



**Athabasca University General Faculties Council**  
**Graduate Student Research Fund (GSRF) Committee**  
**Sub-Committee of Academic Research Committee (ARC)**

**TERMS OF REFERENCE**

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**Revised:** January 26, 2012, November 1, 2012, November 4, 2015

**Approved by ARC:** January 26, 2012, January 22, 2013, March 17, 2016

**GRADUATE STUDENT RESEARCH FUND (GSRF) COMMITTEE:**

**1. Membership:**

- 1.1. The Graduate Student Research Fund (GSRF) Committee is a sub-committee of the Athabasca University General Faculties Council (GFC) Academic Research Committee (ARC).
- 1.2. The Research Centre will arrange for nominations and conduct elections for members of the GSRF Committee in accordance with procedures approved by the Academic Research Committee (ARC).
- 1.3. The Academic Research Committee (ARC) appoints members to the GSRF Committee.
- 1.4. The Graduate Student Research Fund (GSRF) Committee comprises seven (7) voting members.
- 1.5. All Graduate Student Research Fund (GSRF) Committee members must be from graduate (masters and/or doctoral) programs, with representation to include one appointment from each of the following:

***Ex-Officio members:***

- Dean, Faculty of Graduate Studies

***Academic Member appointed by the AU-GFC Academic Research Committee (ARC):***

- Faculty of Business
- Faculty of Health Disciplines
- Faculty of Humanities and Social Sciences
- Faculty of Science and Technology
- Centre for Distance Education

***Graduate Program Student Member nominated by the Athabasca University Graduate Student Association (AUGSA) and appointed by the AU-GFC Academic Research Committee (ARC):***

- One graduate program student (one year term, but may be re-appointed for one additional year)

1.6. Length of term: 2 years; July 1 to June 30.

1.7. In the case of elected members, terms shall be staggered to ensure continuity.

1.8. The Chair is elected by and from the GSRF Committee members for a one year term.

1.9. A minimum of four members present shall constitute quorum.

**2. Terms of Reference:**

GSRF is responsible for recommendations to ARC concerning the distribution of funds related to the Graduate Student Research Fund (GSRF) and has the following powers and duties:

- 2.1. Provide advice regarding revisions to the policies and procedures that govern the aforementioned graduate student research awards.
- 2.2. Review annually the Terms of Reference (TOR) for the GSRF Committee and recommend any changes to ARC.



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- 2.3. Adjudicate applications and grant awards, up to the established maximum award value, for the aforementioned graduate student research awards.
- 2.4. Conduct at least three meetings per fiscal year corresponding to the annual application deadlines.
- 2.5. Where the Chair of the GSRF Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.
- 2.6. Maintain minutes of each meeting and submit to ARC for information upon approval.
- 2.7. Submit an annual report to the ARC.
- 2.8. The Research Centre shall provide secretarial and financial administrative support to the GSRF.