



University of Calgary Graduate Students' Association  
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## **GSA Graduate Citizenship Award Terms of Reference**

**2020 – 2021 Academic Year**

Intake Period: September 8 – 25, 2020

Fall Intake Deadline: **Friday, September 25, 2020 4:00 PM MT**

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### [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 will **NOT** be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form 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](mailto: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 award 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](mailto:awards.gsa@ucalgary.ca).*

This award is provided by the Graduate Students' Association (GSA) as a replacement to the Alberta Graduate Citizenship Award. The GSA Awards Committee will conduct initial adjudication and forward the top 20 applications to the GSA Board of Directors for final decisions.

### **Purpose**

"The GSA Graduate Citizenship Award recognizes graduate students who have demonstrated outstanding dedication and leadership to their community."

### **Value**

\$2000 CDN

### **Eligibility**

To be eligible for this award, the applicant must be an Active Member of the GSA as defined by Section 4, sub-section 4.2 of the GSA Bylaws during the 2020/2021 academic year.

### **Documents Required**

Applications should be in the form of a **single pdf application** submitted online consisting of:

- A complete application form
- Confirmation of enrollment

- One letter of support using the **Reference Form** to be included as part of the awards package and signature from volunteer supervisor.

### Application Specifications

- Table – Summary of Volunteer & Leadership Experience
  - Please make sure to fill out all boxes for each activity you list.
  - In the **Description of Role and Impact** section please give a detailed description of the role and the impact your role had.
  - Please **only** include activities within September 1, 2019 - August 31, 2020.
- Reference Form
  - **One** completed reference form is required.
  - Reference form can be from Graduate Supervisor/ Volunteer Supervisor/ Manager/ Team lead etc.
  - Reference form must be dated and signed.
  - Reference form must be attached to the PDF application package.
  - Ensure your reference knows that this application is a volunteer award and as such the *reference form should focus on your volunteer contributions over the past year (Sept. 1, 2019 – Aug. 31, 2020)*. This may need to be stressed if you are using a professor who is used to writing you academic reference letters.

### Adjudication Criteria

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

- Applications must be received during the intake period, online, as a single PDF (**application form, reference form, and confirmation of enrollment**) before the deadline; applications not received in this manner will not be evaluated.
- Incomplete applications will not be evaluated.
- The amount and level of service and volunteer commitments.
- Service commitments to any community.
- Only volunteer contributions which took place over the past year (September 1, 2019 – August 31, 2020) will be considered

### Additional Regulations

- Personal information is removed from application packages by GSA Staff;
- The GSA Graduate Citizenship Award applications are initially evaluated by the Awards Committee under the supervision of the GSA VP Academic prior to forwarding nominated applications to the GSA Board of Directors.
  - Nomination and forwarding is not a guarantee of award payout.
- Questions about the application process must be directed to GSA Awards Committee Chair and Vice Chair at [awards.gsa@ucalgary.ca](mailto:awards.gsa@ucalgary.ca)
  - The Awards Committee Chair and Vice Chair aim to respond to all emails in a timely manner, but cannot guarantee a response within the 72 hour window prior to any awards deadline.
- Award decisions will be made 8-10 weeks from the intake date;
- The GSA will not be responsible for any tax liability incurred from awarding funds;
- Please note: As the number of applicants far surpasses the amount of available spots, we are unable to forward all graduate students who apply.