



M-08-16 Memorandum on Travel Grants Committee

Submitted by Kerstin Hudon

1. Composition

- a. The Travel Grants Committee (TGC) shall be composed of the Treasurer and four to six at-large Senators or graduate and professional students appointed by the Treasurer.
- b. The Treasurer shall chair and oversee the functioning of this committee.

2. Function

The TGC works to allocate funding in a manner that supports the personal and professional development of graduate and professional students through participation in academic and professional conferences and competitions. To that end, the TGC serves to:

- a. assist the Treasurer in communicating policies and procedures governing the Travel Grants process;
- b. utilize the Travel Grants Rubric in allocating travel grant funds. In fall quarter, the committee will use the Rubric agreed upon by the previous year's committee. The current committee can decide to amend the rubric after the Fall Cycle has closed, and have these changes take effect for the Early Winter Cycle Travel Grants applicants shall be judged based on the criteria delineated in the Rubric;
 - i. The recipients are selected by a simple majority vote of the committee.
 - ii. It is recommended that each application be graded by three committee members since some members tend to be low or high scorers.
 - iii. If a TGC member has applied for a travel grant, the individual cannot participate in the application review for that specific application cycle.
- c. assist the Treasurer in advertising the availability of Travel Grants to the GPSS Senators and other graduate and professional students;
- d. review and recommend an annual Travel Grants budget to the Finance and Budget Committee for the following fiscal year.

3. Meetings

- a. The TGC shall be formed no later than November 1 each fiscal year. At the time of its formation, it will assume responsibility for the allocation of the GPSS Travel Grants. In the event that the previous Travel Grants Committee is no longer in session, the Executive Committee shall temporarily assume the responsibility in the interim.
- b. It is recommended that the TGC plans to meet nine times during the academic year (Fall through Spring).
 - i. Four times during Fall quarter:
 1. Two meetings for training: A second meeting may not be necessary;
 2. Evaluation of Fall Cycle applications and allocation of funding;
 3. Reflection on Fall Cycle applications & discussion of changes, if any, for rest of the year.
 - ii. Twice during Winter quarter:
 1. Evaluation of Early Winter Cycle applications and allocation of funding;
 2. Evaluation of Winter Cycle applications and allocation of funding.
 - iii. Three times during Spring quarter:
 1. Evaluation of Early Spring Cycle applications and allocation of funding;
 2. Evaluation of Spring Cycle applications and allocation of funding;
 3. Wrap-up of the year, recommendations for a next year, and budget recommendation for the Finance and Budget Committee
- c. During the summer the committee shall meet twice, once in early July and once in early August to evaluate Summer Cycle applicants. If the Treasurer is unable to convene the TGC during the summer, the Executive Committee shall assume the responsibility and evaluation of Summer Cycle applications will occur during Executive Committee meetings.
- d. A quorum of the committee shall be a simple majority of its members plus the Treasurer.

Presented to and Approved by the GPSS Executive Committee on