



University of Calgary Graduate Students' Association  
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## **Professional Development Grant (PDG) Terms of Reference 2021 – 2022 Academic Year**

Fall Intake Period: November 1 – 15, 2021

Fall Intake Deadline: **Monday, November 15, 2021 4:00 PM MT**

Winter Intake Period: January 31 – February 14, 2022

Winter Intake Deadline: **Monday, February 14, 2022 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 (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](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).*

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### **Purpose**

Professional Development Grants (PDGs) are funded by the Graduate Students' Association (GSA) of the University of Calgary (UCalgary). The PDGs fund academic pursuits that are not directly related to degree requirements, but are of value to the academic careers, or will enhance the intellectual life of graduate students at the UCalgary.

### **Value**

Up to \$750 CDN per approved application

### **Eligibility**

To be eligible for this award:

- 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 not have previously received this grant in the same academic year of this application;
- Applicant must not have previously received this grant for the same activity; and

- Applicant must have completed the professional development activity within 1 year of the intake deadline.

### **Eligible Professional Development Activities**

Below is a list of potentially eligible professional development activities. It is not an exclusive nor exhaustive list. Applicants are encouraged to contact the Awards Committee Chair and Vice Chair at [awards.gsa@ucalgary.ca](mailto:awards.gsa@ucalgary.ca) to determine whether an activity is eligible for a PDG.

Fundable professional development activities include:

- Attended an event;
  - Traveled to present one's research, abstract, manuscript, or paper at specialized conference or invited talk;
  - Attended a workshop or another academic event (including online); and
  - Attended or participated in a competition or performance.
- Published a manuscript or book; and
  - Payment of journal submission fees, journal publishing fees, or self-publishing fees.
- Professional and other skills development.
  - A course or training that was taken to enhance professional and/or academic development; and
    - If funding is being requested for a skills-based course that an applicant intends to use for the completion of degree or thesis requirements, the applicant **MUST** emphasize how this skill is applicable beyond their graduate work.

### **Activity Exclusions**

PDGs are **NOT** meant to cover costs associated with:

- Professional Development Activities that have not yet been completed.
- Degree requirements (including thesis project): travel for data/sample collection, purchasing of equipment or books, supplies to complete projects for required coursework.
- Professional Development Activities in which the student is serving as a Research Assistant (RA): travel for data/sample collection, travel to meet with collaborators, or funds to cover research project-related supplies and expenses.

### **Application Conditions**

- Applicants may only submit one (1) PDG application per Intake Period;
- Applicants **must only submit retroactive applications**;
  - Please note that applications will not be accepted for projects that have been completed more than 12 months prior to Intake Deadline(s), inclusive.
    - e.g., For the intake deadline of November 15, 2021 eligible professional development activities must have been completed between November 15, 2020 – November 15, 2021.

### **Eligible Expenses (Must be in Canadian dollars)**

Expenses which may be covered by the PDG include, but are not limited to:

- Activity registration and associated materials costs;
- Travel;
- Visa fees;
- Accommodation (up to \$125 CAD per night);
- Meals (up to \$65 CAD per day); and
- Publication fees.

Expenses that will not be covered by the PDG include, but are not limited to:

- **Items without receipts;**
- Alcohol; and
- Personal travel, accommodations, or activities beyond the proposed project period, including optional short-courses.

### **Documents Required**

Applications should be completed **online using the [GSA awards website](#)** and consist of:

- A complete application;
- Receipts for all claimed expenses;
- If applicable, proof of currency conversion (bank statement or online conversion calculator provided on application, screenshots are acceptable); and
- Proof of activity and attendance (i.e., receipts, confirmation of attendance, etc.).

### **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:

- The relevance and impact of the project on professional development activity on the applicant;
- The clarity and quality of the project benefit statement; and
- Demonstration of reasonable cost effectiveness and degree of planning in the budget, as well as accurate filling out of the budget portion of the application.

### **Conditions of the Award**

- Applicants are only eligible to receive **one (1) PDG** per academic year

### **Additional Regulations**

1. All applications are anonymized;
2. The Professional Development Grants are evaluated by the Awards Committee under the supervision of the GSA VP Academic;

3. Questions about the application process must be directed to the Awards Committee Chair or Vice Chair at [awards.gsa@ucalgary.ca](mailto:awards.gsa@ucalgary.ca);
  - a. The Awards Committee aims to respond to all emails in a timely manner but cannot guarantee a response within the **72 hour window prior to the Intake Deadline**.
4. Award decisions will be made **10 - 12 weeks from the Intake Deadline**;
5. The GSA will not be responsible for any tax liability incurred from awarding the funds; and
6. As the number of PDG applicants far surpasses the amount of available funds, the GSA is unable to support all graduate students who apply.