



GRADUATE  
STUDENTS'  
ASSOCIATION  
UNIVERSITY OF CALGARY

University of Calgary Graduate Students' Association  
1030 ES, 844 Campus Place NW  
Calgary, Alberta T2N 1N4  
Tel (403) 220-5997 Fax (403)282-8992  
[www.gsa.ucalgary.ca](http://www.gsa.ucalgary.ca)

## **GSA Graduate Citizenship Award Terms of Reference**

**2023 – 2024 Academic Year**

Intake Period: September 23rd – October 4th, 2024

Fall Intake Deadline: **Friday, October 4th, 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 may be 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).*

This award is provided by the Graduate Students' Association (GSA) as a replacement to the Alberta Graduate Citizenship Award. The GSA Awards Committee will conduct initial adjudication and forward the top 20 applications to the GSA Board of Directors for final decisions.

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### **Purpose**

The GSA Graduate Citizenship Award recognizes graduate students who have demonstrated outstanding dedication and leadership to their community.

### **Value**

\$2,000 CDN per award

### **Eligibility**

To be eligible for this award, the 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.

## Documents Required

Applications should be completed **online on the [GSA awards website](#)** (click “Submit Application” to access the application portal) and consist of:

- A complete application
- Confirmation of enrollment
- One reference letter (maximum 2 pages).
- **Incomplete applications (missing information, extra information/documents and incorrectly filled out) or applications received after the intake deadline will NOT be considered.**

## Application Specifications

- Summary of Volunteer & Leadership Experience
  - Please make sure to fill out all boxes for each activity you list.
  - In the **Description of Role and Impact** section please give a detailed description of the role and the impact your role had.
  - Please **only** include activities from **September 1, 2023-August 31, 2024**.
  - For contributions that extend beyond the September 1, 2023, to August 31, 2024, period, please **only include the dates and hours between September 1, 2023, to August 31, 2024**. Inclusion of hours and dates outside of this period will deem this application incomplete.
  - Please provide the **total time (hours for the year) commitment** for each contribution.
- Confirmation of enrollment
  - Log into your UofC Student Portal – MyUCalgary (<https://my.ucalgary.ca/>)
  - In the white side banner click “Program and Advising Info”
  - Screenshot this page including your current program information: your name, year of program, degree stream, area of study, and academic load
  - Attach this screenshot as proof of enrollment for the 2024-25 academic year.
- Reference Letter (maximum 2 pages)
  - **One** completed reference is required.
  - Reference can be from Graduate Supervisor/Volunteer Supervisor/Manager/Team lead etc.
  - Application deadline is inclusive of receipt of references.
  - Ensure your reference knows that this application is a volunteer award and as such the **reference form should focus on your volunteer contributions over the past year (Sept. 1, 2023 – Aug. 31, 2024)**. This may need to be stressed if you are using a professor who is used to writing you academic reference letters.
- **The inclusion of any extra documents or material will not be evaluated as part of the adjudication process.**

## Adjudication Criteria

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

- Applications must be received during the intake period, [online](#) on the GSA awards website (**application, reference letter and confirmation of enrollment**) and before the deadline; applications not received in this manner will not be evaluated.

- The amount and level of service and volunteer commitments.
- Service commitments to any community.
- **Only volunteer contributions which took place over the past year (September 1, 2023 – August 31, 2024) will be considered.**
- **Note:** Incomplete applications will not be evaluated.

### **Additional Regulations**

- All applications will be blinded;
- The GSA Graduate Citizenships Awards are initially evaluated by the Awards Committee under the supervision of the GSA VP Academic prior to forwarding nominated applications to the GSA Board of Directors.
  - Nomination and forwarding are not a guarantee of award payout.
  - As the number of applicants far surpasses the number of available spots, we are unable to forward all graduate students who apply
- Questions about the application process must be directed to GSA Awards Committee Chair and Vice Chair at [awards.gsa@ucalgary.ca](mailto:awards.gsa@ucalgary.ca)
  - The Awards Committee Chair and Vice Chair aim to respond to all emails in a timely manner but cannot guarantee a response within the 72-hour window prior to any awards deadline.
- The Awards Committee will evaluate all application packages based on the adjudication criteria stated above.
- Award decisions will be made 10-12 weeks from the intake date and application feedback will not be provided;
- The GSA will not be responsible for any tax liability incurred from awarding funds;
- Applications must be written in English.