



Graduate Student Research Fund (GSRF) Committee Terms of Reference

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 seven (7) voting members:
 - Dean - Faculty of Graduate Studies (Ex-officio member)
 - Academic staff member-from graduate program (masters and/or doctoral)
 - Centre for Distance Education
 - 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.

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 members.
- 2) Attendance at meetings is essential to facilitate work of the committee.
- 3) The Committee shall meet three times each fiscal year (April 1 to March 31) to adjudicate applications.
- 4) At the discretion of the Committee, additional calls for applications may be offered.
- 5) 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.
- 6) All agendas and minutes of the Graduate Student Research Fund Committee shall be retained within the Research Centre.

Reporting:

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