University of Calgary Graduate Students' Association
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Graduate Students’ Association
Academic Project Support Grant (APSG)
Terms of Reference • 2017-2018 Academic Year

Fall Intake: September 18, 2017 - October 2, 2017
Fall Intake Deadline: **Monday October 2, 11:59 PM MT**

Winter Intake: January 1, 2018 - January 15, 2018
Winter Intake Deadline: **Monday, January 15, 11:59 PM MT**

Submit applications [online](#)
Applications received outside of the intake period will NOT be evaluated.
Late applications will NOT be evaluated.

Questions regarding this application should be directed to: Graduate Students’ Association Awards Committee
Chair: [awards.gsa@ucalgary.ca](mailto:awards.gsa@ucalgary.ca)

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**Purpose**

Academic Project Support Grants (APSGs) 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 University of Calgary. These grants are not meant to cover costs associated with degree requirements, these include, but are not limited to, travel for data/sample collection, purchasing of supplies or books. APSGs may be submitted by individuals (maximum award value: $750 CDN) or groups (maximum award value: $1500 CDN). Groups members must submit one application, individuals in a group may not submit multiple APSGs applications for the same project. APSGs may, but are not limited to, covering projects such as:

- **Organizing Events**
  - Hosting an event for UofC graduate students, such as a conference, symposium, lecture series, exhibition, performances, contests, etc…
  - Events that aim entirely to enhance students’ lives, such as special community gatherings, dances, exercise courses or festivals, are out of the scope of the APSG. Quality Money (QM) grants are better suited for these events.

- **Attending Events** (examples of which as follows, but are not limited to the below)
  - Travel for presenting one’s research, abstract, manuscript or paper a specialized conference or invited talk
  - Attending a workshop or another academic event
  - Attending or participating in a competition or performance

- **Project Support**
  - Building a prototype or performing pilot plan tests
  - Must not be related to course or thesis completion, but in addition to or a spin-off of
• Publishing
  ○ For publishing a manuscript or book and may include the payment of journal submission fees, journal publishing fees, self-publishing fees, etc.

• Professional and other Skills Development (not limited to below)
  ○ Course or training that is not part of degree requirements but will enhance academic development
  ○ Course or training that enhance professional development or entrepreneurial skills
  ○ Language courses

The above is a list of potentially eligible projects, but is not an exclusive or exhaustive list, applicants are encouraged to apply for projects outside of what has been mentioned or inquire as to the award that best fits their projects. Applications will not be accepted in which the APSG will be used to complete degree requirements or for projects in which the student is serving as a Research Assistant (RA), for example, to cover tuition for required courses, to cover supplies to complete projects for required coursework, travel to collect data or samples, travel to meet with collaborators or money to cover research supplies.

Deadlines and Submissions

There are two intakes for the 2017-18 academic year. Complete applications must be submitted online by Monday October 2, 2017 11:59 PM MT, for the fall intake, and Monday, January 15, 2018 11:59 PM MT, for the winter intake. Late applications will not be accepted, but depending on timelines, may be submitted for the next round. Applications received outside of intake periods (above) will NOT be accepted. Applicants will be notified of decisions approximately 8 weeks following submission deadlines. Applications that are not complete will not be scored, but may be completed and resubmitted in the next round, provided they meet requirements.

Eligibility

• Applicants
  ○ Must be a full- or part-time graduate student(s) at the UofC in good standing
  ○ Must not have received this grant in the same academic year of this application
  ○ Must not have ever received this grant for the same project previously
  ○ Applicants may only submit one (1) APSG per category (individual or group) per intake
  ○ Applicants are eligible to submit and receive one (1) individual APSG and one (1) group APSG per academic year
    ■ Applicants may submit these in the same intake or different intakes
  ○ Multiple applications for the same group project will not be accepted

• Projects
  ○ Projects must involve eligible UofC graduate students
  ○ Projects must not reflect negatively on the UofC or the GSA of UofC

• Applications
  ○ Multiple applications for the same group project will not be accepted in a single intake
  ○ Multiple individual applications from the same person will not be accepted in a single intake
  ○ Retroactive Applications
    ■ Applications will not be accepted for projects that have been completed (retroactive applications) more than 12 months/1 year prior to application deadline, inclusive
      ▶ E.g. Intake deadline of October 2, 2017
      ◦ Applications for a project that occurred between October 2, 2016 and October 1, 2017 would be eligible
Applications for projects that occurred prior to October 2, 2016 will not be eligible

- Non-retroactive Applications
  - Applications will not be accepted for projects which will be completed (non-retroactive applications) more than 12 months/1 year in the future of the intake deadline, inclusive
    - E.g. intake deadline of October 2, 2017
  - Applications for a project that will occur between October 2, 2017 through October 1, 2018 would be eligible
  - Applications for projects that take place after October 2, 2018 are not eligible in this intake

• Funding
  - Examples of expenses which may be covered by the APSG (not an exhaustive list):
    - Event registration costs
    - Travel
    - Visa Fees
    - Accommodation (up to a certain amount per night)
    - Food and refreshments (except alcohol) at or for an event
    - Speaker Expenses
    - Advertising
    - Publication fees
  - Examples of expenses that will not be covered by the APSG
    - Alcohol

Submission Requirements

- Applications received after the intake deadline will NOT be considered
- Incomplete applications will NOT be considered
- Completed applications MUST be submitted online
- Applications MUST be a single PDF file
- Applications MUST be written and signed in English
- Applications are encouraged to be submitted with a UofC email address

Criteria

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

- Degree to which the project is demonstrated to benefit the professional development of applicants and graduate student community at the UofC
- Clarity and impact of project benefit statement
- 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
- Application’s organization and presentation, including spelling and grammar
Conditions of the Award

1. Applicants are only eligible to receive one (1) individual and one (1) group APSG per academic year.
2. Applications for non-retroactive projects must submit a project report form within 2 months of completion of the project. Individuals who are successful with non-retroactive projects will be emailed this form with their notice of award.
3. Any unused portion of an award must be returned to the GSA upon completion of the project.
4. Funds can ONLY be used toward the items and the project/conference for which they were awarded. If project changes substantially, or if the funds are being proposed to be utilized for a different item, the awardee MUST clear this change with the Awards Committee Chair(s).
5. If the project is cancelled or delayed beyond the non-retroactive window (i.e. later than one year past intake deadline), the funds MUST be returned to the GSA.
   a). Applicants are eligible to apply for awards again, however, they must indicate that they previously received an award and describe the circumstances around previously receiving an award for this same project.
6. The GSA may contact recipients of these awards for follow-up questions or potentially for promotional materials.

Additional Regulations

1. The Awards Committee is committed to answering questions regarding awards when possible. Questions that arrive less than 24 hours before the deadline may not be answered.
2. The GSA will not be responsible for any tax liability incurred from awarding funds.