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Updated November 2016
Welcome!

As the Graduate Students’ Association (GSA) Vice President Student Life, I want to take this opportunity to welcome you to the University of Calgary. At the GSA, we provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavors. We create an environment built on fiscal sustainability, social engagement, and effective representation.

The GSA is here to enhance the experience of all grad students, and one of the ways in which we do this is by encouraging engagement by facilitating Graduate Research Networks (GRNs). We encourage you to establish your own network which aligns with your research interests.

GRNs are important because they allow students the chance to take an active role in their education and in the grad school experience. First launched in June of 2014, the GSA’s GRN policy encourages the growth of GRNs on campus. Thanks to this policy, the GSA has revolutionized academic involvement, social engagement, and communication methods and strategies for graduate students. This policy gives graduate students the chance to plan and manage their very own research network.

The GSA is pleased to support this exciting initiative with enhanced and ongoing support for all GRNs. If there is a GRN which aligns with your research interests, we encourage you to join it. If there is a GRN that you are interested in creating, we hope this handbook will assist you in doing so.

In this handbook you will find:

1. Information about forming a new GRN
2. An outline of the responsibilities of GRN members
3. An outline of other services available to GRNs
4. Information on funding for GRNs
5. Instructions on adding your GRN information to the University’s Co-Curricular Record (CCR)

If you have any questions about GRNs, please feel free to contact me at vpsl@gsa.ucalgary.ca. I would be happy to assist you in any way that I can. Best wishes for a rewarding year with your GRN.

Adrienne Offenbecker
VP Student Life 2016-2017
Graduate Students’ Association of the University of Calgary
Creating a GRN

The first step in creating your Graduate Research Network is to download the GRN creation form, which is available on the GSA’s website gsa.ucalgary.ca/dgasgrns/graduate-research-networks. This must be submitted with the following items*:

- Application form which includes: GRN name, contact information, executive information
- Bylaws and/or constitution
- Financial information (bank account information)

When completed properly, you should expect to get a confirmation email within 1 week of submitting your forms. If you do not, please email the GSA Executive Assistant at: gsacomm@ucalgary.ca

GRN Orientations

Once your GRN has been created, you can ask a GSA representative to come out to speak to your new GRN about all of the services that the GSA has to offer. To set up a meeting, please contact the GSA VP Student Life at vpsl@gsa.ucalgary.ca

Existing GRNs

If your GRN undergoes changes of any kind during any part of the year, please ensure that you update your information with the GSA. (This includes changes to contacts, executives, members, any changes to bylaws or constitution, banking etc.). Please email gsacomm@ucalgary.ca with any changes.
GRN Annual Report

All GRNs must submit an annual report to the Executive Assistant (gsacomm@ucalgary.ca) at the close of each academic year. Annual reports are due by April 15 (or the next business day) of each year.

The annual report must include the following items:

- Executive names and e-mail addresses for both the outgoing executive and (if known) the incoming executive
- Brief description of the research network’s purpose and goals
- List of activities for the year
- Financial statements (income statement, cash balances, and outstanding items)

Reminder: Failure to submit an annual report may result in ineligibility of recognition for the next year.

Please contact gsacomm@ucalgary.ca if you have questions or problems regarding your annual report.

Co-Curricular Record (CCR) Recognition for GRN Contributions

The Co-Curricular Record (CCR) is the University of Calgary’s official record for extra-curricular involvement on-campus as a graduate student. The CCR is a valuable tool for you to present alongside your resume to prospective employers and/or to professional/graduate schools to highlight your complete university experience.

Once on the CCR site, you will see that with each activity/position you add to your CCR, you will also be able to highlight the learning outcomes of that activity or position. To learn more about the CCR, or find out what activities are recognized at the graduate level, visit leadership.ucalgary.ca/home.htm.
GRN Funding

Start-up Grant

Purpose: Initial funding for newly formed GRNs.

Amount: $300.

Eligibility: One-time grant upon creation of a new GRN, provided that the application and all appropriate documentation have been received and approved.

Deadlines & Details: Must be applied for within 3 months of the GRN startup date. GRNs must register online no later than May 30 of each year.

Operational Bursary

Purpose: Annual continued funding for pre-existing GRNs.

Amount: $200.

Eligibility: GRNs can apply for one $200 Operational Grant per year (April 1 - March 31) after their first year of operation.

Deadlines & Details: The online renewal form must be completed and submitted no later than November 30 each year in order for GRNs to be eligible to receive the Operational Bursary.

Event Grant

Purpose: Offset cost of GRN events.

Amount: Receipt amount up to $150 per intake (total of $300 per year). For example, if you have an event that costs $135, you can apply for a $135 event grant. If your event costs $175, you can only apply for $150.

