Professional Development Grant Terms of Reference
2018 – 2019 Academic Year

Fall Intake Period: October 8 – 22, 2018
Fall Intake Deadline: **Monday, October 22, 2018 4:00 PM MT**

Winter Intake Period: January 28 – February 11, 2019
Winter Intake Deadline: **Monday, February 11, 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](mailto: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](mailto:awards.gsa@ucalgary.ca).*

**Purpose**
Professional Development Grants (PDGs) are funded by the Graduate Students’ Association (Association) 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 Association as defined by Section 4, sub-section 4.2 of the [Association’s Bylaws](#) during the 2018/2019 academic year;
- Applicant must not have previously received this grant in the same academic year of this application; and
- Applicant must not have previously received this grant for the same activity.
Eligible Projects
Below is a list of potentially eligible projects. 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 to determine whether a project/activity is eligible for PDGs.

Fundable projects include:
• Attending events;
  ○ Travel for presenting one’s research, abstract, manuscript, or paper at
  specialized conference or invited talk;
  ○ Attending a workshop or another academic event; and
  ○ Attending or participating in a competition or performance.
• Publishing a manuscript or book; and
  ○ Payment of journal submission fees, journal publishing fees, or self-
  publishing fees.
• Professional and other skills development.
  ○ Course or training that enhances professional and 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.
  ○ Language courses.

Project Exclusions
PDGs are NOT meant to cover costs associated with:
• Degree requirements (including thesis project): travel for data/sample collection, purchasing of equipment or books, supplies to complete projects for required coursework;
• Projects 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; and
• Entrepreneurial or for-profit projects: building a prototype, performing pilot plan tests.
  ○ Students wishing to secure funding for entrepreneurial or for-profit projects are encouraged to apply for the Association’s Innovation, Development, and Entrepreneurship Award (IDEA).

Application Conditions
• Applicants may only submit one (1) PDG application per Intake Period;
• Applicants may submit retroactive applications; and
  ○ 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 October 22, 2018:
Applications for a project that occurred between October 22, 2017 and October 21, 2018 would be eligible as a retroactive application; and
Applications for projects that occurred prior to October 22, 2017 will not be eligible.

- Applicants may submit non-retroactive applications.
  - Please note that applications will not be accepted for projects which will be completed more than 12 months in the future of the Intake Deadline(s), inclusive.
    - E.g. For the Intake Deadline of October 22, 2018
      - Applications for a project that will occur between October 22, 2018 through October 21, 2019 would be eligible as a non-retroactive application
      - Applications for projects that take place on or after October 21, 2019 are not eligible in this intake.

**Eligible Expenses**

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 CDN per night);
- Meal per diem (based on the UCalgary Travel and Expenses Handbook); and
- Publication fees.

Expenses that will not be covered by the PDG include, but are not limited to:
- Alcohol; and
- Personal travel, accommodations, or activities beyond the proposed project period, including optional short-courses.

**Documents Required**

The following documents are required to apply for this grant:
- The complete application form;
- Receipts for activity purchases made up until the time of the application; and
- Proof of activity and attendance.

**Submission Requirements**

When applying for this award, the following process must be followed:
1. Completed applications MUST be submitted online;
2. Applications MUST be in 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.
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 for the applicant or graduate student community;
- 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;
- Applications for non-retroactive projects must submit a receipts to awards.gsa@ucalgary.ca within two (2) months of completion of the project;
- Any unused portion of an award must be returned to the Association upon the completion of the project and submission of receipts;
- Funds can ONLY be used toward the items and the project/conference for which they were awarded. If the project changes substantially, or if the funds are being proposed to be utilized for a different item, the awardee MUST notify the Awards Committee Chair to receive approval before funds can be used;
- If the project is cancelled or delayed beyond the non-retroactive window (i.e. later than one (1) year past the Intake Deadline), the funds MUST be returned to the Association;
  - Applicants are eligible to apply for the PDG again, however, they must indicate that they previously received an award and describe the circumstances around previously receiving an award for this same project; and
- The Association may contact recipients of these awards for follow-up questions or for potential promotional materials.

Additional Regulations

1. All application packages are anonymized by the Association’s Staff;
2. The PDG 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;
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.
5. Award decisions will be made 8 - 10 weeks from the Intake Deadline;
6. The Association will not be responsible for any tax liability incurred from awarding the funds;
7. For travel reimbursement guidelines, please refer to the UCalgary Travel and Expenses Handbook;
8. As the number of PDG applicants far surpasses the amount of available funds, the Association is unable to support all graduate students who apply.