

Graduate Student Research Fund Committee:

- 1) Conducts its business according to the related Athabasca University [Graduate Student Research Fund Guidelines](#).
- 2) Adjudicates applications, and grants awards, up to the established maximum award values.
- 3) Reviews the Graduate Student Research Fund Guidelines and Terms of Reference on an annual basis.

Membership:

- 1) The Graduate Student Research Fund (GSRF) Committee is a sub-committee of the Athabasca University General Faculties Council (GFC) Academic Research Committee (ARC).
- 2) The Graduate Student Research Fund (GSRF) Committee comprises of six (6) voting members:
 - Dean - Faculty of Graduate Studies (Ex-officio member)
 - Academic staff member with graduate teaching
 - Faculty of Business
 - Faculty of Health Disciplines
 - Faculty of Humanities and Social Sciences
 - Faculty of Science and Technology
 - Graduate program student - nominated by the Athabasca University Graduate Student Association (AUGSA)
- 3) Members shall normally serve a three-year term (July 1 to June 30) with the exception of the graduate program student member being a 1-year term (which may be reappointed for one additional year).
- 4) Terms shall be staggered to ensure continuity.
- 5) The Chair shall be appointed by members of the Graduate Student Research Fund Committee.
- 6) The Chair is responsible for ensuring that the operations of the Graduate Student Research Fund Committee comply with the GSRF Guidelines and the review process. The Chair will monitor the GSRF Committee's decisions for consistency and will ensure these decisions are recorded properly and that they are communicated to applicants in writing as soon as possible. Adequate administrative support will be provided by the university to ensure the Chair can fulfill his/her role.

Nomination and Election Process:

- 1) The Research Centre will arrange for nominations for members of the Graduate Student Research Fund Committee.
- 2) Members are appointed by the Academic Research Committee (ARC).

Operations:

- 1) Quorum for each meeting shall be four voting members.
- 2) The Committee shall meet three times each fiscal year (April 1 to March 31) to adjudicate applications.
- 3) Where the Chair of the Graduate Student Research Fund Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.
- 4) Subject to the [Conflict of Interest](#) provision of the General Faculties Council By-Laws, members will be asked at each meeting, by the Chair, to declare any conflict they may have with respect to the meeting agenda. Members must declare a potential conflict at the outset of each meeting and refrain from participating in discussion of the related agenda item(s).
- 5) Discussion of applications is conducted in-camera and members will uphold a strict level of confidentiality regarding applications, reviews and decisions.
- 6) Attendance at meetings is essential to facilitate work of the committee.
- 7) At the discretion of the Committee, additional calls for applications may be offered.
- 8) All agendas and minutes of the Graduate Student Research Fund Committee shall be retained within the Research Centre.

Administrative Support:

The Research Centre (Administrative Assistant: Pre-Award: Internal) shall act as the Secretary to the Graduate Student Research Fund Committee and provide support to the Committee on all matters related to the fund, including;

- 1) Preview and assess applications to ensure eligibility, and provide feedback to applicants;
- 2) Pre-meeting preparation (arrange meetings, generate and circulate agenda packages, attend meetings, assist committee chair, create minutes/meeting summaries, budget report), and prepare/issue decision and follow-up correspondence on behalf of the Chair and/or Committee;
- 3) Delegated administrative reviews to determine compliance with decisions arising from Graduate Student Research Fund Committee reviews and such other delegated activities as determined by the Graduate Student Research Fund Committee;
- 4) Assist with development and/or modification of the Graduate Student Research Fund Guidelines, Terms of Reference, online applications forms, etc.;
- 5) Consult with the Chair and/or committee members on issues related to adherence to the Graduate Student Research Fund Policy and Procedures;
- 6) Understand and honor confidentiality rules, protocols, processes and practices of the Graduate Student Research Fund Committee;
- 7) Accurately record committee minutes while keeping an accurate record of pending and ongoing discussion items, as well as provide historical information as requested by the Chair or committee members;
- 8) Assist applicants to resolve problems and provide solutions and recommendations;
- 9) Coordinate the call for nominations from the Athabasca University Faculty Association (AUFA) membership to fill committee positions. Compile the list of the nominees and provide to Academic Research Committee;
- 10) Maintain up-to-date related information on the Research Centre funding webpage;
- 11) Provide backup to the Administrative Assistant & Grants Administrator-Post Award (Internal) that includes, but is not limited to ensuring all expense claims, invoices, timesheets & final reporting are claimed in accordance with appropriate policies and procedures;
- 12) Ensure that effective records management practices are followed in terms of archiving meeting materials (e.g., agendas/minutes) for storage in the Athabasca University Records Centre (AURC), and determining final disposition (destruction) of online records, following appropriate University Records Retention Schedules.
- 13) Perform other duties to support the Graduate Student Research Fund Committee in carrying out its responsibilities, as determined by the Graduate Student Research Fund Committee.

Graduate Student Research Fund Committee Reporting:

The Graduate Student Research Fund Committee reports to the Academic Research Committee.