Eligibility: Eligible expenses include food, beverages (non-alcoholic beverages, wine, and/or beer only), advertising, and other event-related costs. Beverages should not comprise more than 25% of the total bill.

Deadlines & Details: You may apply for more than one Event Grant per year (April 1 - March 31), however the maximum annual amount awarded is $300.

There are two intake deadlines:

- October 15 (for events held between April 1 - September 30)
- April 15 (for events held between October 1 - March 31)

Please scan receipts and email them to gsacomm@ucalgary.ca by the deadlines listed above. Cheques will be issued after the deadline and only if the GRN Change of Information/Operational Bursary Form is current. See GRN funding forms online at gsa.ucalgary.ca/dgasgrns/graduate-research-networks.

Please note that unsuccessful applications in one intake cannot be carried forward to the next intake.
GRN Financials

GRNs should have an independently-operated bank account in order to receive GSA funding or if you plan on applying for outside funding.

Please note: your GRN’s financial records must be both accurate and transparent. Any member of your GRN should be able to review your financial documents after giving reasonable notice. Two signing authorities are strongly recommended for each account in order to ensure that accountability and integrity are maintained at all times.

To ensure the accuracy and transparency of your GRN’s finances, keep a spreadsheet noting all revenues, expenditures, their sources, and the reasons for each item.

If a GRN has its own bank account or funds, the University, including the GSA, will not be held responsible for any liability related to the collection, use or dispersal of such funds, nor will the University or GSA provide insurance or safe-keeping for such funds.

GSA/LDL Swag

GRNs holding events are able to request GSA or LDL promotional items to be used for give-aways, door prizes etc. GRNs can apply for GSA promotional items once per year. They are given out on a first-come, first-serve basis and are not guaranteed. To apply for promotional items you must fill out the prize application form found here gsa.ucalgary.ca/dgasgrns/graduate-research-networks. Please apply at least two weeks prior to the event date. Prize type and availability are based on current stock levels and at the discretion of the GSA staff.
Services for GRNs

GSA Services

Employer Liaison
The GSA’s Employer Liaison has the skills to help graduate students find employment just about anywhere, whether it’s entering the business or industrial arenas (as 80 percent of graduate students do) or continuing with academe. If you would like to find a mentor in academia or out in the business realm, the GSA’s Employer Liaison will help you to make professional contacts by pairing you with a mentor in your field of interest. gsa.ucalgary.ca/services/employer-liaison

GSA Weekly Newsletter
The GSA News and Views is a weekly e-newsletter to which graduate students are automatically subscribed. The News and Views offers specific and timely information about upcoming events, issues, important deadlines for things like funding applications, grants, scholarship and conference submissions, job postings, and happenings that are important to you, the graduate student. Send us your graduate-related event or information and we’ll spread the word in News and Views. Submissions from the graduate student population are greatly encouraged. The weekly deadline for submission is Friday at 4:00 pm. To sign up or to submit, contact gsaco@ucalgary.ca

GSA Health & Dental Plans
The GSA is proud to offer its very own student owned, student governed, and not-for-profit extended health and dental care benefit plans. Coverage under these plans includes annual dental check-ups, 80% coverage for prescription drugs, additional coverage for health practitioner treatments, as well as a host of other benefits. Full-time students are automatically enrolled; part-time students and spouses/dependents of graduate students may purchase coverage too (as long as it is purchased before your registration/annual fees deadline). All forms and coverage information are available online at studentcare.ca/calgarygsa or contact the GSA office at 403.220.5997 or ask@gsa.ucalgary.ca

80% off prescriptions

up to $900 per year in dental care

up to $350 per year in vision care

The Last Defence Lounge
The Last Defence Lounge (LDL) is a fully licensed restaurant and lounge that is owned and operated by the GSA. The LDL is open to graduate and undergraduate students, their guests, faculty, staff, and visitors to the University. It is located on the third floor of MacEwan Student Centre (MSC 350) and features a full food and liquor menu and friendly staff. The lounge has a spacious patio, which is open in the summer. For more information, contact the Restaurant Manager at 403.210.6466 or rest@gsa.ucalgary.ca

Thesis Completion Champagne
Yes, it’s true - the GSA buys a bottle of champagne or non-alcoholic sparkling wine for all students who successfully complete their oral defense (thesis-based graduate students). Download and fill out the request form and bring it to the Last Defence Lounge: lastdefencelounge.ca (This is a dine-in only service)
Funding
The GSA offers funding in the form of grants, bursaries and awards, as well as through its GRN and Quality Money programs.

Grants
Academic Project Support Grant
Funds are available to students to support academic activities and professional development (such as the cost of presenting thesis research at conferences and some professional development workshops). There are individual and group project awards available. Individual applicants can apply for a maximum of $750 and groups a maximum of $1500. Applications are accepted in the Fall and Winter terms and are available online at gsa.ucalgary.ca/financial-support/grants.

