

TERMS OF REFERENCE

Mandate

The Graduate Scholarship Selection Committee administers graduate student scholarships allocated to VIU by ensuring a process is in place to award scholarships that help develop scholarship and research skills to students who demonstrate a high standard of achievement in undergraduate and early graduate studies.

The purpose of the Committee is to:

1. Review applications received for all graduate scholarships for research at VIU and award scholarships based the specific award's guidelines.

Membership & Appointment

Membership

Voting

The Committee will consist of:

- One faculty member from each eligible/academic Faculty (Arts and Humanities, Social Sciences, Management, Health and Human Services, Education, Science and Technology) who is actively engaged in or has a history of research and scholarly or creative activity at VIU. Members shall be selected by their respective Dean and will serve three year terms with the possibility of a one-year extension. Initial appointments could be for 1, 2 or 3 years with one-third of the voting members being renewed or appointed each year.
- One Dean to be selected by the Provost Council.

Non-Voting

The Committee will include the Student Research Engagement Coordinator; Scholarship, Research, and Creative Activity Office.

Length of Voting Membership

Staggered three year terms with the possibility of a one-year extension

Chairperson

The Chair of the Committee shall be a faculty member elected by the voting membership. The Chair will serve for a term of up to two years and may only serve two consecutive 2-year terms. When the Chair position is vacant, it will be filled at the first meeting in the academic year.

Vice-Chairperson

The Vice-Chair of the Committee shall be a faculty member elected by the voting membership. The Vice-Chair will serve for a term of up to two years and may only serve two consecutive 2-year terms. When the Vice-Chair position is vacant, it will be filled at the first meeting in the academic year.

Quorum

Quorum is 60% of total membership.

Meetings

The Committee will normally meet two times per year:

- Initial Planning Meeting: October
- CGS-M Selection Meeting: February

Other meetings may be scheduled to align with other awards or committee requirements.

Conflict of Interest

It is the responsibility of each voting member, in consultation with the Chair, to identify possible conflicts of interest. Committee members can refer to *VIU's Conflict of Interest in Research Procedures for committees overseeing research funding and award decisions* for further guidance.

Resources

Student Research Engagement Coordinator (Scholarship, Research, and Creative Activity)

The role of the SREC is to:

- Act as the scholarship liaison representative for VIU and manage, in consultation with the Chair, CGS-M competitions and quotas.
- Provide the Committee with current award regulations and guidelines.
- Provide the Committee with updates about the CGS-M competition.
- Organize Committee meetings and prepare agendas and minutes in consultation with the Chair.
- Address questions received from students and faculty about the CGS-M competition.
- Assist students with their applications.
- Communicate award decisions (offers) to applicants using the Tri-Agency online Research Portal.
- Submit competition results to the Tri-Agencies through the online Research Portal.
- Arrange AVPSRCA congratulatory note to recipients.
- Arrange for scholarship payments to award holders.
- Monitor ongoing eligibility of award holders and complete or arrange for completion of financial reports to the Tri-Agencies as required.

Communication & Information

The Tri-Agencies provide updates and notice of changes to the CGS-M program to the Student Research Engagement Coordinator who in turn provides updates to the Committee as required.

All current scholarship applications, Tri-Agency documentation, and Committee agendas and minutes will be made available to Committee members and will be saved on the SRCA share-drive.

For more information see [HERE](#).

Governance

CGS-M Award Selection Criteria: Federal Tri-Agency

Executive Responsibility: Associate Vice-President, Scholarship, Research, and Creative Activity