Reference Document for the Departmental Scholarship Committee Graduate Student Representative

Compiled by Yonathan U and Pauline D, 2018

The Department Scholarship Committee is currently composed of:

**Executive Chair**: Tony Williams

**Staff Rep**: Debbie Sandher

**Faculty**: Gordon Rintoul, Gerhard Gries, and Jonathan Moore

**Graduate Reps**: Yonathan Uriel and Serena Wong

# Roles of Committee Members

## Executive Chair

The Chair is responsible for:

1. Notifying members of the Committee when award rankings open, and when award rankings are due
2. Compiling rankings from all members of the Committee and submitting a final ranking to the granting agency/Department
3. Organizing and chairing Committee meetings, which only take place if there are large discrepancies between rankings from different Committee members

## Staff Rep

The Staff Rep is responsible for:

1. Collecting hard copies of award applications (there are only a handful of awards which still require hard copy applications, the Chair will let you know when this is the case)
2. Making and distributing ranking spreadsheet templates
3. Submitting a ranking for each award to the Committee Chair

## Faculty

Each faculty member is responsible for submitting their own award rankings to the Committee Chair.

## Grad Reps

Graduate Reps are responsible for:

1. Submitting a joint ranking for each award to the Committee Chair
2. Reporting DSC news to the Graduate Caucus

The Grad Reps are expected to base our rankings on the **terms of reference** (TOR) given for each award, but every member of the Committee is allowed to make their own ranking rubric for each award.

# GA3 System

Award applications are accessed through the same online system grad students use to submit applications. In order to access awards, you need to have special “reviewer permission” enabled on your GA3 account. This is done by Rachel Dawson, in the Grad Studies office ([r\_dawson@sfu.ca](mailto:r_dawson@sfu.ca)), via email request.

**Once reviewer permission is turned on you cannot apply for awards until it is disabled.** To have the regular student permissions switched back on, you need to email Rachel again. There might be a lag time of a few days while you wait for permissions to be turned on or off, so it’s best to be proactive about this.

Once you have reviewer permission, a new tab should appear on your GA3 dashboard titled “My Reviews”. All award applications which you have permission to view should appear there.

# Ranking Awards

As mentioned above, we are given a great deal of autonomy when it comes to designing our rankings. Though the Grad Reps collectively provide a single ranking for each award, in the past we’ve each made our own independent rankings, then submitted the average rankings to the Chair.

If a student is applying for a scholarship or award, they still submit a ranking for the award but omit themselves.

# Time Commitment

The Grad Rep position is a two-year commitment. Reps have overlapping terms, so there are never two new Grad Reps voted in at the same time (this is one big advantage of taking this Caucus position!)

The DSC is only active when we have awards to rank. There are various small awards scattered throughout the year, but the bulk of our work is devoted to ranking:

1. Graduate Fellowships, in early to mid-May
2. Private Awards, in early June
3. TMRA (Travel and Minor Research Award), GIRTA (Graduate International Travel and Research Award), and President’s PhD Scholarships, which typically come up once or twice a year in the middle of a semester.