Bursaries
GSA Individual and Family Bursary
The GSA bursary makes funds available to graduate students who demonstrate financial need. Grants are awarded twice per year, once during the fall semester and once during the winter semester You can apply for an individual bursary (maximum $1000) or a family bursary (maximum $1500). For more information, see the Terms Of Reference and application forms at gsa.ucalgary.ca/financial-support/bursaries

GSA Awards
GSA Leadership Award
Students who demonstrate outstanding leadership in their departments, faculties, and the University community are encouraged to apply for the GSA Leadership Award valued at $5000. Given out once per year at the end of the Winter semester, this award celebrates the dedication of graduate students to the University community.

The Alberta Graduate Citizenship Award
This recognizes graduate students who have demonstrated outstanding dedication to their fellow students and/or Alberta communities through public service and volunteer activities. Individual awards are granted in the amount of $2,000 and 20 such awards are available to University of Calgary graduate students. Graduate students can apply for this award once per year during the Fall semester. gsa.ucalgary.ca/financial-support/awards

Excellence Awards
Each year students are able to nominate exemplary teachers, supervisors, administrators, and mentors that have supported them in their academic career at the University. For more information, visit gsa.ucalgary.ca/financial-support/awards

Quality Money
The GSA is committed to enhancing the student experience. Quality Money initiatives and grants are one way that the GSA gives back to the student community. Emphasis is placed upon proposals that impact the majority of students, promote multidisciplinary interactions, and integrate sustainable initiatives. Each year, the GSA puts out a call for Quality Money proposals in order to solicit proposals from interested parties across the university. Quality Money applications are processed on a competitive first-come-first-serve basis. For information on how and when to apply for Quality Money, visit gsa.ucalgary.ca/financial-support/quality-money-program
University Graduate Student Services

**Ombuds**
The office of the Student Ombuds can assist you with term and final grade reappraisals, appeals of academic and non-academic violations and other issues affecting your academic progress at the university. These services are available to all graduate students, and there is no cost to students who use this service. To learn more about the Student Ombuds, visit ucalgary.ca/ombuds

**Career Services**
Another option if you are looking for career advice, want to improve your job interview skills or tweak your résumé/ CV, is to consult Career Services, where you'll find a dedicated full-time staff member who specializes in graduate students to help guide you to career success. ucalgary.ca/ssc/career-planning

**My GradSkills**
Along with the GSA, the Faculty of Graduate Studies is committed to your success as a graduate student at the University of Calgary, and beyond to your future career. To assist you with your success, the Faculty of Graduate Studies has partnered with organizations on and off campus (including the GSA) to provide you with a structured MyGradSkills website where you can learn about a wide range of valuable resources, workshops, courses and activities in a single location. Aim high, and use My GradSkills to help you build your portfolio and create your own success at the University of Calgary and beyond. grad.ucalgary.ca/mygradskills

**Graduate Orientation**
The GSA assists the University in running orientation sessions for new graduate students, these are offered twice per year, and run at the beginning of the Fall and Winter terms. For details on orientation, make sure to check the News and Views Newsletter or contact any of the GSA Executive gsa.ucalgary.ca/about-the-gsa/gsa-executive-board
Equipment Bookings

For events in The Last Defence Lounge, the GSA has a podium, screen and projector available for booking. If you require a laptop, screen, or other equipment, please refer to: ucalgary.ca/instructionalresources/avservices/bookings

The GSA has a multimedia projector and Bluetooth speaker available for loan. Please contact gsacomm@ucalgary for more information.

Planning an Event Outside the LDL

**NOTE Please read Appendix A of this document for further details.

On/Off Campus Event Procedures

On Campus Event:
Please note that if a GRN is hosting an on-campus event at which liquor will be served, they must use University of Calgary Food Services to serve the liquor at their event. This ensures the event and persons attending are covered by the University of Calgary’s liquor license, and are covered by and comply with the University’s insurance regulations.

University of Calgary Food Services:
Telephone: 403-220-2242
E-mail: jmblacki@ucalgary.ca
Location: Dining Centre 110
Website: ucalgary.ca/ancillaryservices/catering

All food that is to be catered on campus for GRN events (excluding at the LDL or MacEwan Hall) must be ordered through University of Calgary Food Services (see contact information above). As mentioned, this does not include events hosted in the Last Defence Lounge or in MacEwan Hall.

Off Campus Events:

IMPORTANT DISCLAIMER, PLEASE READ: The Graduate Students’ Association and/or the University of Calgary will not recognize nor be held responsible/liable for any alcohol-related or non-alcohol-related events of any kind that take place off campus.

