

1 **ACT 1920-SP-007**

2 **An Act Establishing New Policies & Procedures for Grants Administered by the Council of Graduate**  
3 **Students**

4 Author: Sarah Light.109, Secretary & DaVonti' D. Haynes.242, Treasurer

5 Sponsor: Grants Administration and Ray Travel Award Committees  
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8 **Section 1.** The purpose of this act is to update the policies and guidelines for administration of the Edward J.  
9 Ray Travel Award for Scholarship & Service and the Career Development Grant, in line with decisions  
10 made by the respective committees. These changes will clarify language used in the written guidelines and  
11 standing rules for each of these awards. These updates will ensure that all CGS-funded awards follow the  
12 same eligibility and funding rules to reduce confusion and ensure fairness for applicants. All updates and  
13 policy changes will take effect beginning in Funding Period 1 of the 2020-2021 academic year.  
14

15 **Section 2.** The current award policy for the Ray Travel Award states that once a student has won the award,  
16 they are not eligible to apply again for the remainder of the fiscal year and the entirety of the following fiscal  
17 year. The current policy for the Career Development Grant states that a student may only win the award once  
18 per academic year. Both policies will now state that a student who has won either of the awards will not be  
19 eligible to apply for the same award again for the remainder of the fiscal year and the following fiscal year.  
20 This policy will be applied separately for each award. This will ensure that the same people are not receiving  
21 the award multiple years in a row.  
22

23 **Section 3.** The current policy for both the Ray Travel Award and the Career Development Grant states that a  
24 student will not be awarded more than the maximum amount (\$1,000 for the Ray; \$350 for the CDG) in a  
25 fiscal year. This means that if a student applies for and is awarded less than the maximum amount, they are  
26 eligible to apply again for the remainder of the award up to the maximum in a subsequent funding period of the  
27 same fiscal year. As such, for budgeting purposes, each student is recorded as having been awarded the  
28 maximum amount of the award, even if they were actually awarded less than the maximum. This results in  
29 money left over in both the Ray Travel Award and Career Development Grant budgets at the end of the year  
30 that has been accounted for but not actually used. Both policies will be updated to state that applicants will be  
31 awarded and reimbursed up to the maximum allowable amount. Applicants who do not use the full amount in  
32 the funding period for which they have won will no longer be able to re-apply for the remainder of the funds.  
33

34 **Section 4.** Neither the Ray Travel Award nor the Career Development Grant have a current policy addressing  
35 the number of times any student may receive the award. Funding guidelines for both grants will be updated to  
36 include a stipulation that any student may only win each award a maximum of 3 times per graduate degree  
37 pursued. This 3-time maximum shall be summed separately for each award. Students pursuing multiple  
38 degrees will be able to win each award a maximum of 3 times for each non-concurrent degree that is pursued.  
39

40 **Section 5.** Neither the Ray Travel Award nor the Career Development Grant have a current policy addressing  
41 the number of applications a student may submit in a single funding period. Funding guidelines for both grants  
42 will be updated to include a stipulation that any student may only submit one application per funding cycle. In  
43 the event that a student submits more than one application per funding cycle, the chair will randomly select the  
44 application that is judged. If an applicant has multiple activities or expenses planned in the same activity  
45 window, they may include these in a single application for either award.  
46

47 **Section 6.** Historically, applications for the Ray Travel Award have been judged by a minimum of 5  
48 independent judges because of a Yes/No judging system. This system is no longer used and as such, this

49 number of independent judges is unnecessary. The Career Development Grant does not have a stated minimum  
50 number of judges per application. Both awards will now require a minimum of 3 judges per application.

51  
52 Approved: **Yes** /No

53 Date: 3/6/20

54 Stephen J. Post  
55 Stephen J. Post, President



Council of Graduate Students  
at The Ohio State University



## Council of Graduate Students Career Development Grant

By offering grants of up to \$350 each through the Career Development Grant program, the Council of Graduate Students (CGS) provides an incentive for graduate students to prepare for placement into their chosen field while attending OSU. These grants will subsidize the expenses incurred by the activities outlined in the application.

Applications will be evaluated based on the strength of presentation of professional goals in the Career Development Plan, explanation of the relevance of proposed activities in the Statement of Intent, and demonstration of experience toward reaching stated goals in the resume.

### Guidelines:

- Applicants must be enrolled in the Graduate School at The Ohio State University during the semester in which the applicant submits grant application. Expenses incurred during an academic semester in which the applicant is not enrolled in classes require the students be enrolled in the immediately preceding semester. In the case of summer conferences, applicants must be enrolled in the summer term or the subsequent autumn semester.
- In addition, the applicant must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.
- Applications must be submitted prior to the start of the term in which the anticipated activities will take place. Activities occurring between semesters are considered to be part of the previous semester.
- Grant recipients will be reimbursed after the activities have taken place, through a check issued by The Ohio State University or through direct deposit.
- In order to obtain reimbursement, **ORIGINAL RECEIPTS (showing payment confirmation) must be provided to CGS.**
- No applicant will be awarded more than \$350 in CGS Career Development Grant funds per academic year.
- Previous award winners must disclose all previous Career Development Grant awards. Failure to do so will automatically disqualify applicants.
- The application must be received by CGS before the deadline. Late or incomplete applications will not be considered.
- With consent of the applicant, the "Submission Materials" of any grant recipient may be made available by CGS for prospective applicants to review as a model of excellent career preparation.
- The CDG does not give out scores (which are normalized), whether those of an individual or of all applicants.
- All expenses and activities must be completed prior to graduation.

