Graduate Students’ Association (GSA) Bursary Terms of Reference
2021 - 2022 Academic Year

Fall Intake Period: October 12 – 26, 2021
Fall Intake Deadline: Tuesday, October 26, 2021 4:00 PM MT

Winter Intake Period: January 3 – 17, 2022
Winter Intake Deadline: Monday, January 17, 2022 4:00 PM MT

Submit applications online. Applications and/or letters 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. Failure to comply with the Terms of Reference will result in disqualification for the award.

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 2021/2022 academic year;
- Applicant must show a financial deficit for the current academic year (from September 2021 to August 2022);
- Applicants are only able to receive one GSA Bursary in an academic year;
  - Applicant must not have received a GSA Bursary in the current academic year (from September 2021 to August 2022).
Documents Required
Applications should be completed online using the GSA awards website and consist of:
  ● A complete application

Submission Requirements
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 written and signed in English;
  3. Applications MUST be submitted with a UCalgary email address; and
  4. Incomplete applications (missing information, extra information/documents, and/or incorrectly filled out) or applications received after the intake deadline of 4:00 PM MT will NOT be considered.

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
1. All applications are anonymized;
2. The GSA Bursaries are evaluated by the Awards Committee under the supervision of the GSA VP Academic;
3. All applications will be prescreened for completeness (errors, omissions, etc.) before being forwarded for review. Not all applicants will move onto to the reviewing process;
4. GSA Bursary decisions will be made 10 – 12 weeks from the intake deadline and individual application feedback will not be provided;
5. The GSA will not be responsible for any tax liability incurred from awarding funds;
6. Questions about the application process must be directed to the Awards Committee Chair at awards.gsa@ucalgary.ca.
   a. 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.