Engagement and Conduct

The GSA would like to encourage students to involve themselves in GRN activities throughout the year. Students are expected to conduct themselves in a manner that will not discredit himself or herself, the University of Calgary, or the Graduate Students’ Association. The GSA prohibits acts which seriously interfere with the basic purposes, necessities and processes of the academic community or the greater community as a whole, or which deny the essential rights of other members of any community.

GRNs need to abide by the non-academic misconduct policy as per the rules and regulations of the University. For reference, please visit ucalgary.ca/pubs/calendar/grad/current/gs-q.html.
Risk Management and Event Planning

GRNs need to contact Risk Management of the University of Calgary for any activities on campus, prior to any applicable event, and follow appropriate measures as provided by the University of Calgary Risk Management.

VERY IMPORTANT DISCLAIMER YOU NEED TO UNDERSTAND: The GSA is not liable for any personal injury or property damage occurred in or associated to any event organized or involved by a GRN. It is the GRN’s responsibility to prepare appropriate waivers and observe the proper risk management policies as outlined by the University of Calgary and/or any other applicable and appropriate safety policies and practices. The GSA does not supervise GRN events, nor assume any liability thereof at any time that the GSA reimburses the expenses incurred in an event under this GRN policy, shall not give rise to any liability claim against the GSA. Please see appendix A in this document for more information. If you have any questions or concerns, please contact the GSA’s Executive Assistant at: gsacomm@ucalgary.ca

Diversity and Discrimination

The GSA is committed to providing a safe, proactive and socially diverse environment for all aspects of the graduate student experience on campus. Discrimination, harassment and intolerance are prohibited under Canadian law; any kind of behavior which threatens GRN members’ worth, self-esteem or sense of value is strictly prohibited.

Discrimination, whether intentional or unintentional, is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and fear, for which there is no bona fide or reasonable justification and which imposes burdens, obligations, or disadvantages on individuals or groups as defined under the Alberta Human Rights Act.

The Act prohibits discrimination on the following grounds: race, religious beliefs (includes Native Spirituality), colour, gender (being male, female or transgender), physical or mental disability, age, marital status, family status, ancestry, place of origin, source of income, sexual orientation or political beliefs. The University of Calgary is governed by the Act. Harassment is a form of discrimination that involves unsolicited and unwelcome attention from a person who knows or reasonably ought to know such behaviour is unwelcome. Such unwelcome comment or conduct is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grades, status, or job. Harassment has the impact or effect of creating a hostile or poisoned work or study environment and limits individuals in their pursuit of education, research, or work goals. Harassment can be discriminatory, sexual, or personal in nature. Discriminatory harassment takes the form of unwelcome behavior directed toward another person or group of persons based a prohibited ground of discrimination. Racial and religious harassment are examples of discriminatory harassment. Sexual harassment is a particular form of discrimination based on gender and is specifically defined in the University's Sexual Harassment Policy. The Sexual Harassment Office is located in MC 375 and the Sexual Harassment Adviser is available to all members of the University community on a confidential basis for advice and assistance in dealing with concerns about sexual harassment that may manifest itself in a wide range of behavior.
Appendix A: GRN Event Considerations

Overview

The GSA would like to provide (for information purposes) the following regulations and guidelines for all GRNs wishing to host events. These guidelines have been created with the assistance of the Associate Vice Provost (Residence and Ancillary Services). This list is not inclusive of all guidelines and regulations and it remains the responsibility of the GRN hosting any event to ensure it is in compliance with all guidelines and regulations. Additionally this list may not be the most current information. Please consult the University website at: ucalgary.ca

Event Guidelines

1. If a GRN is hosting an on-campus event, approval of the appropriate Dean(s) must be sought in advance.

2. GRNs must follow the new use of University Space for Non-academic Purposes Policy ucalgary.ca/policies/files/policies/use-of-university-facilities-for-non-academic-purposes-policy_0.pdf for all on-campus events in order to be covered by the University's liability insurance, which can be found on the official web page for all University of Calgary Policies and Procedures (ucalgary.ca/policies/forms/classification).

3. If a GRN is planning an event that includes a potential activity risk (i.e., horseback riding, white water rafting, climbing), then the GRN must apply for a waiver with the University's Risk Management. Please note there is an approximate three week lead time to have the paperwork completed.

4. If a GRN is hosting a club barbecue (BBQ), they must follow the procedures outlined in the Special Events Program Policy (ucalgary.ca/safety/specialevents)

If a GRN has incorporated itself as a society or group, the GRN is considered an outside party to the University and to the GSA. As such, it will not be covered by any insurance of the University or GSA, nor will the University or the GSA be responsible in any way for its actions, or those of its executive or members.

The Graduate Students’ Association will not be held responsible for any GRN event that is not held within the Last Defence Lounge.