Graduate Representative Council Initiative Award
Terms of Reference
2018 - 2019 Academic Year

Intake Period: January 14 - 28, 2019
Intake Deadline: Monday, January 28, 2019 4:00 PM MT

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 is available on the Association’s web site. Questions regarding this application should be directed to the Association’s Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and Federal Taxation Act. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose
This award was established by the Graduate Representative Council (GRC) and funded by the Graduate Students’ Association (Association) of the University of Calgary (UCalgary) in recognition of graduate students who have demonstrated initiative in improving the UCalgary graduate student experience. This award is not meant to fund an initiative, but rather to recognize individuals who have created an initiative which benefits the UCalgary graduate community.

Value
$500 CDN award for individual applicants.
$1,000 CDN award for group applicants (to be divided among the group members).

Eligibility
To be eligible for this award:

- Applicant(s) must be an Active Member of the Association as defined by Section 4, sub-section 4.2 of the Association’s Bylaws during the 2018/2019 academic year; and  
  - The Association’s Committee Chairs who completed an initiative under the purview of their role as a committee chair are not eligible.
- The initiative may be complete or ongoing but must have been undertaken during the 2018/2019 academic year. Applicants may only receive this award once for the
same initiative. However, for initiatives that repeat (e.g., yearly conferences), each year is considered as a different event.
  o Examples of initiatives include, but are not limited to: conferences, symposia, workshops (both academic and non-academic), student journals, wellness seminars, social activities, and community building.

Application Process
This award is available to individual students or groups of students. Individual applicants will be awarded $500 CDN. For group applicants, the award will total $1,000 CDN, and is intended to be divided according to each group member’s level of contribution.

Documents Required
Individual applicants MUST submit the following documents:
  ● A statement (maximum of one (1) page) outlining the details of the initiative, who has benefitted from the initiative (department, number of students, etc.), and how the initiative has improved the graduate student experience at the UCalgary; and
    ○ Statement document must have normal margins (2.54 cm top, left, bottom, and right), 12 pt. font, single spaced, and Calibri or Times New Roman font.
  ● A reference letter (maximum of two (2) pages) from someone who is in a position to evaluate the impact of the initiative.

Group applicants MUST submit the following documents:
  ● A statement (maximum of one (1) page) outlining the details of the initiative, who has benefitted from the initiative (department, number of students, etc.), and how the initiative has improved the graduate student experience at the UCalgary;
    ○ Statement document must have normal margins (2.54 cm top, left, bottom, and right), 12 pt. font, single spaced, and Calibri or Times New Roman font.
  ● A reference letter (maximum of two (2) pages) from someone who is in a position to evaluate the impact of the initiative; and
  ● A statement (maximum of one (1) page) detailing each group member’s contribution along with their percentage of the total contribution. Please use the same statement document guidelines outlined above.

Submission Requirements
1. Completed applications MUST be submitted online during the Intake Period;
2. Applications MUST be a single PDF file;
3. Applications MUST be written and signed in English;
4. Applications MUST be submitted with a UCalgary email address; and
5. Incomplete applications or applications received after the Intake Deadline will NOT be considered.

Selection Criteria
This award will be adjudicated on the following criteria:
  ● Positive and broad impact on the graduate experience at the UCalgary;
  ● Multidisciplinary and collaborative nature of the initiative; and
  ● Originality of initiative.

Additional Regulations
1. All application packages are anonymized by the Association’s Staff;
2. Graduate Representative Council Initiative Award applications are evaluated by a committee led by the Awards Committee Chair and Vice Chair under the supervision of the VP Academic;
3. Successful applications will be kept for two (2) years after the date of notification of the award. Unsuccessful applications will be kept for eight (8) weeks after the same date. Both will be destroyed after these respective time periods; and
4. Questions about the application process must be directed to the Awards Committee Chair or Vice Chair at 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 48-hour window prior to the Intake Deadline.