



University of Calgary Graduate Students'
Association
1030 ES, 844 Campus Place NW
Calgary, Alberta T2N 1N4
Tel (403) 220-5997 Fax (403)282-8992
www.gsa.ucalgary.ca

Graduate Students' Association (GSA) Bursary Terms of Reference 2022 - 2023 Academic Year

Fall Intake Period: October 7 – 21, 2022

Fall Intake Deadline: **Monday, October 21, 2022 4:00 PM MT**

Winter Intake Period: January 2, 2022 – January 13, 2024

Winter Intake Deadline: **Monday, January 13, 2023 4:00 PM MT**

Submit applications [online](#)

Applications and/or letter of reference received outside of the intake period will **NOT** be evaluated. Late applications will **NOT** be evaluated. Incomplete applications (unanswered questions or additional information) will **NOT** be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application.

This document and application link are available on the GSA's [website](#).
Questions regarding this application should be directed to the GSA Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca

This information is collected following the standards set by the Personal Information and Privacy Act (PIPA). It is required to determine your eligibility for the bursary and maybe used for research and statistical analysis. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose

GSA Bursaries are intended to ease financial strain for graduate students who demonstrate financial need.

Value

Up to \$1,500 CDN.

Applicants are not able to receive more than their demonstrated need.

Eligibility

To be eligible for this bursary:

- Applicant must be an Active Member of the GSA as defined by Section 4, sub-section 4.2 of the [GSA Bylaws](#) during the 2022/2023 academic year;
- Applicant must show a financial deficit for the current academic year (from September 2022 to August 2023);
- Applicants are only able to receive one GSA Bursary in an academic year;
 - Applicants must not have received a GSA Bursary in the current academic year (from September 2022 to August 2023).

Documents Required

Applications should be completed **online on the [GSA awards website](#) (click “GSA Bursary Application Portal – APPLY HERE”)** and consist of:

- A complete application
- A complete Income and Expenses Budget Worksheet
- **Incomplete applications (missing information, extra information/documents and incorrectly filled out) or applications received after the intake deadline will NOT be considered.**

Application Specifications

When applying for this award, the following process must be followed:

1. Completed applications **MUST** be submitted using the [online](#) awards portal;
2. Applications **MUST** be submitted with a UCalgary email address; and
3. Income and Expenses budget template must be completed according to the instructions outlined in the excel template

Adjudication Criteria

Applicants must meet eligibility and submission requirements as described above. All eligible applications will be assessed using the following criteria:

- Severity of financial need (**food, shelter, medical needs, etc.**);
- Effectiveness of bursary to address deficit; and
- Demonstration of effort to resolve the financial problem (in addition to applying for this bursary) and evidence of financial responsibility.

Additional Regulations

- All applications will be blinded;
- The GSA Bursaries are evaluated by the Awards Committee under the supervision of the GSA VP Academic;
 - As the number of applicants far surpasses the amount of available spots, we are unable to forward all graduate students who apply
- Questions about the application process must be directed to the Awards Committee Chair at awards.gsa@ucalgary.ca.
 - The Awards Committee Chair is committed to answering questions regarding this award when possible. Questions that arrive less than 72 hours before the Intake Deadline may not be answered.
- The Awards Committee will evaluate all application packages based on the adjudication criteria stated above.
- GSA Bursary decisions will be made 10 – 12 weeks from the intake deadline and application feedback will not be provided;
- The GSA will not be responsible for any tax liability incurred from awarding funds;
- Applications must be written in English