** | **Date:** | |