Online Application

Revised Nov. 2015

# Standing Rules

## Council of Government Students Standing Rules, The Ohio State University

### The Edward J Ray Travel Award for Scholarship and Service (RTA)

#### Purpose:

The purpose of the Professional Development Fund (PDF) is to provide travel grants to qualified graduate students, fostering their professional development by allowing them to present their research at domestic and international conferences. The PDF sets itself apart from other funding sources in that it recognizes graduate students for their service to the University and to the wider community.

#### Committee Composition:

The Ray Travel Award committee shall consist of: 1) CGS Treasurer serving as chair, 2) At least four students. In addition, up to three faculty members may be appointed by the CGS Vice President.

A combination of students and faculty members from at least three colleges shall constitute a quorum for any individual judging round.

#### Judging:

The PDF is a competitive program, and as such, no more than forty percent of the applications received in a given year may be funded. Each funding cycle, applicants shall apply using a form approved by the PDF committee that takes into account at least the following factors:

1. The applicant's ability to convey the importance of the research being presented
2. The relevance of the proposed presentation to the applicant's professional development
3. The applicant's service to their department, the University as a whole, and the wider community
4. Faculty statements of support for the applicant's research.
5. Applicant's previous funding history through the Ray Travel Award.

The Ray Travel Award Committee may set the award amount to any amount not to exceed \$1000. When the Committee changes the Award amount, the Treasurer must ensure that promotional materials regarding the Award, including but not limited to, information on the CGS website, is update to reflect the new amount at least four weeks prior to the Application Deadline for the Award period in which the Committee desires the changed amount to take effect.

The committee's decisions regarding Awardees cannot be appealed.

#### Eligibility:

Applicants must satisfy at least the following criteria to be awarded funding:

1. They must be graduate students in good standing with the graduate school and their program.
2. The application must be submitted prior to conference attendance.
3. Student is ineligible if student received the Ray Travel Award in the previous fiscal period.

#### Allowable Expenses and Reimbursement:

All PDF awards are paid out as reimbursements. All relevant university policies shall be observed in determining allowable expenses. Reimbursement shall not occur until the recipient has provided CGS with both an acceptable form of proof of conference presentation and acceptable receipts.

#### CGS Distinguished Service Awards

**Purpose.** The Council of Graduate Students presents the CGS Distinguished Service Awards to recognize those students, staff, faculty, administrators and community members who have rendered exceptional service to graduate students at The Ohio State University on a yearly basis.

**Application Requirements.** Nominations must be submitted to the Executive Committee by the 31st of March, or a later date set and announced by the

Executive committee and include the following: 1) the name of the nominee, 2) the nominee's address, telephone number, and e-mail address, 3) the nominator's name, address, telephone number, and e-mail address, 4) the name and contact information of one additional reference for the committee to contact, 5) a letter describing the individual's qualification for the award; and 6) a copy of the nominee's resume, vita, or equivalent.

**Recipient Selection.** The Executive Committee shall select no more than three recipients in any one year. Individuals shall be eligible again for consideration five years after receiving an award. No voting member of the Executive Committee may receive the award.

**Guidelines for Organizations Seeking CGS Co-Sponsorship of Events:**

**Purpose.** The purpose of co-sponsorship is to broaden the opportunities of graduate students by enabling groups such as University departments, student organizations, and non-university groups to partner with the Council of Graduate Students to provide graduate students with unique educational, cultural, and social opportunities. Co-sponsorship is more than just a cash subsidy and should entail a partnership in resources and planning between the Council and the requesting organization.

**Application Requirements:**

The organization seeking co-sponsorship must provide the following information to an appropriate standing committee of the Council (not including the Executive Committee): an explanation of the event, focusing on the benefit to graduate students at Ohio State; the event's budget; the list of other confirmed and expected co-sponsors; the specific dollar amount desired from CGS, not to exceed \$500; an explanation of how CGS will be involved in the event; the number of volunteers that CGS will be expected to contribute to the planning committee and to the event itself; the methods that will be used to assess the event; the means by which CGS will be recognized as a co-sponsor of the event; and the anticipated number of graduate student participants at the event.

**Guidelines for Committee Approval of Co-Sponsorship:**

The standing committee that receives a request for co-sponsorship shall take the following factors into account when reaching a decision on co-sponsorship: • the expected impact of the event on graduate students; the event's relevance to the committee's goals and objectives; the opportunity for substantial contribution to the planning and implementation of the event; and the event's relevance to the overall goals and objectives of the Council of Graduate Students. The standing committee may choose to provide non-monetary resources as the exclusive form of co-sponsorship of an event. The standing committee's determination is final and can only be appealed by a resolution to the Council of Graduate Students sponsored by at least five voting members of the Council explicitly stating the budget line that will provide the funding.

**Eligibility:**

Applicants must satisfy the following criteria to receive monetary co- sponsorship:

In the case of a student organization (excluding Inter-Professional Council and Undergraduate Student Government), the organization must be registered and have exhausted all available Council on Student Affairs funding provided through the Student Activity Fee;

In the case of University departments or external organizations, the event must be primarily designed to serve graduate students; and Events for which co-sponsorship is requested must fit within the overall goals and mission of the Council of Graduate Students.

(As revised July 25,2016)

(As revised March 29, 2019)