



University of Calgary Graduate Students' Association  
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## **Professional Development Grant Terms of Reference 2023 – 2024 Academic Year**

Winter Intake Period: February 12 – February 23, 2024  
Winter Intake Deadline: **Friday, February 23, 2024 4:00 PM MT**

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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](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

Applicants are not able to receive more than paid cost of Professional Development activity

### **Eligibility**

To be eligible for this grant:

- Applicant must be an active member of the GSA as defined by Section 4, sub-section 4.2 of the [GSA Bylaws](#) during the 2023/2024 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;
- Applicant must have **completed** the professional development activity within the period of February 12, 2023 - February 12, 2024 (application for activities occurring following the intake deadline WILL NOT be accepted); and
- Applicant must only submit one activity in an application!

### **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 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 (but are not limited to):

- 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); or
  - Attended or participated in a competition or performance.
- Published a manuscript or book:
  - 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
    - 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 and is NOT a degree requirement.

### **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 before February 12, 2023

- E.g. For the intake deadline of February 23, 2024 eligible professional development activities must have been completed between February 12, 2023 – February 12, 2024.

### **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 must provide receipts)
- Publication fees

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

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

### **Documents Required**

Applications should be completed **online on 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)
- Proof of activity completion/ proof of activity attendance (i.e. certification of completion, photo at event, conference badge, etc.)
- **Incomplete applications (missing information, missing receipt(s) for a claimed expense, 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; [and](#)
2. Applications MUST be submitted with a UCalgary email address; and

### **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 the professional development of the applicant;
- The clarity and quality of the project benefit statement;
- Completeness of application; 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.

### **Additional Regulations**

- All applications will be blinded;
- The Professional Development Grants 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 award all graduate students who apply
- Questions about the application process must be directed to the Awards Committee Chair and Vice Chairs at [awards.gsa@ucalgary.ca](mailto: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.
- PDG 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 the funds; and
- Applications must be written in English.